[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

Audit-style checklist - record what you observe for each check, mark a finding, and assign a corrective action for every issue found.

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

Opening audit

Complete one finding per check. For every finding of Issue, enter the corrective action and an owner before signing off.

Security and alarms

Check	Criterion	Evidence observed	Finding	Owner	Corrective action
1. Arrive at **[Opening time]**.	Arrival at or before the scheduled opening time.		Pass / Issue / N-A	**[Name and role]**	
2. Enter by the main entrance only.	No other entrance used during the opening routine.		Pass / Issue / N-A	**[Name and role]**	
3. Disarm the alarm with your personal code.	Alarm disarmed by an authorised personal code.		Pass / Issue / N-A	**[Name and role]**	
4. Alarm panel shows no fault; if it does, call **[Alarm company phone]** and inform **[Office manager name]**.	Fault-free panel, or the fault is escalated to both contacts.		Pass / Issue / N-A	**[Name and role]**	
5. If delayed by more than 15 minutes, phone **[Office manager name]**.	Any delay over 15 minutes is notified before the threshold passes.		Pass / Issue / N-A	**[Name and role]**	

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Check	Criterion	Evidence observed	Finding	Owner	Corrective action
6. All windows closed and locked; fire exits clear; no unfamiliar person or package in the office.	Every window secured, all fire exits unobstructed, nothing suspicious present.		Pass / Issue / N-A	**[Name and role]**	

Lights and climate

Check	Criterion	Evidence observed	Finding	Owner	Corrective action
7. Lights switched on in reception, work areas, and meeting rooms.	All occupied areas lit; no dark corridors left.		Pass / Issue / N-A	**[Name and role]**	
8. Air conditioning set to **[Daytime air-conditioning setting]**.	Controls show the standard daytime setting.		Pass / Issue / N-A	**[Name and role]**	
9. Blinds opened in street-facing rooms.	All street-facing rooms have blinds open.		Pass / Issue / N-A	**[Name and role]**	

Systems and equipment

Check	Criterion	Evidence observed	Finding	Owner	Corrective action
10. Printers have paper and toner.	Paper trays full; no low-toner warnings.		Pass / Issue / N-A	**[Name and role]**	
11. Coffee machine on and filled.	Machine switched on and stocked.		Pass / Issue / N-A	**[Name and role]**	
12. Reception phone system shows no fault lights.	No fault lights showing on the console.		Pass / Issue / N-A	**[Name and role]**	
13. Shared inbox checked for urgent messages.	Urgent overnight messages identified and flagged.		Pass / Issue / N-A	**[Name and role]**	
14. Booking calendar checked for early meetings.	All meetings starting before 10:00 identified.		Pass / Issue / N-A	**[Name and role]**	

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Rooms and common areas

Check	Criterion	Evidence observed	Finding	Owner	Corrective action
15. Each room booked before 10:00: chairs counted against the booking, whiteboard wiped, markers tested on the board, screen or video link switched on.	Every early room matches its booking and is meeting-ready.		Pass / Issue / N-A	**[Name and role]**	
16. Reception seating straightened and cushions plumped.	Reception seating is tidy and presentable.		Pass / Issue / N-A	**[Name and role]**	
17. Kitchen: cups washed and stacked, milk in date, drinking water jug filled.	Kitchen is ready for the first arrivals.		Pass / Issue / N-A	**[Name and role]**	
18. Stationery point: pens tested, notepaper stack full, printer paper topped up.	Stationery point is stocked.		Pass / Issue / N-A	**[Name and role]**	

Final review

Check	Criterion	Evidence observed	Finding	Owner	Corrective action
19. Alarm disarmed cleanly, panel fault-free, and the opening log signed.	Log signed; no outstanding faults.		Pass / Issue / N-A	**[Name and role]**	
20. Rooms booked before 10:00 are set up, tested, and ready for their first meeting.	Every early room verified ready.		Pass / Issue / N-A	**[Name and role]**	
21. Faults from the morning walk are in the opening log with the time found and the person informed.	All faults logged with time found and person informed.		Pass / Issue / N-A	**[Name and role]**	

Findings summary

Total checks	21	Issues found		Actions open	

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Corrective action follow-up

Carry every Issue finding here and track it to closure.

Issue	Corrective action	Owner	Due by	Status (Open / Done)
		[Name and role]	**[DD Month YYYY]**	
		[Name and role]	**[DD Month YYYY]**	
		[Name and role]	**[DD Month YYYY]**	

Add rows to fit the number of issues. Remove the empty rows if there are none.

Sign-off

Role	Name	Signature	Date
Checker	**[Name and role]**		**[DD Month YYYY]**
Manager	**[Name and role]**		**[DD Month YYYY]**