[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Office Closing Checklist

Closing the office safely every night: shutdown, security, and handover notes, signed by the person on duty.

Closing details Closing time: _____ **Office manager:** _____

Alarm company phone: _____ Lost-property box location: _____

Overnight air-conditioning: _____

Equipment shutdown [ ] Close at [Closing time]. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Staff computers shut down or locked; shared printers left on. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Kitchen appliances switched off at the wall: kettle, toaster, microwave. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Air conditioning set to [Overnight air-conditioning setting]. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Blinds closed in street-facing rooms. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Non-essential lights switched off. OK **[ ]** Fault **[ ]** N/A **[ ]**

Windows and doors [ ] Every room walked: meeting rooms, washrooms, kitchen, store rooms. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] All windows closed, internal doors locked. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Main entrance locked. OK **[ ]** Fault **[ ]** N/A **[ ]**

Alarm and security [ ] Alarm set; panel confirms it is armed before leaving. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] If the alarm will not set, re-check doors and windows, then call [Alarm company phone]. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Do not leave the building unalarmed without reporting it to [Office manager name]. OK **[ ]** Fault **[ ]** N/A **[ ]**

Left-behind items Log anything found during the final walk; store it in [Lost-property box location].

Item	Found in	Date	Stored in

Handover notes and signature Leave the morning shift everything it needs to start without asking.

Deliveries expected tomorrow: _____ Rooms booked before 10:00: _____

Faults found: _____ Visitors expected: _____

Note left at: Reception desk Closed by (signature): _____

Date: _____ Time alarm set: _____

Completion [ ] Final walk done: every room empty, windows shut, lights off. OK **[ ]** Fault **[ ]** N/A **[ ]**

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[ ] Found items are labelled, logged, and stored in [Lost-property box location]. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Handover note for tomorrow is at reception and the alarm is set. OK **[ ]** Fault **[ ]** N/A **[ ]**

Document: Office Closing Checklist Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____