

# LOFFICE

## WELCOME @LOFFICE!



Use Loffice areas according to their designated purpose. Please do not violate legal regulations or the House Rules, as consequences are yours to bear.



We ask you to smoke only at designated outdoor areas such as the inner garden and the terrace.



Our kitchen is equipped with a fridge, electric kettle, coffee brewer, dishwasher and cutlery, as well as coffee, milk and tea. Our kitchen is a self-service area. Please preserve cleanliness and use the dishwasher after you finished your coffee or tea. Please avoid eating at your workstation and use the community kitchen instead, so we can keep the working area clean. Smoking on the kitchen's terrace is prohibited.



Quiet, please! Loffice primarily a work environment. When listening to music please use headphones and avoid other loud activities in the coworking space. For team meetings and consultations please book a meeting room!



Loffice is an open office. Just to be safe monitor your belongings as we do not take responsibility for lost or stolen items. You can rent a small size locker as well as a notebook lock at our reception if you need extra safety or storage space.



Loffice is a pet friendly workspace; your tamed & well-behaved pets are very welcome! If your pet is new to our space we keep the rights to discuss it with our coworkers and/or to deny entry due to allergic reasons.



When you need to conduct confidential phone calls and you are uncomfortable with being in public, or vice versa, our meeting rooms allow no eavesdropping. Please double check that you leave a clean & shiny meeting room after you used it.



Your guests are our guests, the responsibility over them is yours.



Equipment: scanner, printer, photocopier, TV, projector and screen, audio system, flipchart, whiteboard, postbox, document holders, stationery, kitchen appliances. To use the printer, we give you access via our tenant manager software. All Coworkers can use the printer on a cost per page price.

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Using the internet is ensured to all Loffice Coworkers. It's strictly forbidden to view and download illegal contents on or from the internet. This applies to music and video downloads, amongst other contents. Furthermore it's forbidden to use illegally downloaded software and hacking software as unauthorized connection to other coworkers' devices is also prohibited. Downloading web-contents can only take place at the user's own responsibility. We grant you WiFi access when we register you on your first day, via our tenant management software.



Leave your bike locked at the inner garden bike stand. If you don't have a lock, enquire at the front desk: we'll do our best to help.



The ground floor inner garden is available for our members to take breaks or to do a little work out. It may occur though that the garden is booked along with the ground floor event space privately by a third party - in these cases please be respectful and avoid using this space.

The community rooftop on the second floor shall be used by our coworkers & the current tenants of our 2nd floor office. All of our tenants, coworkers & community members are welcome at the community happenings organized by Loffice.



We encourage you to often take breaks & do sports! Be it a morning jogging or a yoga session on the rooftop, our showers are yours to use.



We're environmental conscious and expect you to collect your trash selectively, in the designated containers.



If you wish we receive your mails & packages, which you can redeem at the designated postal box (read more at our Seat Host service). We can only receive post during opening times, on weekdays between 9 am - 5 pm.



Re-renting or lending your workstation can only be offered with prior consultation with our team.