

Offix house rules

Welcome to Offix Wellington, we appreciate you joining us and looking forward to work together with you! Here are some housekeeping rules to make us all feel good together:

General

- Our most important principle is to make sure we all work in a safe and respectful environment. All tenants must respect others both verbally and physically. If any concerns, please let the managers know as soon as possible.
- The key you have received has a serial number, please do not exchange it with others, do not give it to anyone else and do not make any duplicates.
- The main door to our office should be shut at all times. Please never leave the front door open.
- Please do not move any heavy furniture into your office without prior approval from the on-site manager. When using the elevators to carry items into the office, by body corporate rules you must ask in advance for elevator covers.
- If you are the last to leave, please turn off the main light switch but keep the main switch of the Willis Street offices on. We wish the lights facing Willis Street left on all night for security reasons.
- We have got two security cameras on-site and one in the foyer. One camera is watching the entrance door and the other one is watching the building's entrance from the inside.

Your desk

- Your desk is your private area and no one else should access it without permission (including the cleaners). If there are any issues, please let the on-site manager know as soon as possible.
- We ask the desks to be kept clean and reasonably tidy. If you wish the cleaner to clean your desk, please (1) tidy it up and remove all objects, and (2) place a "clean me" badge on your desk.
- Displaying of screen savers and/or desk items which may annoy or offend other people is forbidden, please take extra care on respecting others in that sense.

Quiet areas vs. noisy areas

Please avoid meetings in the hallway or at your desk. The boardroom, shared space and kitchen are common areas, please feel free to meet others including guests in those areas.

Boardroom

The boardroom is a shared area. Please:

- Make sure the doors are shut when you are using it,
- You must pre-book the boardroom to use it. Tenants with a booking will take priority to casual users.
- Boardroom usage will be monitored to ensure that all tenants get fair access to this space.
- Tenants are responsible for removing personal items from boardroom after use. Please also turn the TV off when not in use.
- The boardroom TV remote should be placed on the boardroom table.

Kitchen and shared space

- The kitchen is a shared area and can be used at any time, without booking. Please clean your dishes after use and leave the area as clean as you found it.
- The fridge will be cleaned every Friday night - please ensure any food gets removed by Friday night - otherwise it will be disposed of.
- Tenants are welcome to use the Shared Area in the kitchen for casual meetings. The smart TV can also be used for presentations or music / videos.
- Feel free to use the smart TV in the shared area for presentations or music / videos.
- Offix does not supply any consumables (like coffee, tea, sugar, milk). Please feel free to bring your own.

We hope you will enjoy your time with us!

Eran and the team