

## 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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Step 1:</b><br>Ensure that all tables are clean. Wipe down the boardroom table.                                                                     |           |
| <b>Step 2:</b><br>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. |           |
| <b>Step 3:</b><br>Make sure a jug of cold water and glasses are positioned in the middle of the table 10 minutes before the meeting starts.            |           |
| <b>Step 4:</b><br>Ensure there are mints on the table.                                                                                                 |           |
| <b>Step 5:</b><br>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.

# Sample Help Desk Procedure Manual Template

**Xiang Xie**



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