



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

 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

Notes on System Performance/Issues

Write something...

Screenshot of Network Activity

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