[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 Closing SOP

Purpose: Closing the office safely every evening: equipment shutdown, windows and doors, alarms, and notes for the next day.

Who this is for: The person closing the office - close at **[Closing time]** and work through the sections in order.

End-of-day shutdown steps

1. Close at **[Closing time]**.
2. Ask staff to shut down their computers or lock them, and switch shared printers to standby.
3. Switch off kitchen appliances at the wall: kettle, toaster, microwave, coffee machine.
4. Set the air conditioning to **[Overnight air-conditioning setting]**.
5. Close blinds in street-facing rooms.
6. Switch off non-essential lights.

Security and alarm procedure

1. Walk the office once to confirm all windows are closed, internal doors are locked, and no one remains in meeting rooms, washrooms, or the kitchen.
2. Lock the main entrance.
3. Set the alarm and wait for the panel to confirm it is armed before leaving.
4. If the alarm will not set, re-check doors and windows once, then call **[Alarm company name]** on **[Alarm company phone]** and inform **[Office manager name]**. Do not leave the building unalarmed without reporting it.

Left-behind items and lost property

*Label each found item, log it below, and store it in **[Lost-property box location]**.*

Item	Found in	Date	Stored in
Umbrella	Meeting room 2	12 May 2026	**[Lost-property box location]**

[Company name]

Item	Found in	Date	Stored in

Handover notes for the next day

Handover item	Note
Deliveries expected tomorrow	
Rooms booked before 10:00	
Faults found	
Visitors expected	
Note left at	Reception desk

Exceptions and escalation

Situation	Action	Call
Staff member still working late	Agree a departure time; confirm they know how to set the alarm; record their name in the closing log	**[Office manager name]**
Fire alarm or emergency during closing	Evacuate immediately; do not re-enter for belongings; call emergency services	Emergency services
Security incident	Report to the office manager the same evening	**[Office manager name]**

Completion checklist

✓	Closing check
	Every room was walked and confirmed empty before the alarm was set.
	Left-behind items are labelled, logged, and stored in **[Lost-property box location]**.
	The handover note for tomorrow is written and left at reception, and the closing log is signed.

[Company name]

Closed by: **[Name]** - Date: **[DD Month YYYY]**

Document	Office Closing SOP
Version	1.0
Owner	**[Name and role]**
Review date	**[DD Month YYYY]**