

## Coworking Best Practices

Windsor CoWorks is a **shared, collaborative, and open** workspace. In order for everyone to peacefully co-exist, there are some best practices that all members should follow:

- ❖ Be **friendly**. Introduce yourself to others. You'll probably find other motivated hard workers like yourself. They can be great resources to bounce ideas off. Many a business have been formed based on common goals and complimentary skills.
- ❖ Be **considerate** and **respectful** of others. When you are finished using something; put it back the way you found it. Push chairs back in, clean off work spaces, erase white boards, etc. Always keep in mind you are sharing the space with others.
- ❖ **Advertise yourself**. If you have a dedicated office, desk or cubicle put something up with your logo and make sure we have your approval to list you on our website and membership directory.
- ❖ When it's time for you to focus and do your productive work, the universal sign for "**Do Not Disturb**" is to put in your headphones. If others have headphones on, that's a sign they have serious work to get done.
- ❖ **Phone calls** in the open space are fine, just talk at a normal volume and be aware it is an open space with the associated background noise. If you need privacy, you can use the phone room or check with the on-site manager to see if private space is available for a short period. On the flip side, if you get disturbed easily by someone on a call, a good set of headphones are a must. If you are on the phone a lot using your booming sales voice; a private office is your best membership option.
- ❖ **Keep our space clean**. When you leave, another person will most likely take your spot. So please keep it clean and dispose of any trash.
- ❖ There is **no smoking** anywhere in the complex.
- ❖ Office building access only. Membership does not grant access into the rest of the complex.
- ❖ We are a community, so let us know any **suggestions** on how we can make Windsor CoWorks better.
- ❖ The manager is available and office is open from 9AM – 5PM.
- ❖ If you see someone that appears that they shouldn't be in the building, tell the on-site manager.