Ashford Business Services Ltd

Office Closing Checklist

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

Closing details

Closing time	**10:30 am**
Office manager	**Sarah Mitchell**
Alarm company phone	**01632 960 123**
Lost-property box location	**Boardroom, 12 Church Street, Birmingham**
Overnight air-conditioning	**Overnight air-conditioning setting**

Equipment shutdown

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Close at **10:30 am**.	OK	
✓	Staff computers shut down or locked; shared printers left on.	OK	
✓	Kitchen appliances switched off at the wall: kettle, toaster, microwave.	OK	
✓	Air conditioning set to **Overnight air-conditioning setting**.	OK	
✓	Blinds closed in street-facing rooms.	OK	
✓	Non-essential lights switched off.	OK	

Windows and doors

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Every room walked: meeting rooms, washrooms, kitchen, store rooms.	OK	
✓	All windows closed, internal doors locked.	OK	

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✓	Check	Result (OK / Fault / N-A)	Notes
✓	Main entrance locked.	OK	

Alarm and security

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Alarm set; panel confirms it is armed before leaving.	OK	
✓	If the alarm will not set, re-check doors and windows, then call **01632 960 123**.	OK	
✓	Do not leave the building unalarmed without reporting it to **Sarah Mitchell**.	OK	

Left-behind items

Log anything found during the final walk; store it in **Boardroom, 12 Church Street, Birmingham**.

Item	Found in	Date	Stored in

Handover notes and signature

Leave the morning shift everything it needs to start without asking.

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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

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Final walk done: every room empty, windows shut, lights off.	OK	
✓	Found items are labelled, logged, and stored in **Boardroom, 12 Church Street, Birmingham**.	OK	
✓	Handover note for tomorrow is at reception and the alarm is set.	OK	

Document	Office Closing Checklist
Version	2.0 (redesign)
Prepared by	**James Patel, Office Manager**
Owner	**Emma Clarke, Finance Manager**
Date	**9 November 2026**
Review date	**9 November 2026**

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