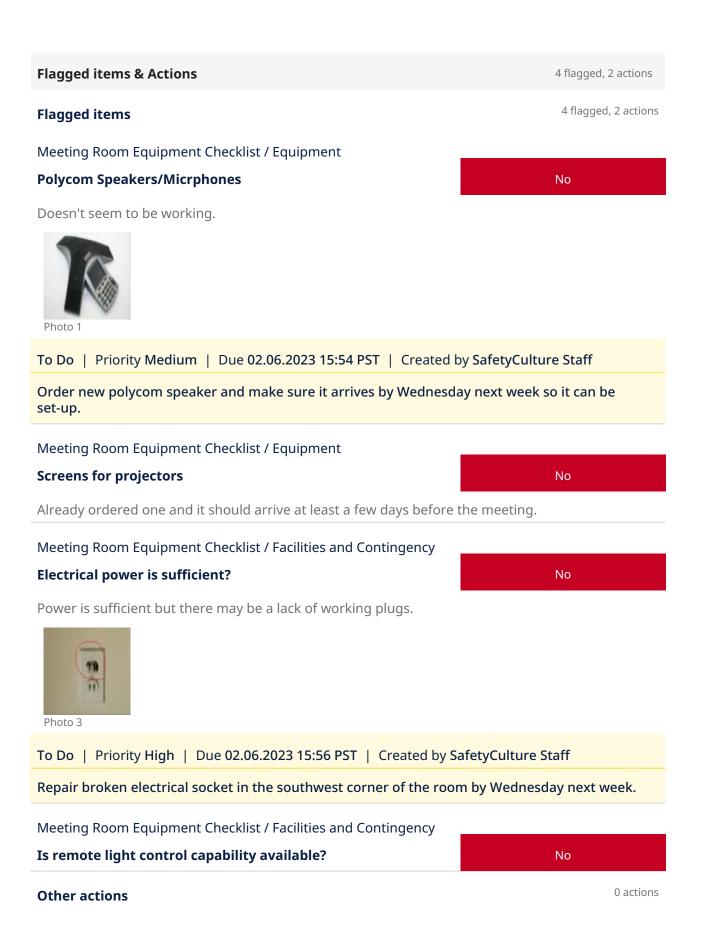


# **Conference Room Equipment Checklist**

Demi Gordon / Stampler Philo Tech / 26 May 2023				Complete
Score <b>77.27%</b>	Flagged items	4	Actions	2
Site conducted				Unanswered
Prepared by				Demi Gordon
Company Name			2	Stampler Philo Tech
Conducted on			26	5.05.2023 15:52 PST
Location				s Rd, Paragould, AR 72450, USA (35.9944651, 0.55303699999999)



Computer connections working? Yes Room has working wifi? Yes

# Equipment

Confirm availability and functionality of the following items.

#### **SMART Board**

#### Polycom Speakers/Micrphones

Meeting Room Equipment Checklist

Doesn't seem to be working.



Photo

To Do   Priority Medium   Due 02.06.2023 15:54 PST   Created by SafetyCulture Staff					
Order new polycom speaker and make sure it arrives by Wednesday next week so it can be set-up.					
Screens for projectors	No				
Already ordered one and it should arrive at least a few days before the meeting.					
Digital Visual Projector	Yes				
Computer/Chrome Box	Yes				
Keyboard and Mouse	Yes				
Video Conferencing System					
Auxiliary equipment such as laser pointers	N/A				
Adequate lighting	Yes				
Photo 2					
Facilities and Contingency	2 flagged, 1 action, 85.71%				



4 flagged, 2 actions, 77.27%

2 flagged, 1 action, 62.5%

#### **Electrical power is sufficient?**

No

Power is sufficient but there may be a lack of working plugs.



Photo 3

To Do | Priority High | Due 02.06.2023 15:56 PST | Created by SafetyCulture Staff

Repair broken electrical socket in the southwest corner of the room by Wednesday next week.

Built-in sound system is working?	Yes
Is the room sound-proof?	Yes
Is the ceiling height adequate for projectors?	Yes
Is remote light control capability available?	No
Can windows be covered with shades, blinds, or curtains?	Yes
Can additional equipment be provided if needed?	Yes

Contact Matthew Arnold for additional equipment requests (marnold@gmail)

Is there available support in case of equipment malfunction?	Yes			
Is security provided to ensure that equipment does not go missing or is stolen?	Yes			
Does the office have an alarm system, CCTV surveillance, and a fire alarm?	Yes			
Is there a designated person responsible for lost, stolen, or damaged equipment? (State who)	Yes			
Demi Gordon				
Can the meeting room be accessed prior to the meeting for setup?	Yes			

## Sign-off

Full name and signature of meeting organizer

litas

Demi Gordon 26.05.2023 15:57 PST

## Media summary



Photo 1



Photo 2



Photo 3