

# Space Etiquette

SOFIA

## BE QUIET IN THE WORKING AREAS

Some background noise is acceptable in coworking spaces, everyone understands that. Keeping your voice low and being mindful of how you communicate is a good way to make sure that all of us get to concentrate on our work.

## BE FRIENDLY AND POLITE

Make an effort. Greet and thank coworkers. This fosters good working relationships.

## TALKING ON THE PHONE

Be considerate. There are several soundproof booths on every floor in coworking spaces that are for short-term use (max.1h).

If you need to make a phone call and all the booths are taken, step to the part of the building where you won't distract others. Show your respect and be friendly.

## VISITORS POLICY

As you may know, members are allowed to bring guests to Sofia on weekdays. If you need a pass for a whole day, you can purchase it from the reception. Keep in mind the coworking spaces and bring your guests to designated areas only.

## DEVICES

To minimize the noise and make the environment more comfortable try to keep your devices on mute.

## BE AWARE OF SCENTS

Whether you're using after shave, perfume, or lotion, make sure that it is subtle. Some people may be sensitive to smells or worse, allergic.

We love animals and would love to have them at Sofia but unfortunately, we have a no-pets policy in the coworking area. No exceptions.

## BEING A ROLE MODEL AND NETWORKING

Our members work as our best example of how things work around here. Winning combo is collaboration and self-sufficiency.

Sofia is a great place for networking, and we encourage you to do so. There are several ongoing events where you can get to know our new and existing members. Ask someone for lunch or have a talk in the Member kitchen. These connections can be valuable.

## DRINKS AND FOODS

Shared working spaces mean shared eating spaces. If you choose to eat by your desk, it is better to choose mild foods that do not leave strong odors. Practice leaving no traces after you've enjoyed your meal.

To keep our spaces beautiful and clean as they are, we kindly ask you to notify someone from the staff if there is a big spill on the floor/carpet etc.

It is absolutely forbidden to bring your own alcoholic drinks to Sofia. All the Sofia is licensed to sell alcoholic drinks and is subject to strict regulations for the authorities. Studio members are responsible for their own use of spaces.

## PRACTISE LEAVING NO TRACES

Thus, Sofia is responsible for general cleaning, let's leave the dishes in the Member kitchen area after use. Not in the co-working spaces or conference rooms.

If you have cardboard to recycle, please take it to a hallway behind Sofia Restaurant cash register near the big stairs.

Recycling bins are all around Sofia. Throw out leftovers from that lunch you had last week. You're probably not going to finish it anyway. **Refrigerator is cleaned out on Fridays at 18.**

## THE LITTLE BIG THINGS

Refilling the printing paper and making a fresh pot of coffee are little gestures of showing that you care about your community. If you see that something is broken or not working properly, you can always turn to us, Sofia's staff.

Thank you for learning this coworking infographic. We're all on the same journey to build Sofia – friendly, efficient, courteous.