[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

Print-friendly checklist - tick each item with a pen as you complete the morning opening routine.

Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Opening checks

Security and alarms

Done	Check item	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]** and inform **[Office manager name]**.	
	If delayed by more than 15 minutes, phone **[Office manager name]**.	
	All windows closed and locked; fire exits clear; no unfamiliar person or package in the office.	

Lights and climate

Done	Check item	Notes
	Lights switched on in reception, work areas, and meeting rooms.	
	Air conditioning set to **[Daytime air-conditioning setting]**.	
	Blinds opened in street-facing rooms.	

Systems and equipment

Done	Check item	Notes
	Printers have paper and toner.	

[Company name]

Done	Check item	Notes
	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

Done	Check item	Notes
	Each room booked before 10:00: chairs counted against the booking, whiteboard wiped, markers tested on the board, screen or video link switched on.	
	Reception seating straightened and cushions plumped.	
	Kitchen: cups washed and stacked, milk in date, drinking water jug filled.	
	Stationery point: pens tested, notepaper stack full, printer paper topped up.	

Final review

Done	Check item	Notes
	Alarm disarmed cleanly, panel fault-free, and the opening log signed.	
	Rooms booked before 10:00 are set up, tested, and ready for their first meeting.	
	Faults from the morning walk are in the opening log with the time found and the person informed.	

Opening log and sign-off

Complete this section before the first staff or visitors arrive.

Field	Entry
Opened by	**[Name and role]**
Date	**[DD Month YYYY]**
Time	**[Opening time]**
Faults found	
Reported to	**[Office manager name]**
Supplies running low	