

26.1 Procedure – Meeting Room Preparation

Task: Prepare the meeting room for use. This task is required to prepare the meeting room for use for any meeting.

| Steps to be Completed | Completed |
|--|-----------|
| Step 1: Ensure that all tables are clean. Wipe down the boardroom table. | |
| Step 2: Check the floor to make sure the carpet is clean. If it requires a quick vacuum, there is a vacuum cleaner located in the storeroom. | |
| Step 3: Make sure a jug of cold water and glasses are positioned in the middle of the table 10 minutes before the meeting starts. | |
| Step 4: Ensure there are mints on the table. | |
| Step 5: Once the meeting is complete, clear the empty glasses and water jugs and make sure the meeting room is ready for the next meeting. | |

Things to Remember:

You may need to organise the meeting room well before a meeting starts.

Ensure that people advise you well before the meeting so you have enough time to prepare it for the meeting.

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