Ashford Business Services Ltd

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 **10:30 am** and work through the sections in order.

End-of-day shutdown steps

1. Close at **10:30 am**.
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 **James Patel** on **01632 960 123** and inform **Sarah Mitchell**. 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 **Boardroom, 12 Church Street, Birmingham**.*

Item	Found in	Date	Stored in
Umbrella	Meeting room 2	12 May 2026	**Boardroom, 12 Church Street, Birmingham**

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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	**Sarah Mitchell**
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	**Sarah Mitchell**

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 **Boardroom, 12 Church Street, Birmingham**.
	The handover note for tomorrow is written and left at reception, and the closing log is signed.

Closed by: **James Patel** - Date: **9 November 2026**

Document	Office Closing SOP
Version	1.0
Owner	**Helen Morris, Office Manager**
Review date	**9 November 2026**
