

05/05/2019

MEDIA EQUIPMENT HANDLING PLAN

1. EQUIPMENT STORAGE

Currently our equipment is stored in 4 locations, LS, Media booths, VIP lounge and church office. The VIP lounge is mainly reserved for our most sensitive equipment (video, photos cameras). Equipment we are not using at all we send it to church office, this includes working and none working .

A. CHALLENGES

- i. We lack secure storage facilities therefore exposing equipment to damage.
- ii. Absence of safe electric power supply.
- iii. No guaranteed safe transportation vehicle of equipment during offsite functions.
- iv. No routine servicing plan of equipment.

2. RECOMMENDATIONS

- In order to facilitate good storage of sensitive equipment we recommend installation of built in lockable cupboards in the media booth.
- Install surge protectors.
- Conduct professional training for equipment handling and emphasizes to follow procedures when accessing equipment.
- Send equipment for servicing as per recommended timeframes.
- Have an equipment replacement plan for working equipment to keep in line with technology trends.
- Sell off all none working and old equipment.