

OFFICE EVENING CHECK LIST ROOM _____
 FOR THE MONTH OF _____

Date	PCs & Monitors	Office Lights	Fire Doors	Break Area	Conference Room	Initials	Time
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Check List Items

Turn Off Office Lights

Turn Off Coffeepots in the Small Break Room

Verify all PCs and Monitors are turned off

Clear all fire emergency exit doors

Lock and turn off lights in assigned conference rooms

Ensure common area filing cabinets are secured and locked