

# 5 Tips

## To Succeed in Our New Space

1

### HELLO

#### Announce yourself

Remember when visiting other workspaces that the person you are visiting may be on the phone or otherwise occupied

2



#### We Have Sensitive Sniffers

Keep in mind: certain scents can be unpleasant or even a health concern to others. This applies to perfumes, cologne, air freshener, strong-smelling foods, and others.

3



#### Conference Room Courtesy

Please close conference room doors when your meeting begins and keep the speaker phone volume at a normal level. Be sure to clean the white board after a meeting - take a photo if you need the info!

4



#### Chairs and Seating

Please do not rest your feet on the office chairs, including those in the break rooms. Also, please do not change your assigned seating location unless you have approval from your manager and facilities.

5



#### Bathroom Etiquette

Please observe the signs posted in the restrooms regarding flushing and general cleanliness. Clogs and backups are an inconvenience and a health issue.