

House rules

Housekeeping:

- Ensure all inside furniture is returned to its original position inside the space.
- Please ensure you uphold the general cleanliness of the space. It is each individual's responsibility to clean up after themselves, ensuring tables and whiteboards are wiped down and any dishes used are cleaned and put away before leaving.

Amenities:

Please enquire with us if you would like access to a variety of teas, hot chocolate and coffee or printing. This will be a small additional charge.

Damage Reporting:

- Report any damage to the hub manager immediately:
- Ben - Gm@chchenvirohub.org

Health and safety:

- You are responsible for your own health and safety when operating in this space.
- Take reasonable care for your own health and safety and that of others
- Comply with health and safety procedures communicated by CEH or CAC
- Notify CEH promptly of any hazards, incidents, or near-misses
- For more details on health and safety procedures, please click [here](#)

General Guidelines:

- Whilst in the coworking area, please keep noise to a minimum, avoid loud conversations and use headphones for any media.
- General workplace etiquette is expected and appreciated.

Emergency exits, first aid and fire extinguisher:

- In the event of an emergency that requires us to evacuate the coworking space, everyone is to meet on the front lawn outside the coworking space by the park benches.
- The fire extinguisher and first aid kit can be found on top of the kitchen fridge, as shown in the photo below.

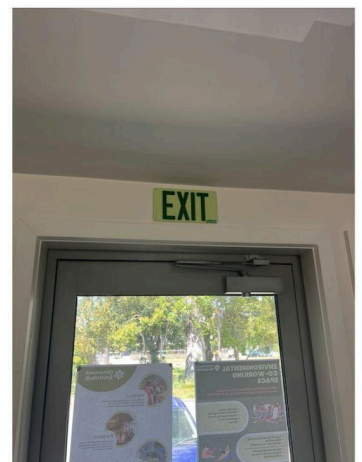
There are 3 main fire exits as shown below:



Please use these emergency exits in case of an emergency and head out to the front of the building.



Back entrance



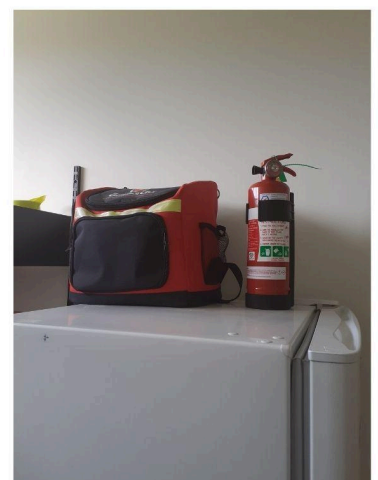
Front entrance



Designated Meeting Point



Side entrance (opp front door)



First aid kit and fire extinguisher can be located on top of the fridge

Heating and air conditioning

Heaters can be located in each room. Please ensure these are turned off after use.

- Meeting rooms and the main coworking space have panel heaters, a roof heater or a heat pump as shown below.
- A red light will appear if a panel heater is on and not at the set temperature.



Meeting Room 1 roof heaters



Meeting Room 2 heat pump



Meeting Room 3



Room 4



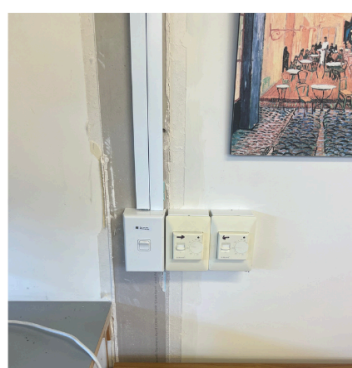
Board Room



Coworking space roof heaters



Heat pump in main coworking space



Other light switches & wall heaters for coworking space

Light switches

- Some of the light switches for the main coworking space and the meeting rooms are not immediately obvious. See images below for further information.
- Make sure to turn off all lights when you are finished in a room.



This lightswitch turns on the lights for the corridor and adjacent rooms in the lunch room and end meeting rooms (3,4)



Find the light switch for the main coworking space here.



Other light switches & wall heaters for coworking space