SITE survey. APP

SITE SURVEY REPORT

Meeting Room Check

Prepared for	Calder Street offices, Manchester (fictional)
Date	30 Sep 2026
Site	Calder Street offices, Manchester
Prepared by	L. Fraser

FORM

Meeting Room Check

1. Room and check

Project	Calder Street offices, Manchester: meeting room checks
Room	Meeting room 3.04
Building or floor	Calder Street offices, third floor
Date	30 Sep 2026
Checked by	L. Fraser, workplace services
Type of check	Before an important meeting or event
How does the room join calls?	Microsoft Teams Rooms

2. Display and sharing

Display switches on from the panel or remote	Yes
Picture	Clear
Sharing by cable (HDMI or USB-C)	Works
Wireless sharing	Works
Touch panel or room controller	Works
Anything missing from the room?	USB-C cable

3. Test call, audio and camera

Did you make a test call?	Yes
Could the far end hear the room clearly?	Yes
Could the room hear the far end clearly?	Faint or distorted
Camera	Clear and framed on the table
Hearing loop	Not fitted
Room booking panel	Works and shows the right bookings

4. The room

Clean and tidy, with the furniture set out?	Yes
Lights and blinds working?	Yes
Comfortable temperature?	Yes
Cables tidy, with no trip hazards?	Yes

5. Issues

Did you find any issues?	Yes

Issues 1: Ceiling speaker by the window distorts at normal call volume

What is wrong?	Ceiling speaker by the window distorts at normal call volume
Area	Audio
Priority	Annoying but usable
Fixed on the spot?	No
Reported to	Facilities helpdesk, ticket FH-20931

Photos



Issues 2: USB-C cable missing from the table

What is wrong?	USB-C cable missing from the table
Area	Sharing
Priority	Annoying but usable

Fixed on the spot?	Yes
What did you do?	Fitted a spare USB-C cable from the cupboard and tested sharing from a laptop.
Issues recorded	2
Issues still open	1
Room status	Usable with an issue
Name	L. Fraser, workplace services
Signature	