



Office Opening/Closing Checklist

Pre-Opening Tasks (If Opening)

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

Target Opening Date

Initial Office Layout Plan Description

Number of Desks/Workstations Prepared

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)

Enter a number...

Lights Check

- All On
- Partial
- All Off

Brief Note on Office Condition

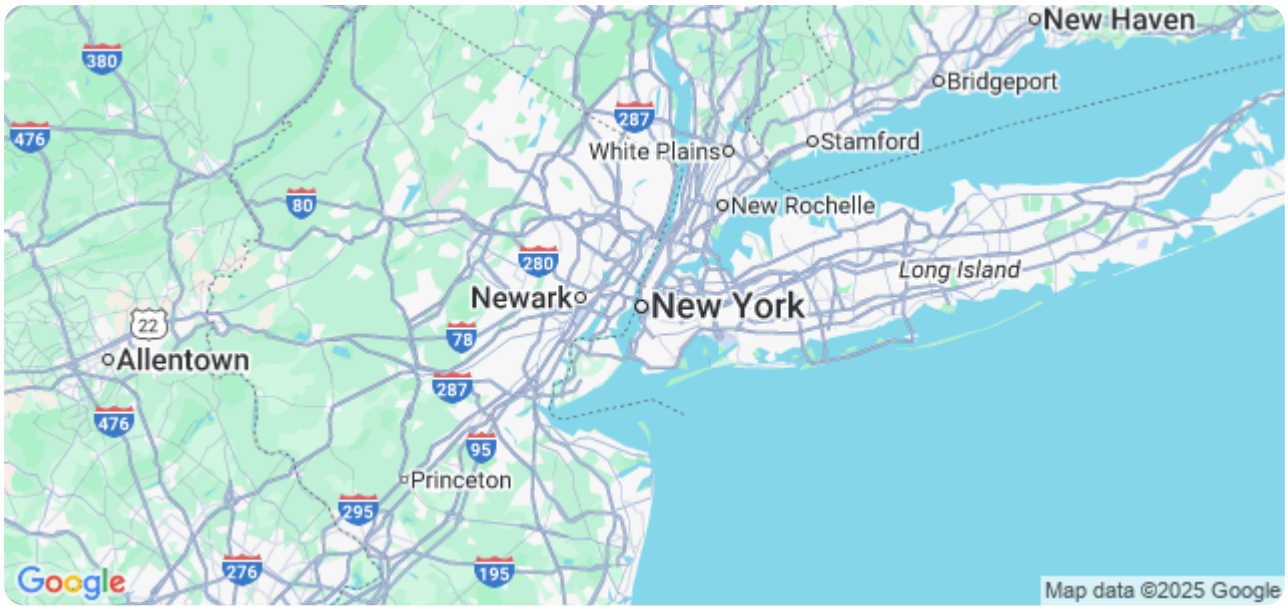
Write something...

Mail/Deliveries Check

- Checked
- Not Checked

Review Security Camera Footage (If Applicable)

[📍 Set My Current Location](#)



Daily Closing Procedures

Tasks to be performed each evening when closing the office.

Closing Time Recorded

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)

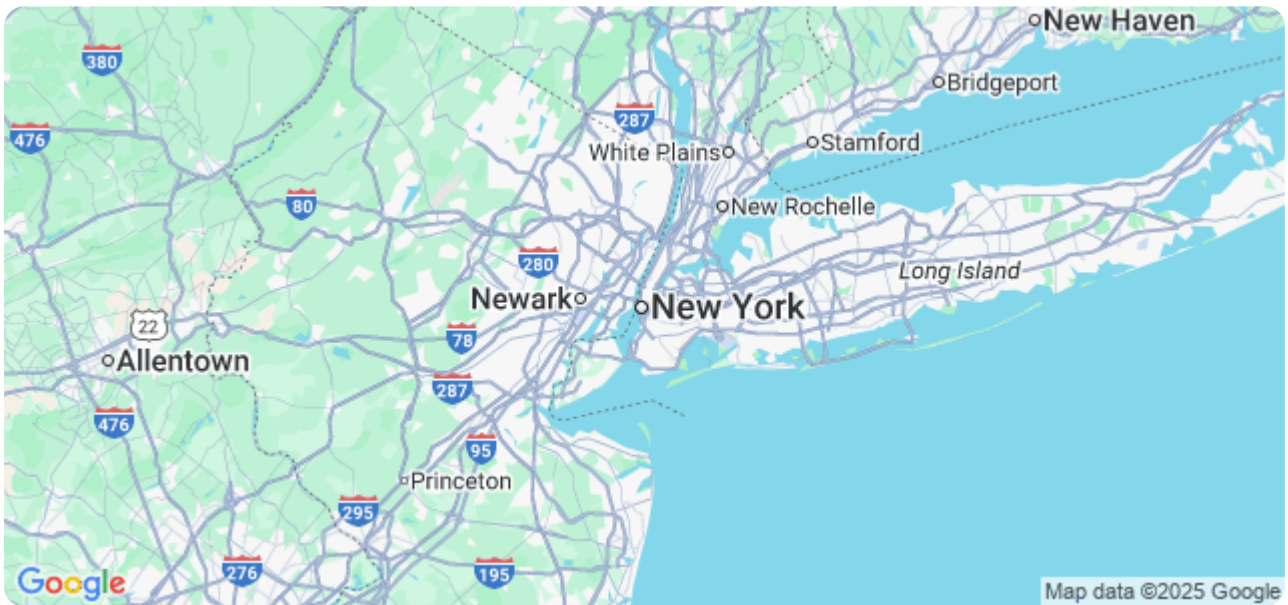
Enter a number...

Security System Status

- Active & Functioning
- Needs Attention
- Offline

Inspect Exterior Lighting

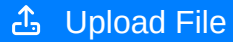
[📍 Set My Current Location](#)



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

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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)

Network Switch Power Consumption (Watts)

Security System Status

- Active
- Inactive
- Needs Repair

Phone System Functionality

- Fully Functional
- Limited Functionality
- Not Functional

Last Data Backup Date

Scheduled System Maintenance Time

Notes on System Performance/Issues

Write something...

Screenshot of Network Activity

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