

SOP Template: Instructions for Room Setup and Configuration

This SOP provides detailed **instructions for room setup and configuration**, covering guidelines for furniture arrangement, equipment placement, audiovisual setup, lighting adjustment, and environmental controls. It ensures that rooms are prepared efficiently and consistently to meet the specific needs of meetings, events, or daily use, enhancing comfort, functionality, and safety for all occupants.

1. Purpose

To establish consistent procedures for setting up and configuring rooms to ensure functionality, comfort, safety, and readiness for use.

2. Scope

This SOP applies to all staff responsible for preparing conference rooms, event spaces, classrooms, and meeting areas.

3. Responsibilities

- **Facilities Team:** Leads room setup and configuration per event or operational requirements.
- **Event Coordinators:** Communicate specific setup needs and layouts to the facilities team.
- **IT/AV Personnel:** Set up and test technical and audiovisual equipment.

4. Room Setup Procedures

1. **Pre-Setup Inspection**
 - Check cleanliness and remove any unnecessary items from the room.
 - Report or repair any damages to furniture, fixtures, or equipment.
2. **Furniture Arrangement**
 - Refer to the requested setup diagram (e.g., classroom, theater, U-shape, boardroom).
 - Space chairs and tables evenly to allow easy movement and comply with safety regulations.
 - Ensure accessibility for all users, including those with disabilities.
3. **Equipment Placement**
 - Ensure all tables, chairs, and workstations are stable and free of damage.
 - Place podiums, whiteboards, flipcharts, and supplies as specified in the setup instructions.
4. **Audiovisual Setup**
 - Set up projectors, screens, microphones, speakers, and necessary cables.
 - Test all equipment for functionality and address technical issues promptly.
5. **Lighting Adjustment**
 - Adjust blinds/curtains and lighting fixtures for optimal visibility and comfort.
 - Check that emergency exits and aisle pathways are sufficiently illuminated.
6. **Environmental Controls**
 - Set HVAC systems for comfortable temperature and airflow.
 - Ensure air purifiers, humidifiers, or fans are functioning if needed.
7. **Final Verification**
 - Review setup against the requested layout.
 - Confirm all equipment is operational and supplies are in place.
 - Lock or secure the room if required until use.

5. Setup Checklist Sample

Task	Completed (Y/N)	Notes
Room cleanliness inspected		
Furniture arranged per diagram		
AV equipment set up & tested		

Lighting adjusted		
Environmental controls set		
Supplies stocked		
Final check completed		

6. Safety and Compliance

- Keep exits, aisles, and emergency equipment (e.g., fire extinguishers) unobstructed.
- Ensure electrical cords are secured and not a tripping hazard.
- Follow organizational guidelines for maximum occupancy.

7. Documentation & Records

- Maintain completed checklists for each event/meeting.
- Log any incidents, damages, or equipment malfunctions for follow-up.

8. Revision History

Date	Version	Description	Author
2024-06-19	1.0	Initial SOP Release	Facilities Manager