

SOP Template: Check-in and Check-out Procedures for Meeting Rooms

This SOP details the **check-in and check-out procedures for meeting rooms**, encompassing reservation confirmation, room access protocols, equipment setup and usage guidelines, time management, room cleanliness standards, and the reporting of any damages or issues. The intent is to streamline room usage, enhance user experience, and maintain the condition and availability of meeting spaces for all users.

1. Reservation Confirmation

1. All meeting room reservations must be made via the designated booking platform or through authorized personnel.
2. Users will receive a confirmation email upon successful reservation, which must be retained for check-in verification.

2. Check-in Procedure

1. Arrive at the meeting room at the designated start time.
2. Present your reservation confirmation or ID at the reception/front desk or use approved access methods (e.g., access card, digital code) for entry.
3. If assistance is required, contact the facilities/IT support team.

3. Equipment Setup and Usage

1. Inspect and ensure availability of required equipment (projector, screen, whiteboard, etc.).
2. Report any missing or non-functional equipment immediately to support staff.
3. Use equipment following posted guidelines or provided instructions.

4. Time Management

1. Begin and end meetings promptly within the reserved time slot.
2. Notify the booking system or facilities team if additional time is needed, subject to availability.

5. Room Cleanliness Standards

1. Dispose of trash, return furniture to original arrangement, and remove all personal belongings at the end of the meeting.
2. Erase all content from whiteboards or digital screens.

6. Check-out Procedure

1. Ensure the meeting room is clean and all equipment is returned to its original state.
2. Turn off all lights and electronic equipment as appropriate.
3. Secure the room by closing doors and, where required, turning in access cards/keys at the front desk.

7. Reporting Damages or Issues

1. Immediately report any damages, missing items, or other issues encountered during use to the facilities/IT support team.

8. Policy Compliance

1. Failure to follow these procedures may result in suspension of meeting room privileges or other disciplinary action.

Effective Date: [Insert Date]

Approved By: [Insert Name/Title]

