

Opening Procedures Checklist (Morning Setup)

The **Opening Procedures Checklist (morning setup)** details the essential steps to prepare the facility for daily operations, ensuring all equipment is inspected, safety protocols are followed, and work areas are organized. It includes verifying operational readiness, checking communication systems, confirming staff assignments, and ensuring cleanliness and safety standards are met to promote an efficient and safe start to the workday.

1. Pre-Entry

- 1. Arrive at facility at designated time.
- 2. Disarm the alarm/security system if applicable.
- 3. Turn on necessary lights and check emergency exits for clear access.

2. Facility Inspection

- 4. Walk through facility to identify any overnight issues (damage, hazards, etc.).
- 5. Check HVAC, lighting, and essential utilities for proper function.

3. Equipment Inspection

- 6. Inspect operational equipment for readiness (list specific equipment as needed).
- 7. Power up equipment and run preliminary checks as required.
- 8. Report any malfunctions/damages to supervisor immediately.

4. Cleanliness & Organization

- 9. Ensure all work areas are clean, organized, and free of debris.
- 10. Check restrooms and common areas for cleanliness & adequate supplies.
- 11. Stock supplies in workstations as needed.

5. Safety Protocols

- 12. Inspect first aid kits and safety stations.
- 13. Confirm fire extinguishers and emergency equipment are accessible and up-to-date.
- 14. Review potential safety hazards and report or address as needed.

6. Communication & Assignments

- 15. Check communication devices/systems (phones, intercoms, radios).
- 16. Confirm daily staffing and specific work assignments.
- 17. Communicate any changes or critical information to team as needed.

7. Final Readiness

- 18. Ensure facility is ready for opening (all doors unlocked as needed, signage displayed).
- 19. Confirm all checklist items completed and initialed.
- 20. Document any issues and escalate as required before opening to public/staff.

Opening Procedures Checklist Record

Task	Initials	Time Completed	Notes
Pre-Entry Security & Lighting			
Facility Walkthrough			
Equipment Inspection			
Cleanliness Check			
Safety Equipment			
Staff Assignments			
Final Readiness			

Completed By: _____

Date: _____