



ESTATE OFFICE

COMMUNITY GUIDELINES

Moor Pool Heritage Trust ask that all staff and other users are treated with respect and courtesy at all times.

We love co-workers who:

Keep noise to a minimum

You're welcome to take phone calls or join video calls from your desk, however we ask that you use headphones to minimise disruption to your fellow co-workers. If you need more privacy or you are inviting guests into the office for a face-to-face meeting, you can book the Kenrick Room by the hour.

Clean up after themselves

Please leave your workspace and the kitchen as you found them and use provided antibacterial wipes to clean your desk at the end of your booking period. Please use the bins provided for general waste and recycling.

Are considerate of shared areas and resources

Please don't hog the microwave, take advantage of the free tea and coffee, or spread out beyond your allocated desk space.

Are self-sufficient

Here's some ideas of what to bring with you:

- Something to work on/from - laptop, notebook, reading materials
- Headphones – to take calls or listen to music
- Chargers – we have plenty of plug sockets
- Keyboard and mouse if you have them
- Snacks or packed lunch – the kitchen is fully equipped with a microwave, toaster, kettle, crockery and cutlery. Moor Pool News has a good selection of snacks and samosas if you forget to bring your own.
- Business cards – if you get chatting with someone and want to stay connected
- Layers to take off/on depending on the weather

Are respectful to their co-workers and MPHT staff

We will not tolerate any form of abusive behaviour or discriminatory language. Any such incidents will result in termination of your membership.

Stay home if they're feeling unwell

We love sharing our workspace but would rather not share your coughs and sneezes!