

## 26.1 Procedure – Meeting Room Preparation

**Task:** Prepare the meeting room for use. This task is required to prepare the meeting room for use for any meeting.

Steps to be Completed	Completed
<b>Step 1:</b> Ensure that all tables are clean. Wipe down the boardroom table.	
<b>Step 2:</b> Check the floor to make sure the carpet is clean. If it requires a quick vacuum, there is a vacuum cleaner located in the storeroom.	
<b>Step 3:</b> Make sure a jug of cold water and glasses are positioned in the middle of the table 10 minutes before the meeting starts.	
<b>Step 4:</b> Ensure there are mints on the table.	
<b>Step 5:</b> Once the meeting is complete, clear the empty glasses and water jugs and make sure the meeting room is ready for the next meeting.	

### Things to Remember:

You may need to organise the meeting room well before a meeting starts.

Ensure that people advise you well before the meeting so you have enough time to prepare it for the meeting.

# Front Desk Procedures Manual Template

**Judd E. Hollander**



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Babbush, Jack A. Hahn, Jack T. Krauser, Joel L. Rosenlicht, 2010-03-09 For coverage of cutting edge techniques and procedures Dental Implants The Art and Science is your go to reference This edition includes 20 new chapters and coverage of the latest advances and research from leading dental implant experts Topics range from the business of dental implants and risk management to new treatment techniques such as Teeth In A Day and Teeth In An Hour™ the All on 4 concept Piezoelectric bone surgery the new NobelActive™ implant the use of dental implants in children and more Over 1 100 full color clinical photographs and illustrations bring concepts to life and provide step by step visuals for surgical and prosthetic techniques If you're looking for a comprehensive up to date resource you can trust Dental Implants is the book you need Over 1 100 full color clinical photographs and line drawings help to clarify important concepts and provide step by step guidance for specific techniques All aspects of both business and patient care are covered including risk management patient selection and master planning radiographic evaluation surgical techniques postoperative care maintenance and dental hygiene Highly regarded lead author Charles A Babbush DDS MScD is one of the leading dental implant surgeons in the world and a highly regarded educator speaker and author Expert contributors from all over the world describe the latest advances in implantology and represent the forefront of research      **Education for Victory** Olga Anna Jones, 1943      *Psychiatric-Mental Health*

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