

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.condecOSOFTWARE.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.
- Empty your garbage and recycling and clean/take with you 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

