

SOP Template: Standard Opening and Closing Checklists

This SOP details the use of **standard opening and closing checklists** to ensure consistent and efficient operations. It includes procedures for preparing the workspace, verifying equipment functionality, and securing premises at the start and end of each workday. The goal is to enhance workplace safety, maintain operational readiness, and minimize errors by following a structured checklist for opening and closing activities.

1. Opening Checklist

- Arrive at the workplace on time.
- Disarm security systems as required.
- Turn on necessary lights.
- Inspect the premises for any signs of unauthorized entry, damage, or hazards.
- Check all emergency exits to ensure they are unobstructed and operational.
- Start up all relevant equipment and machinery; verify their functionality.
- Refill supplies and materials as needed.
- Review and address any outstanding maintenance or cleaning issues.
- Log in to required computer systems, registers, or operational platforms.
- Prepare workstations for staff or customer use.
- Conduct a team briefing, review daily objectives, and assign tasks as needed.
- Sign and date the opening checklist upon completion.

2. Closing Checklist

- Verify completion of all scheduled tasks and resolve pending issues.
- Clean and sanitize workstations, equipment, and communal areas.
- Secure confidential or sensitive materials and documents.
- Shut down and unplug equipment where appropriate.
- Remove perishable items and dispose of waste correctly.
- Restock supplies for the next business day as needed.
- Turn off unnecessary lights and equipment.
- Ensure all windows and non-essential doors are closed and locked.
- Activate security systems before leaving the premises.
- Conduct a final walkthrough to confirm the premises are secure and safe.
- Sign and date the closing checklist upon completion.

3. Documentation

- All checklists must be signed, dated, and filed daily by the responsible personnel.
- Report any deviations, incidents, or issues identified during the opening or closing process to the supervisor immediately.
- Regularly review and update checklists to reflect changes in operational needs or standards.