SOP Template: Opening Procedures Checklist

This SOP details the **Opening Procedures Checklist** to ensure a smooth and efficient start to daily operations. It covers key tasks such as facility inspection, equipment setup, safety checks, staff briefing, inventory preparation, and system initialization. Following this checklist helps maintain organization, safety, and readiness for a productive workday.

Checklist Overview

- Facility Inspection
- Equipment Setup
- Safety Checks
- Staff Briefing
- Inventory Preparation
- System Initialization

Opening Procedures Checklist

Task	Description	Responsible Person	Completed (âœ"/âœ˜)
Facility Inspection	Walk through premises; check for cleanliness, security, hazards, and maintenance issues.	[Assigned staff]	
Equipment Setup	Power up and test all required equipment and machinery for functionality.	[Assigned staff]	
Safety Checks	Ensure emergency exits, alarms, and first-aid equipment are accessible and operational.	[Safety Officer]	
Staff Briefing	Gather team for daily goals, role assignments, and important updates.	[Manager/Supervisor]	
Inventory Preparation	Count and organize inventory needed for the day's operations, note shortages.	[Inventory Clerk]	
System Initialization	Log into IT systems (POS, scheduling, communications) and verify access.	[IT/Front Desk]	

Sign-Off

All tasks must be checked and initialed by responsible staff to verify completion before opening.

- Date: _____
- Manager Initials: _____