

SOP Template: Locking up, Setting Alarms, and Completing Closing Inspection Log

This SOP describes the procedures for **locking up, setting alarms, and completing the closing inspection log** to ensure security and accountability at the end of business operations. It includes steps for verifying that all doors and windows are securely locked, activating alarm systems to protect the premises, and accurately filling out the closing inspection log to document the condition and security status of the facility. This ensures that the property is safely secured, and records are maintained for future reference and compliance.

Procedure

- 1. Final Walkthrough**
 - Inspect all rooms, offices, restrooms, and common areas to ensure that everyone has vacated the premises.
 - Turn off unnecessary lights, equipment, and appliances.
 - Check for any safety hazards (e.g., plugged-in heaters, unlocked storage areas).
- 2. Securing Entry Points**
 - Ensure all windows are closed and locked.
 - Check all exterior and interior doors; lock them securely.
 - Confirm that emergency exits are unobstructed and secure (as appropriate).
- 3. Setting Alarm System**
 - Verify that the facility is empty and ready to be secured.
 - Activate the alarm system according to the alarm instructions provided at your location.
 - Ensure that the alarm panel indicates proper activation before leaving.
 - Note the alarm code and report any issues immediately to management.
- 4. Completing the Closing Inspection Log**
 - Record the date, time, and your name/employee ID on the inspection log.
 - Document each item checked (doors, windows, alarms, etc.) and note any issues or irregularities.
 - Sign the log to confirm completion of the inspection and securing process.
 - Submit or store the completed log according to company policy.
- 5. Exiting the Premises**
 - Exit through the designated door after all security procedures are complete.
 - Ensure the last door used is properly locked from the outside.

Responsibilities

- Assigned closing staff are responsible for following all steps in this SOP.
- Managers or supervisors must review completed logs and address any security incident or missed step.

Records

- Closing inspection log (keep on file as specified by compliance policy; minimum 12 months recommended).
- Incident reports (if applicable).

Revision History

Date	Version	Description	Author
2024-06-14	1.0	Initial template created	[Your Name/Title]