Office Closing Checklist

An end-of-day routine for tidying, securing and locking up the office every evening.

Tidy Common Areas

- [ ] Clear reception and shared desks of cups, papers and clutter.
- [ ] Wipe down kitchen counters and the breakroom table.
- [ ] Empty or start the dishwasher and put away clean mugs and dishes.
  Avoid leaving dirty dishes in the sink overnight.
- [ ] Switch off and empty the coffee machine and unplug small kitchen appliances.
- [ ] Empty general waste and recycling bins if needed and replace liners.

Power Down Equipment

- [ ] Shut down or log off shared computers and turn off monitors.
- [ ] Power off printers, copiers, scanners and reception screens.
- [ ] Switch off non-essential lights, leaving any required security lighting on.
- [ ] Adjust heating or air conditioning to overnight or eco settings.
  Leave servers, fridges and security systems running.
- [ ] Turn off and unplug any space heaters, fans or chargers left on desks.

Secure Documents and Valuables

- [ ] Lock confidential files and paperwork in cabinets or drawers.
- [ ] Clear desks of sensitive documents and store laptops securely.
- [ ] Shred any confidential paper no longer needed.
- [ ] Lock away petty cash, keys and any valuable equipment.
- [ ] Confirm safes and secure storage are properly closed and locked.

Check Windows and Internal Doors

- [ ] Close and latch all windows, including those in meeting rooms and kitchens.
- [ ] Confirm internal doors to secure areas such as the server room are closed and locked.
- [ ] Check that fire doors are shut but never blocked or wedged open.
- [ ] Make sure no taps, water dispensers or appliances are left running.
- [ ] Do a final sweep for staff or visitors still in the building.

Lock Up and Set Alarm

- [ ] Switch off remaining lights as you move toward the exit.
- [ ] Lock all internal doors that should be secured overnight.
- [ ] Confirm CCTV and access control systems remain active.
  Do not power down security equipment.
- [ ] Set the security alarm from the panel before the final exit.
- [ ] Lock the main entrance and any secondary doors behind you.

Final Checks

- [ ] Confirm the alarm has armed correctly and shows no fault lights.
- [ ] Test that the entrance door is fully locked by pushing or pulling it.
- [ ] Log any maintenance issues or incidents for the office manager.
- [ ] Note items that need restocking or attention the next morning.
- [ ] Sign and date the closing log to confirm the routine is complete.