

Office Opening/Closing Checklist

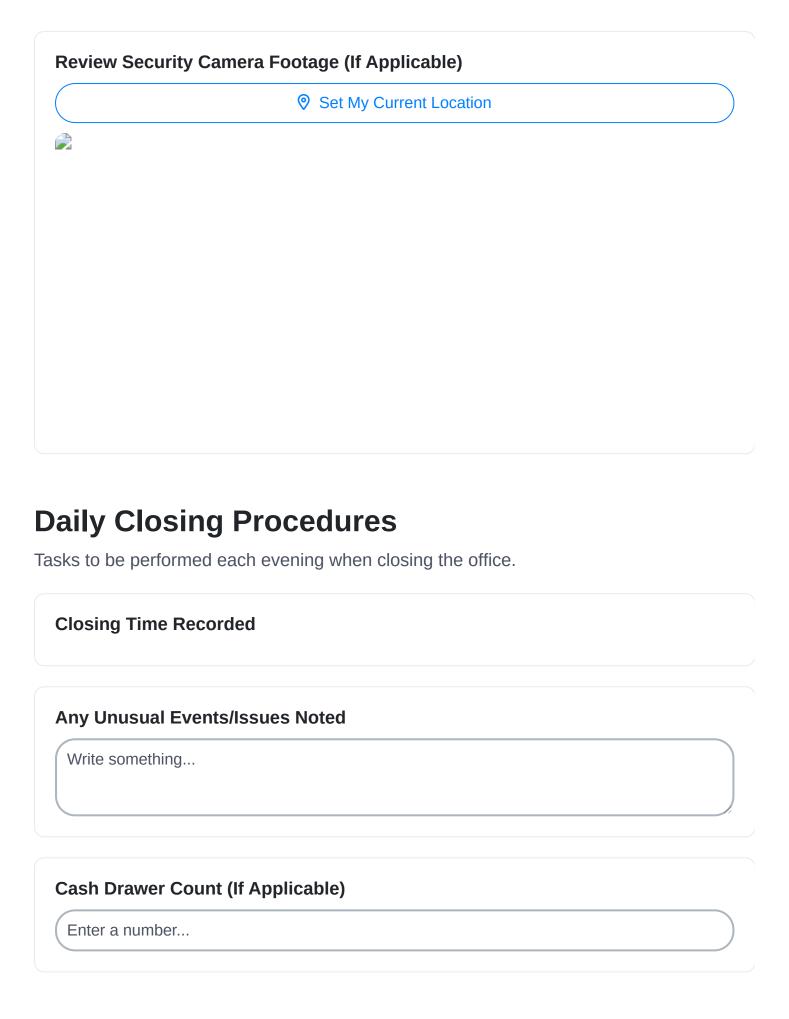
Pre-Opening Tasks (If Opening)

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) Lease Agreement (Uploaded Copy)	

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



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) L Upload File
Notes on Leaving Appliances On (e.g., coffee machine) Write something

Weekly Maintenance & Security

Tasks to be performed weekly to ensure ongoing office health.

Security System Status	
Active & Functioning	
Needs Attention	
Offline	
nspect Exterior Lighting	
Set My Current Location	
Notes on any security concerns observed	
Notes on any security concerns observed Write something	

Check Fire Extinguishers – Visual Inspection
☐ 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

♣ 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		
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Fire Evacuation Plan Review & Familiarization Write something		
Fire Evacuation Plan Review & Familiarization Write something Emergency Contact Person (On-Site)		
Fire Evacuation Plan Review & Familiarization Write something Emergency Contact Person (On-Site) Person 1		
Fire Evacuation Plan Review & Familiarization Write something Emergency Contact Person (On-Site)		

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
Гесhnology & Systems
Specific checks related to technology and operational systems.
Server Room Temperature (Celsius)
Enter a number

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	
Notes on System Performance/Issues	
Write something	