

CLOVER SAFE #28



MEETING SPACE SAFETY CHECKLISTS

Prior to holding a meeting, it is a prudent and recommended practice to evaluate the configuration, accommodations, limitations, and hazards of the space. Once these aspects of the meeting space have been evaluated, then guidelines, instructions, or other information can be developed or provided to safely manage the meeting and space, as appropriate. The following checklists are intended to be used by organizers

as a meeting space planning tool. For additional information about meeting place safety, go to the Clover Safe note at: <http://ucanr.org/cloversafe>.

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