

Shared workspace guide

Version 1.0 | Owner: Workplace team | Review: March 2027

A concise working agreement for reserving shared desks and meeting spaces.

Who this applies to

Everyone using the shared office, including visitors and project teams.

Reserve the space

Book the desk or room you need. Include setup time and release unused bookings so another team can use the space.

Leave it ready for the next person

- Remove personal items and dispose of waste.
- Return adapters and equipment to the labelled storage area.
- Report damaged equipment to the Workplace team.

Exceptions

Contact the Workplace team for accessible equipment, recurring project space, or a visitor group.

Questions and review

The Workplace team records feedback and reviews the agreement every six months.