

SOP: Closing Procedures Checklist

This SOP details the **closing procedures checklist** to ensure all closing tasks are completed efficiently and consistently. It includes steps for securing equipment, cleaning and organizing workspaces, shutting down systems, locking doors and access points, performing safety inspections, and documenting any issues or maintenance needs before leaving. The checklist aims to maintain safety, security, and operational readiness for the next business day.

1. Securing Equipment

- Turn off all computers, monitors, and electronic devices.
- Store any sensitive equipment in designated secure areas.
- Check that all equipment is unplugged or powered down as required.

2. Cleaning and Organizing Workspaces

- Clear desks and counters of clutter and unnecessary items.
- Wipe down all surfaces with appropriate cleaning agents.
- Dispose of trash and recyclables in proper bins.
- Ensure all storage areas are tidy and organized.

3. Shutting Down Systems

- Log out of all software systems and accounts.
- Back up data if applicable.
- Secure confidential documents in locked cabinets or digital vaults.

4. Locking Doors and Access Points

- Verify all internal and external doors are closed and locked.
- Set alarms and security systems as required.
- Ensure windows and emergency exits are secure.

5. Safety Inspection

- Inspect fire exits and extinguishers for accessibility and functionality.
- Check that hazardous materials are properly stored and labeled.
- Identify and report any safety hazards or unusual conditions.

6. Documentation and Reporting

- Log any incidents, issues, or maintenance needs in the closing log.
- Document completed tasks and any exceptions.
- Communicate with next shift or management as necessary.

7. Supervisor Sign-Off

Task	Responsible Person	Date	Initials
Secured equipment			
Workspaces cleaned			
Systems shut down			
Doors/access points locked			
Safety inspection performed			
Documentation completed			

Notes:

- Retain completed checklists for recordkeeping.
- Report unresolved issues to management immediately.
- Update this SOP as needed to reflect current closing procedures.

