[Company name]

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Office Opening SOP

Opening the office the same way every morning: alarms, lights, systems, meeting rooms, and supplies checked before staff arrive.

Document control

Document ID	**[Document ID]**
Title	Office Opening SOP
Version	1.0
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Approved by	**[Name and role]**
Date of issue	**[DD Month YYYY]**
Next review	**[DD Month YYYY]**

1. Purpose

This procedure defines the standard routine for opening the office each working day, so that alarms, lights, systems, meeting rooms, and supplies are checked the same way every morning before staff arrive.

2. Scope

This procedure applies to the person assigned to open the office each working day, and to everyone responsible for keeping it current.

3. Responsibilities

Role	Responsibility
Document owner (**[Name and role]**)	Keeps this procedure current and reviews it by the review date.
Office manager (**[Office manager name]**)	Arranges cover if the person opening is delayed.
Person opening the office	Carries out this procedure in full and logs every fault found.

4. Procedure

4.1 Arrival and alarm

4.1.1 Arrive at **[Opening time]**.

4.1.2 Enter by **[Main entrance]** only.

4.1.3 Disarm the alarm with your personal code and confirm the panel shows the system disarmed.

4.1.4 If the alarm sounds on entry or the panel shows a fault, go to clause 4.5 and call **[Alarm company name]** on **[Alarm company phone]**.

4.1.5 If delayed by more than 15 minutes, phone **[Office manager name]** so cover can be arranged.

4.2 Security and safety checks

4.2.1 Confirm all windows are closed and locked.

4.2.2 Confirm fire exits are clear.

4.2.3 Check for water leaks or hazards; none are visible before staff arrive.

4.2.4 Confirm the server or comms cupboard door is locked.

4.2.5 Confirm no unfamiliar person or package is in the office.

4.2.6 Write any fault or security concern in the opening log with the time found.

4.3 Systems and equipment checks

4.3.1 Switch on lights in reception, work areas, and meeting rooms.

4.3.2 Set air conditioning to **[Standard air-conditioning setting]**.

4.3.3 Confirm printers have paper and toner.

4.3.4 Switch the coffee machine on and fill it.

4.3.5 Confirm the reception phone system shows no fault lights.

4.3.6 Check the shared inbox for urgent messages.

4.3.7 Check the booking calendar for early meetings.

4.4 Meeting rooms and common areas

4.4.1 For each room booked before 10:00: chairs in place, whiteboard clean, markers work, screen or video link tested.

4.4.2 Tidy the reception seating.

4.4.3 Stock the kitchen with cups, milk, and drinking water.

4.4.4 Restock the stationery point with pens and notepaper.

4.5 Exceptions and escalation

4.5.1 If there are signs of a break-in or an alarm fault: do not enter further; leave the building and call **[Alarm company name]** on **[Alarm company phone]**.

4.5.2 If there is a water leak: isolate the area if safe to do so, then call **[Building management]** on **[Building management phone]**.

4.5.3 If there is a power failure: inform the office manager before staff arrive (call **[Office manager name]**).

5. Completion

Done	Check
	Alarm disarmed cleanly and the panel shows no fault.
	All rooms booked before 10:00 are set up and tested.
	Every fault found on the morning walk is logged and reported.

Completed by **[Name and role]** on **[DD Month YYYY]**.

6. Approval

Name and role	Signature	Date
[Name and role]		

7. Revision history

Version	Date	Description	Author
1.0	**[DD Month YYYY]**	First issue	**[Name and role]**