[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. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Office Opening Checklist

Opening the office without missing a step: security, lights, systems, rooms, and supplies, ticked off in order.

Opening details

Opening time	**[Opening time]**
Office manager	**[Office manager name]**
Alarm company phone	**[Alarm company phone]**
Daytime air-conditioning	**[Daytime air-conditioning setting]**

Security and alarms

✓	Check	Result (OK / Fault / N-A)	Notes
	Arrive at **[Opening time]**.		
	Enter by the main entrance only.		
	Disarm the alarm with your personal code.		
	Alarm panel shows no fault; if it does, call **[Alarm company phone]**.		
	If delayed by more than 15 minutes, phone **[Office manager name]**.		
	All windows closed and locked; fire exits clear.		

Lights and climate

✓	Check	Result (OK / Fault / N-A)	Notes
	Lights switched on in reception, work areas, and washrooms.		
	Air conditioning set to **[Daytime air-conditioning setting]**.		
	Blinds opened in street-facing rooms.		

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Systems and equipment

✓	Check	Result (OK / Fault / N-A)	Notes
	Printers have paper and toner.		
	Coffee machine on and filled.		
	Reception phone system shows no fault lights.		
	Shared inbox checked for urgent messages.		
	Booking calendar checked for early meetings.		

Rooms and common areas

✓	Check	Result (OK / Fault / N-A)	Notes
	Each room booked before 10:00: chairs counted, table clean, AV tested.		
	Reception seating straightened and cushions plumped.		
	Kitchen: cups washed and stacked, milk in date.		
	Stationery point: pens tested, notepaper stacked.		

Supplies and notes

Record what is running low and any fault or note for the day.

Opened by	
Date	
Faults found	
Reported to	
Supplies running low	

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Completion

✓	Check	Result (OK / Fault / N-A)	Notes
	Alarm disarmed cleanly, panel fault-free, and windows locked.		
	Rooms booked before 10:00 are set up, tested, and ready.		
	Faults from the morning walk are in the opening notes.		

Sign-off

Completed by	
Signature	
Date	

Document	Office Opening Checklist
Version	2.0 (redesign)
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**