[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

Guided workflow - follow the steps in order from the top. Each step ends with a checkpoint: the step is done only when the checkpoint is true.

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

The opening routine

Times are measured from **[Opening time]**. If any checkpoint cannot be met, stop, log it, and inform **[Office manager name]** before continuing.

Arrival and security - from [Opening time]

Step	What to do	How to do it	Done when	Time
1	Arrive at **[Opening time]**.	Be at the office by the scheduled opening time.	You are inside before staff or visitors arrive.	T+0
2	Enter by the main entrance only.	Use the main entrance; keep side and rear doors locked.	Every other entry point is still locked.	T+0
3	Disarm the alarm with your personal code.	Enter your personal code at the alarm panel.	The panel shows disarmed.	T+2
4	Alarm panel shows no fault; if it does, call **[Alarm company phone]** and inform **[Office manager name]**.	Read the panel display; on any fault, call both contacts at once.	Panel is fault-free, or the fault is reported to both contacts.	T+3
5	If delayed by more than 15 minutes, phone **[Office manager name]**.	Call before the delay passes 15 minutes; give your expected arrival time.	**[Office manager name]** knows when you will arrive.	As needed
6	All windows closed and locked; fire exits clear; no unfamiliar person or package in the office.	Walk every room: lock windows, check fire exits are unobstructed, note anything unfamiliar.	All rooms checked; nothing suspicious is outstanding.	T+10

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Lights and climate - after the security walk

Step	What to do	How to do it	Done when	Time
7	Lights switched on in reception, work areas, and meeting rooms.	Switch on each area's lights; do not leave corridors dark.	All occupied areas are lit.	T+12
8	Air conditioning set to **[Daytime air-conditioning setting]**.	Set the thermostat or controls to the standard daytime setting.	The display shows the standard setting.	T+12
9	Blinds opened in street-facing rooms.	Open the blinds in every room facing the street.	Blinds are open and the rooms look presentable.	T+14

Systems and equipment - before anyone needs them

Step	What to do	How to do it	Done when	Time
10	Printers have paper and toner.	Check each printer's paper tray and toner indicator.	Trays are full; no low-toner warnings are showing.	T+16
11	Coffee machine on and filled.	Switch on, fill the water, and check beans or capsules.	The machine is on and stocked.	T+18
12	Reception phone system shows no fault lights.	Look at the console for warning or fault lights.	No fault lights are showing.	T+18
13	Shared inbox checked for urgent messages.	Open the shared inbox and scan overnight messages for anything urgent.	Urgent items are noted and flagged.	T+20
14	Booking calendar checked for early meetings.	Open today's calendar and note every meeting starting before 10:00.	Early meetings are identified.	T+22

Rooms and common areas - set up before first arrivals

Step	What to do	How to do it	Done when	Time
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.	Visit each booked room: count chairs against the booking, wipe the whiteboard, test markers on the board, switch on the screen or video link.	Every early room is meeting-ready.	T+30
16	Reception seating straightened and cushions plumped.	Straighten chairs and sofas; plump the cushions.	Reception looks tidy.	T+34
17	Kitchen: cups washed and stacked, milk in date, drinking water jug filled.	Wash and stack cups, check the milk date, fill the drinking water jug.	The kitchen is ready for the first arrivals.	T+36

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Step	What to do	How to do it	Done when	Time
18	Stationery point: pens tested, notepaper stack full, printer paper topped up.	Test the pens, refill the notepaper stack, top up printer paper.	The stationery point is stocked.	T+38

Final review - before the first staff or visitors arrive

Step	What to do	How to do it	Done when	Time
19	Alarm disarmed cleanly, panel fault-free, and the opening log signed.	Confirm steps 1 to 6 left nothing open; sign the log.	The log is signed and no faults are outstanding.	T+40
20	Rooms booked before 10:00 are set up, tested, and ready for their first meeting.	Spot-check the early rooms one last time.	Every early room is verified ready.	T+42
21	Faults from the morning walk are in the opening log with the time found and the person informed.	Enter each fault with its time and who you told.	All faults are logged and reported.	T+42

Routine complete - sign off

Sign below to confirm every step met its checkpoint. Hand the sheet to **[Office manager name]** if any checkpoint could not be met.

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