

# SOP Template: Unlocking Entrances and Updating Exterior Signage

This SOP details the procedures for **unlocking entrances and updating exterior signage**, including the standardized process for securing access points at the start of the day, ensuring entrances are unlocked safely and efficiently, and guidelines for maintaining and refreshing exterior signage to enhance visibility and communication. The goal is to facilitate smooth access management and keep exterior signage clear, accurate, and up to date for visitors and staff.

## 1. Purpose

To establish a clear, safe, and standardized procedure for unlocking building entrances and updating exterior signage, thereby ensuring access control and accurate communication.

## 2. Scope

This SOP applies to all designated staff responsible for building access and signage maintenance at the facility.

## 3. Responsibilities

Role	Responsibility
Facility Manager	Oversee SOP compliance, provide training, and address any access or signage issues.
Opening Staff	Safely unlock entrances, check entry points, and update signage as needed.
Security Personnel	Assist with access control and support during emergency or special events.

## 4. Procedure

### 4.1 Unlocking Entrances

1. Arrive at the site at least **15 minutes** prior to scheduled opening time.
2. Check perimeter for any suspicious activity or safety hazards.
3. Ensure all necessary keys, access cards, or codes are available and functional.
4. Unlock primary entrances in the following recommended order:
  - Main entrance
  - Secondary/public entrances
  - Staff/service doors
5. Visually confirm that each door is securely set in the open/unlocked position as required.
6. Verify alarm systems are disarmed where appropriate before opening.
7. Perform a walk-through to verify that all intended access points are unlocked and no unauthorized entry has occurred.

### 4.2 Updating Exterior Signage

1. Inspect all exterior signage for clarity, accuracy, and physical condition.
2. Remove outdated or damaged signage promptly.
3. Install new or updated signage according to current communication needs (hours, special notices, directions, etc.).
4. Ensure signs are securely affixed, visible, and compliant with organizational standards.
5. Clean signage as needed for maximum legibility.
6. Log all signage updates and replacements in the maintenance record.

## 5. Safety and Security

- Do not unlock any entrance if there are safety concerns or suspicious individuals present-contact security

immediately.

- Wear identification badges while performing these duties.
- Report any lost keys, access cards, or security breaches to management without delay.

## 6. Documentation

1. Complete the daily **Access and Signage Log** (digital or paper).
2. Record time, staff name, condition of entrances/signage, and any issues encountered.
3. Submit completed logs to the Facility Manager at end of shift.

## 7. Review and Revision

This SOP should be reviewed annually or after any security incident or facility change affecting entrances or signage.