

# DOING HYBRID WELL

We're in this together! Please be considerate of others who share these workspaces.

## When you arrive, please:

- Check in on **ubc.condecsoftware.com** to confirm your workspace for the day.
- Wipe down the work surface and chair arms with provided wipes.

## When you use this workspace, please:

- Keep all equipment or furniture at this workspace.
- Keep all cables connected.
- Turn your mobile device to silent in open workspaces.
- Mind volumes to avoid interrupting others. Use headphones and designated areas for meetings and phone/web calls.

## Before you leave, please:

- Leave monitors and the docking station powered on. Disconnect your laptop from the docking station **before** closing the lid.
- Wipe down the work surface and chair arms with provided wipes.
- Clean/take with you any dirty cups and dishes.
- Leave the workspace clear. Take personal items with you even if you are booked to work in the same workspace tomorrow.
- To ensure information security, do not leave printed documents or post-it notes anywhere on desks, walls, or meeting rooms, especially confidential or sensitive information.
- Release your workspace booking for others if your schedule changes.

## Need help with this workspace?

- For technical inquiries, please contact the MedIT Service Desk at:  
**1.877.266.0666**
- For facilities issues, such as missing or broken equipment / furniture, please scan the QR code to submit a service ticket.

## How are shared workspaces working for you?

Scan the QR code and share your experience in this short survey.

Thank you!



THE UNIVERSITY OF BRITISH COLUMBIA  
Faculty of Medicine

