[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 SOP

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

Document ID	**[Document ID]**
Version	1.0
Owner	**[Name and role]**

Follow these steps in order

Tick each box as you go. Take or stick in a photo of the panel, lock, or switch where a photo box appears, so the next opener sees what to look for.

A - Arrival and alarm

Step	Photo	Action	✓
1	*Photo: entrance clock or sign-in screen*	Arrive at **[Opening time]**.	
2	*Photo: main entrance door and lock*	Enter by **[Main entrance]** only.	
3	*Photo: alarm panel showing disarmed*	Disarm the alarm with your personal code and confirm the panel shows the system disarmed.	
4	*Photo: alarm panel showing the fault*	If the alarm sounds on entry or the panel shows a fault, go to the "If something goes wrong" table and call **[Alarm company name]** on **[Alarm company phone]**. Do not continue until the fault is resolved.	
5	*Photo: phone showing the call*	If delayed by more than 15 minutes, phone **[Office manager name]** so cover can be arranged.	

B - Security walk-through

Step	Photo	Action	✓
6	*Photo: a locked window*	All windows closed and locked.	
7	*Photo: a clear fire exit*	Fire exits clear.	
8	*Photo: under-sink and floor areas*	No water leaks or hazards visible.	

[Company name]

Step	Photo	Action	✓
9	*Photo: server cupboard lock*	Server or comms cupboard door locked.	
10	*Photo: office floor*	No unfamiliar person or package in the office.	
11	*Photo: opening log page*	Write any fault or security concern in the opening log, with the time found.	

C - Systems and equipment

Step	Photo	Action	✓
12	*Photo: light switch panel*	Lights switched on in reception, work areas, and meeting rooms.	
13	*Photo: air-conditioning control*	Air conditioning set to **[Standard air-conditioning setting]**.	
14	*Photo: printer paper tray*	Printers have paper and toner.	
15	*Photo: coffee machine*	Coffee machine on and filled.	
16	*Photo: reception phone display*	Reception phone system shows no fault lights.	
17	*Photo: shared inbox screen*	Shared inbox checked for urgent messages.	
18	*Photo: booking calendar screen*	Booking calendar checked for early meetings.	

D - Meeting rooms and common areas

Step	Photo	Action	✓
19	*Photo: meeting room set up*	Each room booked before 10:00: chairs in place, whiteboard clean, markers work, screen or video link tested.	
20	*Photo: reception seating*	Reception seating tidy.	
21	*Photo: stocked kitchen*	Kitchen stocked with cups, milk, and drinking water.	
22	*Photo: stationery point*	Stationery point restocked with pens and notepaper.	

If something goes wrong

If this	Do this
Alarm fault or break-in signs	Do not enter further; leave the building. Call **[Alarm company name]** on **[Alarm company phone]**.
Water leak	Isolate the area if safe to do so. Call **[Building management]** on **[Building management phone]**.

[Company name]

If this	Do this
Power failure	Inform the office manager before staff arrive. Call **[Office manager name]**.

Finished

✓	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]**.