

Meeting Room Check

Quick readiness check for a meeting or conference room: display, sharing, test call, audio, camera, room and furniture, with issues and photos.

1. Room and check

Which room, and why you are checking it.

Project

Filled in from the project in SiteSurvey.

Room *

Filled in when the check is opened for a space.

Building or floor

Date *

Checked by

Type of check (choose one)

- ☐ Daily
- ☐ Weekly
- ☐ Before an important meeting or event
- ☐ After a reported fault

How does the room join calls? (choose one)

- ☐ Microsoft Teams Rooms
- ☐ Zoom Rooms
- ☐ Google Meet hardware
- ☐ Bring your own laptop
- ☐ No video calls
- ☐ Other: _____

2. Display and sharing

Start the room the way a user would.

Display switches on from the panel or remote (choose one)

- ☐ Yes
- ☐ No
- ☐ No display

Picture (if applicable; choose one)

- ☐ Clear
- ☐ Defect

Sharing by cable (HDMI or USB-C) (choose one)

- ☐ Works
- ☐ Does not work
- ☐ Not fitted

Wireless sharing (choose one)

- ☐ Works
- ☐ Does not work
- ☐ Not fitted

Touch panel or room controller (choose one)

- ☐ Works
- ☐ Does not work
- ☐ Not fitted

Anything missing from the room? (tick all that apply)

- ☐ HDMI cable
- ☐ USB-C cable
- ☐ Adapters
- ☐ Remote control
- ☐ Batteries
- ☐ Whiteboard pens
- ☐ Other: _____

3. Test call, audio and camera

A call to another room or a colleague is the only real test.

Did you make a test call? (if applicable)

- ☐ Yes ☐ No

Could the far end hear the room clearly? (if applicable; choose one)

- ☐ Yes ☐ Faint or echoing ☐ No

Could the room hear the far end clearly? (if applicable; choose one)

- ☐ Yes ☐ Faint or distorted ☐ No

Camera (if applicable; choose one)

- ☐ Clear and framed on the table
- ☐ Poor picture or framing
- ☐ No picture
- ☐ Not fitted

Hearing loop (choose one)

- ☐ Working ☐ Not working ☐ Not tested ☐ Not fitted

Room booking panel (choose one)

- ☐ Works and shows the right bookings ☐ Defect ☐ Not fitted

4. The room

What people notice before the technology.

Clean and tidy, with the furniture set out?

- ☐ Yes ☐ No

Lights and blinds working?

- ☐ Yes ☐ No

Comfortable temperature?

- ☐ Yes ☐ No

Cables tidy, with no trip hazards?

- ☐ Yes ☐ No

Photo of the room as you left it (photos: attach, or note the file names)

5. Issues

One entry for each thing that is not right.

Did you find any issues?

- ☐ Yes ☐ No

Issues (copy this block for each one; if applicable)

What is wrong? *

Area (choose one)

- ☐ Display
☐ Sharing
☐ Audio
☐ Camera
☐ Control or booking panel
☐ Network
☐ Furniture or room
☐ Other: _____

Priority (choose one)

- ☐ Stops the room being used ☐ Annoying but usable ☐ Cosmetic

Fixed on the spot?

- ☐ Yes ☐ No

Reported to (if applicable)

Photos (photos: attach, or note the file names)

Issues recorded (if applicable; worked out automatically in the app)

Issues still open (if applicable; worked out automatically in the app)

Room status * (choose one)

- ☐ Ready to use ☐ Usable with an issue ☐ Out of use

If applicable: Block the room in the booking system and put a notice on the door, so nobody finds out at the start of their meeting.

Signature