



Guidelines for Opening APC Office

Purpose: This SOP outlines the steps required to open the APC office each day, ensuring the workspace and pantry are clean, stocked, and ready before staff and visitors arrive.

Step 1 — Open the Office

- Lift the shutters.
- Open the doors.
- Turn on the lights and the AC using the switches located at the front desk.

Step 2 — Prepare the Pantry

- Lift the blinds.
- Clean the table.
- Clean the microwave, refrigerator, and kettle.
- Put away all cups, plates, and cutlery in their designated areas.
- Make sure all surfaces are tidy and neat.

Step 3 — Check Snacks & Drinks

- Check the snacks and drinks on display and make sure they are fully stocked.
- Refill any items that are running low.

Step 4 — Check Water Supply

- Check the water dispenser. If the current water can is empty, replace it with a full can from stock.
- **IMPORTANT:** If only ONE water can remains in stock, call for a water delivery immediately. It will arrive the same day – Nagaraj (+91 9448593419)

Step 5 — Stock the Supplies Drawer

- Make sure the first drawer is stocked with paper plates and tissues.