



Conference Room Equipment Checklist

Demi Gordon / Stampler Philo Tech / 26 May 2023

Complete

Score	77.27%	Flagged items	4	Actions	2
Site conducted					Unanswered
Prepared by					Demi Gordon
Company Name					Stampler Philo Tech
Conducted on					26.05.2023 15:52 PST
Location					883 Diggs Rd, Paragould, AR 72450, USA (35.9944651, -90.55303699999999)

Flagged items & Actions

4 flagged, 2 actions

Flagged items

4 flagged, 2 actions

Meeting Room Equipment Checklist / Equipment

Polycom Speakers/Microphones

No

Doesn't seem to be working.



Photo 1

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.

Meeting Room Equipment Checklist / Equipment

Screens for projectors

No

Already ordered one and it should arrive at least a few days before the meeting.

Meeting Room Equipment Checklist / Facilities and Contingency

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.

Meeting Room Equipment Checklist / Facilities and Contingency

Is remote light control capability available?

No

Other actions

0 actions

Meeting Room Equipment Checklist

4 flagged, 2 actions, 77.27%

Equipment

2 flagged, 1 action, 62.5%

Confirm availability and functionality of the following items.

SMART Board

Yes

Polycom Speakers/Micrphones

No

Doesn't seem to be working.



Photo 1

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%

Computer connections working?

Yes

Room has working wifi?

Yes

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



Demi Gordon
26.05.2023 15:57 PST

Media summary



Photo 1



Photo 2



Photo 3