


Guam Power Authority

Standard Operation Procedure

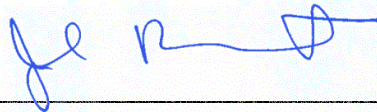
Title/Description: General Managers Meeting Room Reservation and Use
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Purpose

Both Guam Power Authority (GPA) and Guam Waterworks Authority (GWA) are committed to providing access to quality resources and a productive work environment for each employee. The importance of having a clean, accessible and sound space to conduct meetings is proven to contribute to employee productivity and the overall success of the Authority. This room was designated as the General Managers meeting room based on the need for added space to conduct meetings within the building.

This policy aims to establish rules and guidelines on managing reservations, usage and conduct; streamline the scheduling process, ensure fair allocation of usage and designate responsibilities.

The meeting room is available for all GPA and GWA employees for the purpose of official projects and business. Although all employees are able to reserve the room, the priority for this space is specifically for the GPA and GWA General Managers (GMs).

This policy outlines reservation and booking procedures, specifies time limits and clearly defines the priority as designated to the GPA and GWA GMs. Use by all others will be based on a first-come-first-serve basis.

Additionally, this addresses equipment and technology usage requirements and expectations, as well as to emphasize the importance of maintaining cleanliness and tidiness in order to preserve the meeting room as a valuable tool to enhance efficiency and collaboration.

This policy pertains solely to the GMs meeting room located on the third floor of the GBN Facility, room 308, formerly CCU Multi-Purpose Room, across from GPA Safety and Planning and Regulatory Division offices.

Procedure

I. MEETING ROOM DESCRIPTION

The GM meeting room is 407 square feet with a 6-foot conference table and 10 chairs with additional seating for 10 people. Maximum capacity is 28.

The room is equipped with:

- 65-inch television with HDMI inputs, HDMI cables, and a remote control
- ShoreTel telephone
- Web-based camera
- Internet connectivity
- Wi-Fi accessibility

Web-based meetings and wireless microphones can be set up by IT upon request. Meeting coordinators are responsible for coordinating technical support with their respective IT departments.

II. RESERVATION AND BOOKING

Requests to reserve the room are made through the Executive Office Staff. Booking as allowed up to three months in advance. Verbal requests will be entertained but booking requests via email are preferred.

All requests must contain the following information:

- Date
- Time
- Duration
- Title or subject of meeting
- Number of attendees
 - All guests attending a meeting must sign-in at the 1st floor guard station and be escorted up to the meeting room by the meeting coordinator or designee.
 - Guest are not allowed to roam the building without a GPA or GWA employee escort. An email confirmation or calendar posting issued by designated Executive Office staff before the meeting date constitutes a confirmed reservation.

Meetings proposed to begin or last beyond the Authority's regular business hours requires GM approval (either), contingent upon staffing and security availability.

Any group wishing to arrive earlier or stay later than scheduled must inform the Executive Office staff. Approval is dependent on staffing resources available.

Scheduling limitations: In an effort to provide access to as many employees as possible, usage of the room is restricted to 6 times a month to a person or group, if demand warrants. Special circumstances require prior approval.

The room may not be reserved recurrently for more than a month. Special circumstances may be allowed with prior approval.

In order to maintain a defined schedule, all scheduled meetings are events must begin and end promptly at the times reserved. Special situations require approval based on what is on calendar subsequent to the meeting/event running late. The Executive Office staff should be notified immediately if a meeting or scheduled event will run beyond the scheduled time frame.

If a group has not arrived or called to report a delay within 15 minutes of the time they were scheduled to begin using the room, Executive Office staff may allow others to use the room should there be a need.

Scheduling limitations do not apply to the General Managers.

III. RESPONSIBILITIES

Meeting room shall be vacated, all materials put away, and all personal property removed at the end of the meeting. The room must be left in an orderly condition.

At the end of the meeting, chairs are to be returned to their original position, all materials put away, personal property removed, and room shall be vacated.

The meeting coordinator is responsible for setting up the meeting room to suit their needs as well as putting away furniture and equipment to its original position after every meeting.

Live stream and wireless microphones can be provided by will need advance scheduling with IT and is the responsibility of the meeting coordinator or point of contact (POC).

It is recommended that presenters use equipment and connections provided by the GPA IT division. The Authority cannot guarantee compatibility should a presenter choose to use their own devices in place of those provided by GPA.

The Executive Office is not responsible for any equipment, supplies, or materials brought to the meetings.

Set-up, signage, and decorations: No signs, posters, banners or decorations may be nailed, stapled or otherwise fastened or fixed to ceilings, doors, windows, or walls that will cause damage or permanently alter the meeting room. Please consult with Executive Office staff for alternate options for displays.

Food and refreshments: Food and refreshments may be served in the meeting room.

- The room must be cleaned immediately after the meeting. Absolutely no food or drinks are allowed to be left overnight.

- All trash must be properly secured and disposed of immediately. You may seek assistance from cleaning crew for a wipe down of the room after meeting has ended and to dispose of trash.
- No trash bags containing food shall be left in the meeting room overnight.
- Each group must provide their own supplies for their meetings (paper products, writing boards, markers, etc.)
- Any damages or spills must be reported immediately to the Executive Office staff.

Cancellations: The Executive Office staff must be notified as soon as possible if a meeting is cancelled. It is the meeting coordinator's responsibility to update Executive Office staff and meeting attendees of any changes to the schedule.

IV. CONDUCT AND ETIQUETTE

No meeting shall disturb the Authority's primary function or cause disruption of operations due to loud, lewd and unbecoming activity. Meeting coordinators should remind attendees that noise levels should be kept respectful to other employees during breaks and while entering and exiting the building.

Once a meeting has begun, the doors should be closed. Every effort should be made to contain meetings to the actual meeting room and to be quiet in the hallways so others in the building are not disturbed.

All attendees must observe **SOP-158, Gloria B. Nelson Public Service Building Facility Use Protocol**, the standard rules while in the building, not restricted to the meeting room.

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V. GENERAL POLICY

The GM's office reserves the right to cancel or reschedule meetings due to emergent issues in which the GM deems necessary without prior notice.

The Authority does not assume any liability on groups or individuals attending a meeting in the GM meeting room.

General Manager's Authority: The GM shall have final authority for all issues pertaining to scheduling conflicts, the authorized use of the meeting room and to resolve any issues or disagreements that may arise relative to the use of the unspecified concerns of the meeting room.

VI. PERSONAL BELONGINGS

The Authority will not be held responsible for loss or damages to any personal property or belongings brought in by meeting attendees, whether employees and non-employees.