

# Office Opening/Closing Checklist

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Default 

## Pre-Opening Tasks (If Opening)

Tasks to be completed *\*before\** the office officially opens.

### Target Opening Date

Enter date...

### Initial Office Layout Plan Description

Write something...



### Number of Desks/Workstations Prepared

Enter a number...

### Lease Agreement (Uploaded Copy)

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### Security System Type

- None
- Alarm System
- Keycard Access
- Security Personnel

### Internet Service Provider Confirmed?

- Yes
- No

### Key Distribution Plan (Who has keys, and for what purpose)

Write something...

# Daily Opening Procedures

Tasks to be performed each morning when opening the office.

## Opening Time

## Alarm System Status

- Armed
- Disarmed
- Trouble

## HVAC System Status

- On
- Off
- Trouble

## Thermostat Setting (Morning)



Tasks to be performed each evening when closing the office.

### Closing Time Recorded

Enter time...

### Any Unusual Events/Issues Noted

Write something...

### Cash Drawer Count (If Applicable)

Enter a number...

### Security System Armed?

- Yes
- No

### Lights Status

- All Off
- Some On
- All On

### HVAC System Status

- Off
- Eco Mode
- Scheduled

### Photo of Secure Area (if applicable)

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### Notes on Leaving Appliances On (e.g., coffee machine)

Write something...

## Weekly Maintenance & Security

Tasks to be performed weekly to ensure ongoing office health.

### Check HVAC Filter Condition (Rating 1-5, 5=New)

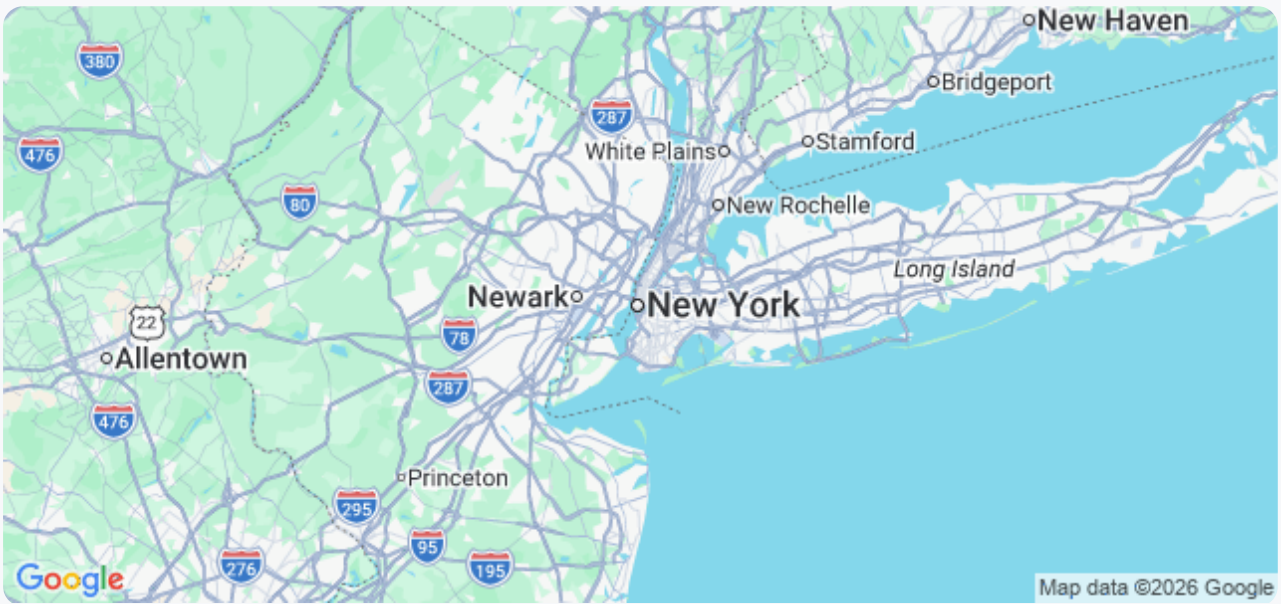
Enter a number...

## Security System Status

- Active & Functioning
- Needs Attention
- Offline

## Inspect Exterior Lighting

 [Set My Current Location](#)



## Notes on any security concerns observed

Write something...

**Photos of any visible damage (e.g., broken windows)**

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**Check Fire Extinguishers – Visual Inspection**

OK

Needs Service

Missing/Not Found

**Check Thermostat Settings (Desired Temperature)**

Enter a number...

## Monthly/Quarterly Review

Larger-scale tasks to be completed less frequently.

**Last HVAC System Servicing**

Enter date...

**Meter Readings (Electricity, Water, Gas)**

Enter a number...

### Summary of any Security Incidents (if applicable)

Write something...

### Office Cleaning Contract Review

- Satisfactory
- Needs Improvement
- Requires Renegotiation

### Copy of Fire Safety Inspection Report

 Upload File

### Summary of Staff Feedback Regarding Office Conditions/Maintenance

Write something...

### Review of Insurance Policies (Liability, Property)

- Review Complete - No Issues
- Review Complete - Requires Adjustment
- Review Not Yet Completed

# Emergency Procedures

Critical protocols for handling unexpected situations.

## Fire Evacuation Plan Review & Familiarization

Write something...

## Emergency Contact Person (On-Site)

- Person 1
- Person 2
- Person 3

## Emergency Contact Person (Off-Site)

- Contact 1
- Contact 2
- Contact 3

## Last Fire Extinguisher Inspection Date

Enter a number...

### Scheduled Fire Alarm System Test Date

Enter date...

### Procedure for Reporting Suspicious Activity

Write something...

### First Aid Kit Inspection Status

- Inspected & Stocked
- Needs Inspection
- Missing Items

## Technology & Systems

Specific checks related to technology and operational systems.

### Server Room Temperature (Celsius)

Enter a number...

### Network Switch Power Consumption (Watts)

Enter a number...

### Security System Status

- Active
- Inactive
- Needs Repair

### Phone System Functionality

- Fully Functional
- Limited Functionality
- Not Functional

### Last Data Backup Date

Enter date...

### Scheduled System Maintenance Time

Enter time...

## Notes on System Performance/Issues

Write something...

## Screenshot of Network Activity

 Upload File