

B3Hub etiquettes



We decided that we're responsible, sensible kind of people but we agreed on a few etiquettes to make the B3Hub a great place to work. Remember it's OK for all of us to approach anyone if they are not following the etiquettes.



30 mins

You can leave your workspace for up to 30 mins. If you're going to be away for longer than that, please clear your workpoint.



Snacks are OK in the active zone. What you snack on is up to you.



Drinks are OK in any area of the B3Hub.



Use the diner for lunch or other meals. Please don't bring food to a workpoint.



Clean up after yourself in the kitchen. Everyone is responsible for their own dishes and general cleanliness, and keeping the microwaves and fringes clean.



Label your food in the fridge and keep the fridge clean. We will have a roster for cleaning the fridge and food will be thrown out at the end of the week.



When you leave a workpoint, leave it clean and tidy every time.



In the quiet zone, phones must be on silent/vibrate and pagers on vibrate. Please keep noise to library level.



15 mins

Booked rooms become available after 15 minutes if no-one turns up to use the room.



2 hours

Try to keep Do No Disturb room booking to two hours. To be productive, most people need a break after that amount of focused work.



A colleague might request the use of a Do Not Disturb room if there is a clinical emergency. If possible please vacate the room.



Wearing headphones or earbuds is up to you. Keep headphone noise low - if people around you can hear it, it's damaging your ears.



You choose who to share your calendar with.

IMPORTANT ALLERGY WARNING: No nuts, pine nuts or pistachios in the B3Hub at any time due to severe allergies.



IMPORTANT ALLERGY ALERT FOR ALL USERS IN THE B3HUB

- **NO peanuts**
- **NO pine nuts**
- **NO pistachios**
- **In the shared space at any time**
- **Even the smell of these items can cause a severe allergic reaction.**
- **If you have nuts in your meal, please do not heat them up or consume them in the office.**
- **If you have touched or consumed nuts, please wash your hands and wipe down the workspace before you touch it.**