

# Standard Operating Procedure (SOP): Turn on Lights, Air Conditioning/Heating, and Background Music

This SOP details the procedure to **turn on lights, air conditioning/heating, and background music** to ensure a comfortable and well-prepared environment. It includes steps for operating lighting systems, adjusting temperature controls for optimal climate, and starting background music to enhance ambiance and atmosphere. Following this SOP guarantees a consistent, pleasant, and functional setting for all occupants.

## Scope

This SOP applies to all staff responsible for opening facilities and preparing communal, retail, or hospitality spaces for occupancy.

## Responsibilities

- Opening staff or assigned personnel must strictly follow this SOP at the start of each day or shift.
- Maintenance or technical staff should be contacted if any equipment malfunctions.

## Procedure

- Turn on Lights**
  - Locate the main lighting control panel or switches.
  - Switch on all primary lights in public and work areas.
  - Ensure accent/feature lighting (if applicable) is also activated for optimal ambiance.
  - Check for any failed bulbs or fixtures and report issues as necessary.
- Set Air Conditioning/Heating**
  - Identify the thermostat or climate control panel location.
  - Turn on the system (either air conditioning or heating depending on the season).
  - Adjust the temperature to the pre-determined optimal setting (e.g., 22°C/72°F for comfort).
  - Ensure fans or vents are open and unobstructed for proper air flow.
  - Verify system is operating correctly and quietly.
- Start Background Music**
  - Locate the audio system controls (e.g., amplifier, mixer, or streaming device).
  - Power on the audio system and select the appropriate music source or playlist, as per company guidelines.
  - Set background music volume to a comfortable, non-intrusive level for the space.
  - Walk through the area to ensure music is audible throughout, but not excessively loud.

## Verification

- Visually confirm all lights are on and functioning.
- Check thermometer or digital display to confirm target temperature is being achieved.
- Audit audio system by listening in multiple zones, adjusting volume as needed.

## Documentation

- Record completion of daily start-up in the opening checklist or logbook.
- Note any defects or exceptions for follow-up maintenance.

## Health & Safety

- Do not operate switches or systems with wet hands or if there are visible electrical hazards.
- Report any electrical or HVAC faults immediately for inspection and repair.

## Revision History

Version	Date	Changes	Author
1.0	2024-06-07	Initial SOP Release	Assistant