Office Opening Checklist

A step-by-step routine for opening the office safely and smoothly every morning.

Arrive and Secure Entry

- [ ] Approach the building and check the exterior for damage, forced entry or anything out of place before entering.
- [ ] Unlock the main entrance and any secondary doors required for staff access.
- [ ] Disarm the security alarm within the allowed time window using your code.
  Keep the monitoring company number handy in case of accidental triggering.
- [ ] Confirm CCTV and access control systems are powered and recording.
- [ ] Prop open or unlock internal doors that staff need throughout the day.

Power On Building Systems

- [ ] Switch on main lighting in entrances, corridors and shared areas.
- [ ] Adjust heating or air conditioning to a comfortable temperature for the day.
- [ ] Turn on shared printers, copiers and scanners and check for paper and toner.
- [ ] Power up reception screens, signage and any visitor sign-in systems.
- [ ] Confirm Wi-Fi and the network are online and reachable.

Safety and Security Scan

- [ ] Walk the floor and check that fire exits and walkways are clear and unobstructed.
- [ ] Look for spills, leaks or trip hazards and address them before staff arrive.
  Place wet-floor signs if cleaning has left surfaces damp.
- [ ] Check that emergency exit doors open freely and are not blocked or locked.
- [ ] Confirm first aid kits are in place and visible.
- [ ] Note any maintenance issues and log them for follow-up.

Prepare Common Areas

- [ ] Wipe down reception and shared desks if needed and tidy any clutter left overnight.
- [ ] Switch on the kitchen, fill and start the coffee machine and check the kettle and water dispenser.
- [ ] Restock the breakroom with milk, tea, coffee and clean mugs.
  Check fridge dates and remove anything spoiled.
- [ ] Empty the dishwasher and run any waiting load.
- [ ] Set out fresh hand towels and refill soap and sanitizer dispensers.

Ready the Workspaces

- [ ] Open blinds or curtains to let in natural light.
- [ ] Check meeting rooms are clean, chairs are arranged and screens or conferencing kit are working.
- [ ] Turn on shared monitors, phones and reception equipment.
- [ ] Bring in and sort any deliveries or post left at the door.
- [ ] Review the day's calendar for visitors, deliveries or meetings that need setup.

Final Walkthrough

- [ ] Confirm all systems are running and no error lights or alerts are showing.
- [ ] Check that the reception area looks welcoming and presentable.
- [ ] Verify staff entrances are accessible and visitor doors are appropriately secured.
- [ ] Report any unresolved issues to the office manager or facilities team.
- [ ] Sign and date the opening log to confirm the routine is complete.