




## Demi Gordon / Stampler Philo Tech / 20 Sep 2019

Conference Room Equipment Checklist

Complete


Inspection score	Failed items	Created actions
<b>77.27%</b>	<b>4</b>	<b>2</b>
Prepared by <b>Demi Gordon</b>		
Company Name <b>Stampler Philo Tech</b>		
Conducted on <input type="checkbox"/> 20th Sep, 2019 <input type="checkbox"/> 5:06 PM +08		
Location <b>883 Greene Rd #729, Paragould, AR, 72450</b>		

Meeting Room Equipment Checklist / Equipment

Polycom Speakers/Micrphones	No
<p>– Notes Doesn't seem to be working.</p> <p>– Photos</p>  <p>Photo 1</p> <p>– Actions</p> <hr/> <p>To Do <b>Order new polycom speaker and make sure it arrives by Wed...</b></p>	

Screens for projectors	No
<p>– Notes Already ordered one and it should arrive at least a few days before the meeting.</p>	

Meeting Room Equipment Checklist / Facilities and Contingency

Electrical power is sufficient?	No
<p>– Notes Power is sufficient but there may be a lack of working plugs.</p> <p>– Photos</p>  <p>Photo 3</p> <p>– Actions</p> <hr/> <p>To Do <b>Repair broken electrical socket in the southwest corner o...</b></p>	

Is remote light control capability available?	No
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## Actions

2 Actions

created a High priority action

To Do  25th Sep, 2019 8:00 AM +08

### **Repair broken electrical socket in the southwest corner o...**

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

Meeting Room Equipment Checklist / Facilities and Contingency

Electrical power is sufficient?

created a High priority action

To Do  25th Sep, 2019 8:00 AM +08

### **Order new polycom speaker and make sure it arrives by Wed...**

Order new polycom speaker and make sure it arrives by Wednesday next week so it can be set-up.

Meeting Room Equipment Checklist / Equipment



Polycom Speakers/Microphones

# Meeting Room Equipment Checklist

4 Failed 2 Actions 77.27%

## Equipment


2 Failed 1 Action

Confirm availability and functionality of the following items.	
SMART Board	Yes
Polycom Speakers/Micrphones	No
<p>– Notes</p> <p>Doesn't seem to be working.</p> <p>– Photos</p>  <p>Photo 1</p> <p>– Actions</p> <p><b>To Do</b> Order new polycom speaker and make sure it arrives by Wed...</p>	
Screens for projectors	No
<p>– Notes</p> <p>Already ordered one and it should arrive at least a few days before the meeting.</p>	
Digital Visual Projector	Yes
Computer/Chrome Box	Yes
Keyboard and Mouse	Yes
Video Conferencing System	Unanswered
Auxiliary equipment such as laser pointers	N/A
Adequate lighting	Yes
<p>– Photos</p>  <p>Photo 2</p>	

## Facilities and Contingency

2 Failed 1 Action

Computer connections working?	Yes
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Computer connections working:	Yes
Room has working wifi?	Yes
Electrical power is sufficient?	No
<p>– Notes</p> <p>Power is sufficient but there may be a lack of working plugs.</p> <p>– Photos</p>  <p>Photo 3</p> <p>– Actions</p> <hr/> <p><b>To Do</b>    <b>Repair broken electrical socket in the southwest corner o...</b></p>	
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
<p>– Notes</p> <p>Contact Matthew Arnold for additional equipment requests (marnold@gmail)</p>	
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
<p>– Notes</p> <p>Demi Gordon</p>	
Can the meeting room be accessed prior to the meeting for setup?	Yes

**Sign-off**

Full name and signature of meeting organizer

A handwritten signature in black ink, appearing to read 'Demi Gordon', enclosed in a rounded rectangular box.

Demi Gordon

20th Sep, 2019 5:47 PM +08

Photos

3 Photos



Photo 1



Photo 2



Photo 3