

Standard Operating Procedure (SOP)

Daily Opening and Closing Checklist

This SOP provides a comprehensive **daily opening and closing checklist** to ensure all operational tasks are accurately completed at the start and end of each business day. It covers essential procedures such as equipment inspection, security system activation, facility cleanliness, inventory checks, and safety protocol verification.

Objective: Maintain consistent operational standards, enhance workplace safety, and promote a smooth transition between shifts.

1. Opening Checklist

Task	Completed (âœ”/âœ˜)	Initials	Remarks
Disarm security systems and unlock entrance doors			
Turn on lights, equipment, and HVAC systems			
Inspect equipment for proper functioning and cleanliness			
Check facility cleanliness (floors, restrooms, customer areas)			
Stock supplies and inventory (restock as needed)			
Review and address any urgent messages or service reports			
Perform safety/sanitation checks (fire exits, first aid kits, etc.)			
Open for business and greet team/customers			

2. Closing Checklist

Task	Completed (âœ”/âœ˜)	Initials	Remarks
Notify customers of closing and ensure all have exited			
Clean and sanitize all areas (workstations, restrooms, public spaces)			
Turn off equipment and lights (except security lighting)			
Secure and store cash, receipts, and confidential records			
Check/lock windows, doors, and access points			
Set alarm/security systems			
Take out trash and recycling			
Document any incidents, damages, or maintenance issues			
Confirm all staff have clocked out and exited facility safely			

3. Records & Sign-Off

At the end of each shift, the responsible team members must sign off below to confirm all checklist items have been completed. Submit this form to the shift supervisor or manager.

- **Opener Signature:** _____ **Date:** _____
- **Closer Signature:** _____ **Date:** _____
- **Supervisor Verification:** _____ **Date:** _____