

# SOP: Pre-opening Building Inspection and Security Check

This SOP details the **pre-opening building inspection and security check** procedures to ensure the safety and readiness of the facility before daily operations begin. It includes systematic inspections of structural integrity, electrical systems, fire safety equipment, and security devices, as well as verifying that all access points are secured and alarm systems are functional. The goal is to identify and address any potential hazards or security concerns early, thereby maintaining a safe environment for employees, visitors, and assets.

## 1. Purpose

To establish a consistent procedure for conducting building inspections and security checks prior to opening the facility each day.

## 2. Scope

This SOP applies to all designated security personnel, facility managers, or staff responsible for opening the facility.

## 3. Responsibilities

- **Security personnel:** Perform inspections and complete the checklist.
- **Facility Manager:** Ensure SOP compliance, review inspection reports, and address noted deficiencies.

## 4. Procedure

1. **Arrival:** Arrive at least 30 minutes before opening time. Ensure personal safety and wear any required PPE.
2. **Perimeter Check:**
  - Inspect exterior for signs of forced entry, vandalism, or hazards.
  - Check outdoor lighting, fences/gates, and security cameras for functionality.
3. **Access Points:**
  - Verify all external doors/windows are locked and undamaged.
  - Disarm alarm systems as required for entry.
4. **Interior Inspection:**
  - Walk through all accessible areas to detect intrusions, leaks, or fire hazards.
  - Ensure emergency exits are unobstructed and clearly marked.
5. **Electrical & Fire Safety:**
  - Check electrical panels for signs of tampering.
  - Confirm fire extinguishers, alarms, and detectors are in place and functional.
6. **Security Devices:**
  - Test security cameras and monitoring systems.
  - Report and log any malfunctioning devices.
7. **Finalize:**
  - Securely store inspection log and report any issues immediately to the Facility Manager.
  - Confirm all systems are set to operational and alarms are properly configured.

## 5. Inspection Checklist (Sample)

Item	Status (OK/Not OK)	Notes/Action Required
Perimeter secure and clear		
All doors/windows locked and intact		
Alarm system functional		
Emergency exits accessible		
Fire safety equipment in place		
Security cameras operational		

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No visible hazards (water, fire, etc.)		
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## 6. Documentation

- All inspections must be logged daily, noting date, time, and inspector's name.
- All anomalies or hazards found must be documented and reported to management immediately.

## 7. Review and Update

This SOP should be reviewed annually or after any security incident or significant building modification.