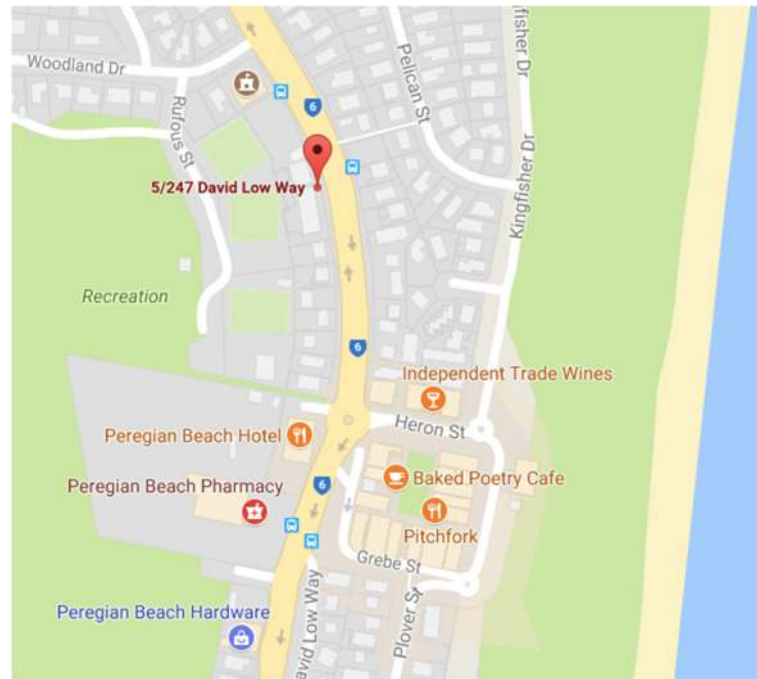


PEREGIAN BEACH WORKSPACE

1. LOCATION & PARKING

Units 10-11-12
Level 1
Marquesas Building
247 David Low Way
Peregian Beach QLD 4573



Parking

- Peregian Beach Workspace has undercover car parks reserved for Renters.
- The limited temporary overflow parking (Visitor Parking) available at ground level is intended for your clients.
- If you intend to be in the Workspace all day, please use parking at rear with access via Woodland Drive to the North of the building.
- If Workspace offices are not fully utilised then other Renters/clients can use PBW allocated undercover parking.

2. ACCESS

Key Box Entry to Building

- Access to Peregian Beach Workspace South Building is via a code entered on a Key Pad to the left of the centre sliding door.
- To access the Key Box slide down the black Clear button, Enter Code: (sent in welcome email) and pull down the Silver button to release/replace the front of the Key Box.
- Use Key inside Key Box to open the 2 locks on the sliding Entry Door. Please ensure the Key is replaced in the Key Box and it is locked before locating your room.
- The door to your room will have a Key in the lock to be used while you are using your Workspace.

Leaving

- Please ensure your Workspace and the shared kitchen are tidy before leaving.
- Remember to take your belongings/equipment with you. Peregian Beach Workspace does not accept responsibility for items left on the Premises.
- **If you are the last person at Workspace**, please ensure ALL lights are turned off at the Central Light Switches near Reception. **Also** turn off Air Conditioning (3 separate switches in Reception)
- **Please ensure the Main Entry Door to Workspace is securely shut and locked.** Access the Main Entry Door key from the Key Box (same procedure as Entry), close the door, lock both locks and ensure Key is carefully locked in the Key Box.
- **PLEASE ENSURE YOUR ROOM KEY IS LEFT IN THE DOOR TO YOUR ROOM AT THE END OF YOUR RENTAL PERIOD!**

3. AMENITIES

Lighting

- The **master switches** are located on the right-hand wall of the Reception. Button will display **BLUE when ON**. This needs to be switched off if you are last person leaving the Workspace

Air-conditioning

- There are 3 white Air Conditioner Buttons located on the wall in Reception. Press the switches to turn on.
- Please ensure all 3 buttons are turned off **if you are last to leave Workspace**.

Toilet

- One toilet is located inside Workspace. (Please ensure this is left clean and tidy after use)
- Additional toilets are located along the back of the building on Ground Level.
- If toilets are locked, the key is in the Reception top drawer on large plastic tags.
Please return the key.

Kitchen

- The shared kitchen is provided for Renters use. Please wash and put away all items used and tidy up after yourself and your clients/guests.
- Please turn off appliances after use.
- Remember to take home any leftover food in fridge when you finish your rental.

Wifi

- Our network is: **Peregian Beach Workspace**
- Password: (sent in welcome email)

Boardroom Room Use

- **Prior to use, Renters must check if Boardroom is booked** by checking the Whiteboard located on the wall near the Boardroom door. If the Boardroom is not booked, it is available on a first-in, first-served basis for meetings for PBW Renters occupying an office or workspace for that day only.
- Please ensure Boardroom is tidied and vacated 15 minutes prior to booked session.
- **The boardroom/meeting room is provided to Renters on a clean-as-you go basis, and returned to original condition ready for the next user at the end of the Renter's allotted booking period.** Please allow adequate time within your booking to meet these requirements. Original condition means:
 - Tables and chairs returned to original location.
 - Tabletops left clean and tidy.
 - Remove personal items of the Renters and/or guests from the boardroom.
 - Wash and return kitchen items to cupboards.

Policies & Procedures

- **The orange folder on top of the fridge in the kitchen has the safety and emergency policy & procedures (please put back).**
- Please familiarise yourself with the PBW Fire, First Aid and Workplace Health and Safety Policy. It is Renter's responsibility to advise guests/clients of these details.
- An evacuation map is posted on the back door. The emergency exits are the back doors. The Visitor carpark at the back of the building is the Assembly Area.

WELL DONE! You are set-up 😊 If you have any further queries, email us at admin@peregianbeachworkspace.com.au

Enjoy your new office at the beach. The coffee & sushi in Peregian Village are great.

Cheers,

Peregian Beach Workspace