



# Guidelines for Closing APC Office

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**Purpose:** This SOP outlines the steps required to close the office each day, ensuring the space is secure, keys are accounted for, and the team is notified.

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## ***Step 1 — Secure the Space***

- Turn off all ACs.
- Close the blinds.
- Close any windows that are open.

## ***Step 2 — Front Desk Shutdown***

- Go to the front desk.
- Make sure the main AC switches are off.
- Make sure the light switches are off.
- Take the key from the front desk.

## ***Step 3 — Notify the Team***

- Post a message on the main office group on Mattermost confirming that you have taken the keys and locked up – this is so everyone is aware of the whereabouts of the key.

## ***Step 4 — Final Walkthrough***

- Turn off all the lights.
- Close the door.
- Close the shutters of each bathroom door and of the office door.