Ashford Business Services Ltd

Office Opening Checklist

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

Opening details

Opening time	**08:00**
Office manager	**Sarah Mitchell**
Alarm company phone	**01632 960 123**
Daytime air-conditioning	**21°C**

Security and alarms

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Arrive at **08:00**.	OK	
✓	Enter by the main entrance only.	OK	
✓	Disarm the alarm with your personal code.	OK	
✓	Alarm panel shows no fault; if it does, call **01632 960 123**.	OK	
✓	If delayed by more than 15 minutes, phone **Sarah Mitchell**.	OK	
✓	All windows closed and locked; fire exits clear.	OK	

Lights and climate

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Lights switched on in reception, work areas, and washrooms.	OK	
✓	Air conditioning set to **21°C**.	OK	
✓	Blinds opened in street-facing rooms.	OK	

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Systems and equipment

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

Rooms and common areas

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

Supplies and notes

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

Opened by	Sarah Mitchell
Date	9 November 2026
Faults found	None
Reported to	Not applicable - no faults found
Supplies running low	Printer paper and coffee beans

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Completion

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

Sign-off

Completed by	Sarah Mitchell
Signature	Sarah Mitchell
Date	9 November 2026

Document	Office Opening Checklist
Version	2.0 (redesign)
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Facilities Manager**
Date	**3 November 2026**
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