

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.