### 6.5  Graduation Set Up – Placement of Carpet

**Purpose**

*Security Services Officers will ensure that the Graduation Hall is set up as required.*

**Guideline**

The Security Operations Coordinator will supply a plan to be used for Graduation Ceremony Set Up in Building E7B.

The initial step for set up is the placing of 2 tolls of carpet along the walkway at the rear of the Graduation Stage.

This is to be completed using the following steps:

- The trolley carrying 2 Rolls of carpet is stored within the Graduation Store Room.
- The first carpet is to be commenced at Room 163 and rolled open towards the Graduation Store Room.
- The first carpet will finish at the stairway at the rear of the Graduation Stage.
- The second carpet is to be placed hard against toe first and rolled open towards the Graduation Store Room.
- All ends, Joins and sides of the carpet that is not flush with a wall are to be taped down with Black tape.
- The black tape can be found in the storage cupboard inside the Graduation Store Room.
- When finished with trolley it is to be placed outside room #100 and barricaded.

All movement of carpet and other heavy articles is to be moved utilising the principles, training and techniques supplied to you in the Manual Handing Training.

---

**Contact Officer**

*Campus Security Manager*

**Date Approved**

1 July 2012

**Approval Authority**

*Director, Property*

**Related Policies, Procedures, Guidelines, Forms or Templates**

*Security Services Section – Standard Operating Procedures*