

Guidelines for Tenants Accessing Shared Workspace

Dear Tenants,

Welcome to our shared workspace! To ensure a productive and harmonious environment, please adhere to the following guidelines:

1. Respect Common Areas

Please keep shared spaces tidy and clean. Dispose of trash properly and return furniture to its original arrangement.

2. Noise Levels

Maintain a low noise level to avoid disturbing others. Use headphones for calls and personal audio.

3. Scheduling and Reservations

Reserve meeting rooms and dedicated spaces in advance through our scheduling system. Always honor your reservation times.

4. Access and Security

Use your access card to enter the premises and ensure doors are locked behind you. Do not share your access credentials.

5. Kitchen and Break Areas

Clean up after using kitchen facilities. Label personal food items and dispose of expired items regularly.

6. Communication

If you have any concerns or feedback, please reach out to our management team directly.

Thank you for your cooperation in maintaining a positive working environment!

Sincerely,
Your Shared Workspace Management