

Handling of chairs for meetings

At most meetings at least four people will be involved in the arrangement of chairs. If you get to the centre at around 9am you will have plenty of time for the job.

In the past few months we have usually put around 80 chairs out in rows of 11 with a central space between nos. 6 & 7.

Chairs are stored in stacks inside a store room, the doors to which should be fully opened before trying to move any furniture out of the room. Two trolleys in the room are used for transporting furniture

Do look at an experienced person moving stacks of chairs before trying to do it yourself and your first attempt at doing so should always be under their supervision. Learn to do things empirically before trying to load or unload a stack.

On no account should a stack of more than **eight** chairs be either lifted. These can then be wheeled into the meeting room. If you do mis-judge the loading or unloading process let the stack crash to the ground – chairs can easily be restacked!

When they are replaced in the 'green room' (their store) after the meeting you should make sure that the individual stacks of chairs are completely upright