SOP Template: Opening and Closing Procedures Checklist

This SOP details the **opening and closing procedures checklist** to ensure consistent and secure startup and shutdown of operations. It includes steps for inspecting facilities, verifying equipment functionality, securing premises, managing inventory, logging activities, and communicating shift changes. The goal is to maintain operational efficiency, safety, and accountability at the beginning and end of each work period.

1. Purpose

To provide a standardized checklist for opening and closing operations, ensuring all critical tasks are completed efficiently and safely.

2. Scope

This procedure applies to all staff responsible for opening and closing the facility.

3. Opening Procedures Checklist

- Arrive at the designated time and perform security check at all entry points.
- Disarm security systems as required.
- Inspect the premises for signs of damage, unauthorized entry, or hazards.
- Turn on necessary lights and equipment according to operational needs.
- Verify functionality of key equipment and systems (e.g., cash registers, computers, HVAC).
- Check restrooms and common areas for cleanliness and stock supplies.
- Unlock customer/public areas when ready.
- Conduct an inventory check of critical supplies or products.
- Log any issues, incidents, or maintenance needs in the daily log.
- Communicate relevant updates or instructions to incoming staff as necessary.

4. Closing Procedures Checklist

- Ensure customers and non-staff have exited the premises.
- Secure sensitive or valuable inventory/equipment.
- Turn off non-essential equipment, lights, and appliances.
- Clean and tidy all work, restroom, and communal areas.
- Dispose of trash and restock supplies as needed.
- Verify all windows and doors are locked.
- Set security alarms and activate surveillance systems.
- Conduct a final walkthrough to check for hazards or discrepancies.
- Update the daily log with any incidents, issues, or actions taken.
- Communicate any important information to management or the next shift as needed.

5. Documentation

- Maintain a daily log of activities and incidents.
- Record inventory adjustments or operational issues.
- Report any emergencies or safety hazards immediately.

6. Review and Update

This SOP shall be reviewed annually or as needed to ensure relevance and accuracy.

Date Effective: [Insert Date]
Reviewed by: [Name/Position]
Next Review Date: [Insert Date]