

# **Standard Operating Procedure (SOP):**

## **Table Set Up and Tear Down**

**Effective Date: 10/28/2025 (revised as needed)**

**Prepared By: Environmental Health and Safety Office (EHS)**

**Approved By: Carl Taz Wininger, EHS Director**

### **1. Purpose**

The primary objective of this SOP is to ensure consistent, safe, and efficient set up and tear down of folding tables for general use and events on campus.

### **2. Scope**

This SOP applies to all staff, students, and volunteers responsible for events set up and tear down.

### **3. Materials and Equipment Needed**

- Folding or stationary tables (as specified)
- Table carts/dollies
- Cleaning supplies (disinfectants, cloths)
- Floor protection (if required)
- Gloves and other PPE (as needed)
- Layout diagram or floor plan (if required)

### **4. Procedure**

- Preparation
  - Review setup plan (if provided/ needed).
  - Inspect area to ensure it is clean, clear of obstacles, and safe to work in.
  - Gather all materials and confirm the number and type of tables required.
  - Check for hazards (wet floors, electrical cords, trip hazards).
- Table Set Up
  - Transport tables safely
    - Use carts or dollies
    - Do not drag tables across floors.
  - Inspect tables for substantial damage or instability before placing them.
  - Lock table legs securely and test stability.
  - Wipe down tables with disinfectants or cleaner after setting up.
  - Report any damaged tables to supervisor.
- Tear down
  - Verify that the space is cleared for tear down.

- Remove any trash or materials left on tables before folding
- Fold and secure tables properly to prevent pinching
- Load tables onto carts/dollies carefully. Stack evenly and do not overload.
- Return tables to designated storage area.
- Clean space after tear down.
- Report any damaged or missing items/equipment (if needed).

## **5. Safety Considerations**

- Always lift with your legs, not your back. For heavy tables, use two or more people.
- Wear gloves to prevent pinching or splinters.
- Keep pathways clear during transport to avoid trip or slip hazards.
- Do not block fire exits or emergency equipment.
- Report all injuries immediately to a supervisor.

## **6. CONTACT INFORMATION**

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