

RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 21	Related Edition Date	June 2016
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	CBH MONTHLY PROPERTY INSPECTION CHECKLIST
	File Name	CBH_C_02_Monthly_Property_Inspection_Checklist_1.0
	Latest Version	1.0
	Description	The purpose of this document is inspect the properties of CBH and to know if amenities are working well and that there are no damages. The full business center will be checked in all areas by office assistant and reviewed by his/her line manager. The inspection will be conducted once a month
	Location	Storage Centre\CBH Templates Prod\Checklist Folder
2	Document Name	COURIER SHIPMENT FORM
	File Name	CBH-F-07_Courier_Shipment_Form_1.0
	Latest Version	1.0
	Description	This form is used by the client if he\she wishes to courier any items through CBH.
	Location	Storage Centre\CBH Templates Prod\Forms Folder
5	Document Name	CBH VENUE BOOKING FORM
	File Name	CBH-F-06_Venue_Booking_Form_1.0
	Latest Version	1.0
	Description	This form is used for booking meeting rooms formalities by the client\tenant.
	Location	Storage Centre\CBH Templates Prod\Forms Folder

NOTIFICATION GUIDELINE	
<ol style="list-style-type: none"> 1. This is the latest version and all staff is instructed hence forth to use these templates. Please discard any previous versions of the template or form and if you see any colleague of yours using it, inform them. 2. All Templates and Forms will be available for use from the following path: \\Server\Storage Centre\CBS Templates Prod 3. If you have any clarifications or comments, please email at: swapna.gopinathan@cbs-uae.ae 	