SOP: Alarm System Activation and Final Building Walk-Through

Purpose

This SOP details the procedures for **alarm system activation and final building walk-through**, ensuring that all security measures are properly implemented before leaving the premises. It includes steps for verifying that all doors and windows are secured, checking for any unauthorized persons or hazards, activating the alarm system correctly, and confirming system functionality. The goal is to maintain building security, prevent unauthorized access, and minimize potential risks after business hours or during unoccupied periods.

Scope

This procedure applies to all authorized personnel responsible for closing the building after business hours.

Responsibilities

- Designated closing personnel: Execute the final walk-through, activate the alarm system, and verify all steps.
- Security Supervisor: Ensure employees are trained on proper procedures.

Procedure Steps

1. **Preparation**
   - Obtain necessary keys, access cards, or codes for all areas and the alarm system panel.
2. **Final Walk-Through**
   - Systematically check all rooms, offices, restrooms, and storage areas.
   - Ensure all **windows** and **doors** are closed and securely locked.
   - Turn off all unnecessary lights, equipment, and appliances.
   - Ensure that all fire hazards are removed or neutralized (e.g., no open flames, unnecessary electronics powered down).
   - Look for any unauthorized persons or suspicious activity. Address issues according to company policy or notify security/law enforcement as needed.
3. **Alarm System Activation**
   - Proceed to the main alarm panel.
   - Follow the system-specific instructions for arming the alarm (e.g., inputting codes, selecting zones).
   - Wait for system confirmation (audible or visual) that the alarm is set.
4. **Exit**
   - Exit the building within the designated exit delay time after system activation.
   - Ensure the main entrance is locked and secured.
5. **Confirmation & Documentation**
   - Verify system status via remote app or monitoring service if available.
   - Log the time of closing, your name, and any incidents found during walk-through in the security logbook or digital log.

Checklist

Task	Status (âœ"/âœ—)	Comments
All doors and windows checked		
All lights and electronics switched off		
No unauthorized persons detected		
Alarm system activated		
Building exited and secured		
Logbook updated		

References

- Alarm System User Manual
- Company Security Policy

Revision History

Date	Version	Description	Author
2024-06-18	1.0	Initial SOP Template	[Your Name]