

Wishing you all safe and happy holidays!!!!

We hope you enjoy this special time with your family and friends and we also hope that 2021 brings you, your business & your families good health, happiness & success

HOLIDAY SHUTDOWN CHECKLIST

EMPLOYEES

- Set up out of office email notification with closure period
- Set up landline voicemail message with closure period
- Set up mobile voicemail message with closure period
- Secure documents and files
- Remove valuable items from desks
- Remove food items, cups etc, wipe down desk

BUSINESS

- Set up out of office email notification with closure period
- Set up landline voicemail message with closure period
- Remove valuable items from front desk
- Lock all cabinets and draws, remove keys
- Unplug all heating/cooling appliances (fans, heaters)
- Shred any sensitive files
- Check all windows are closed & locked, blinds closed
- Close and lock meeting rooms and corridor doors
- Switch off all lights
- Turn off air conditioner/heater
- Switch off all portable devices in communal rooms
- Empty all rubbish bins with perishables and paper items
- Share emergency contact list (Eg Plumber, Managing agent etc) with upper management
- Remove live plants or water before closure
- Check fire doors are clear
- Test fire alarms, and replace batteries
- Check security system and turn on alarm when closing
- Lock all portable devices in a cupboard if possible
- Switch off all staff computers and monitors at power point
- Switch off printers (If multi-functional check they can be turned off)
- Remove backup device (hard drive) from premises

NOTIFY

- Notify staff, clients, suppliers and customers of closure dates
- Place sign at front desk for December period with closure dates
- Notify Landlord of closure dates
- Notify security company of closure dates
- Notify staff 1-2 days before closure to clear out personal food items from fridge
- Update website with closure dates
- Update Google my business with closure dates
- Notify sanitiser company that their services may not be needed for closure period
- Notify cleaners that their services may not be needed for closure period
- Notify any incoming or ongoing delivery services of closure dates
- Notify all staff that office visits must be approved by management during closure

KITCHEN/LUNCHROOM

- Turn off kettle, microwave, toaster etc at power point
- Empty coffee machine coffee grinds and water, turn off at power point
- Turn off mini bar at power point
- Remove all perishable food items from fridge