



Last Out Procedure

This Last Out Procedure applies to all Employees of the business.

The objective of the procedure is to establish clear procedures for locking up the office at end of each day.

The requirement is for all staff to comply with the Last Out Procedure.

Procedures

If you happen to be the last person in the office, please ensure the following:

- All computers have been shut off
- Music is turned off
- Lights have been switched off
- Lock the door behind you



Purpose

To ensure the security and proper maintenance of our office, the following procedures must be followed by the last person leaving the office each day

Objective

To ensure the office is locked up and all equipment has been turned off at the end of the working day.

Requirements

If you happen to be the last person in the office, please ensure the following:

1. All Computers Have Been Shut Off:
 - Ensure that all computers, monitors, and other electronic devices are properly shut down.
2. Music is Turned Off:
 - Make sure any music or audio devices are switched off.
3. Lights Have Been Switched Off:
 - Turn off all office lights, including those in common areas, meeting rooms, and restrooms.
4. Lock the Door Behind You:
 - Ensure that all doors, including main entrances and exits, are securely locked before leaving.

By following these procedures, you help maintain the security and efficiency of our workplace. Thank you for your cooperation.

Compliance

Adherence to this policy is mandatory for all team members. Regular audits will be conducted to ensure compliance, and any deviations will be addressed promptly.

Review and Updates

This policy will be reviewed annually to ensure it remains relevant and effective. Updates will be communicated to all team members as necessary.