

WERSTAS

TOOLKIT

MAKE YOURSELF AT HOME



Access control and keys

Each member is given a personal access key (24/7) to ElectroCity and staircase entrances, and an iLOQ key for the room doors.



PIN

Each company is given its own PIN which can be used for booking conference rooms, quiet rooms, the event café, and hobby room.



Internet

There is a Werstas WLAN in the premises. The network requests the encryption key which is werstaswlan. The room rent includes a fixed 100/100 Mbs Internet connection. The service includes one IP address, connecting of the network, and brief guidance.



Printing and scanning

Werstas has three multi-function printers which can be used for printing, copying and scanning. One of them is located in paradise, second in post-apocalyptic world and third in ice age. All Werstas members are given personal codes for using the devices, and identification is done using the card reader and personal access key. Next to the printer there are collection containers for data security paper and regular paper waste.



Contact information

If you have any questions related to the services or operations of Werstas, please contact us: info@werstasturku.fi or tel. 010 315 3015.

PREMISES



Conference rooms and quiet rooms

Conference rooms and quiet rooms in Werstas can be booked using the company's own PIN at www.werstasturku.fi/neukkari.



Coffee rooms

All of the three coffee rooms have a coffee machine at the members' disposal. The kitchens are equipped with a shared refrigerator, microwave and dishwasher, and there is tableware in the cupboards. When the dishwasher is full, it can be switched on using programme 5. Dishwashing tablets can be found in the cupboard under the sink.



Event cafe

Do you wish to arrange a customer event or hackathon, in-

vite the media to hear about your new products, or demonstrate your services to others? The event café combines paradise with post-apocalyptic world and exists exactly for such events. It can be used free of charge by all companies based in Werstas for arranging their own events. The booking is made at www.werstasturku.fi/neukkari.



Sauna and hobby room

In the basement of ElectroCity you will find changing rooms, showers and infrared saunas, available to Werstas members. There are changing rooms for men and women with lockable lockers. In the basement there is also a hobby room for Werstas members. The booking is made at www.werstasturku.fi/neukkari.

SERVICES



Cleaning

The office rooms are cleaned once a week. The joint premises are cleaned three times a week. The kitchen table-tops are cleaned and the waste containers are emptied on every weekday morning. Please put your own dishes in the dishwasher.



Lobby services

A lobby service point will be opened at ground floor in ElectroCity in autumn 2016 where companies based in Werstas can direct their guests to call when they arrive in Werstas. Before the ElectroCity lobby service opens, Werstas members are served by ICT-City lobby service, tel. 010 315 3017, and e-mail: ict-city@teknologiakiinteistot.fi.



Mail

Mail is delivered to Werstas by 2 p.m. on weekdays. The mail is delivered directly to office rooms. Mobile members can pick up their mail from the lobby service.



Conference catering

Do you wish to order catering for your meeting or event? The easiest way is to contact Restaurant Mauno's sales service: tel. 010 315 3000 (Mon–Fri 9.00 a.m. – 4 p.m.), or sales@mauno.fi.

BUILDING MAINTENANCE



Service requests

Is it too cold or hot in your room or the Werstas joint premises, is a tap leaking, or should access control be updated? Leave a service request and let's get it fixed! A service request can be submitted by any employee, but keys can only be ordered by the person appointed by the company as the person responsible for them.

Service requests and orders for keys are sent electronically using a form on the website of Turku Technology Properties at www.teknologiakiinteistot.fi/huoltopyynto. You should fill out the form as carefully as possible, so that the servicing company can handle the request quickly. The contact details of the sender should be filled out for a possible contact.



On-duty service

Regarding matters that require immediate servicing, you can call Are's on-duty number 020 530 5700 (open 24 h/day).



Rescue plan

You can find information and instructions about acting in an emergency situation in a rescue plan (in Finnish). The link of the rescue plan is situated in the footer of Werstas website, www.werstasturku.fi.

GET TO KNOW THE OTHERS



Facebook

Don't you know anybody in Werstas? No problem! There is a closed Facebook group "Werstaslaiset" where all those working in Werstas can chat and share topics related to both work and leisure.

Join the group, introduce yourself, and find the best colleagues of your life. Invite somebody for a cup of coffee, tell them what your company can offer, or ask if anybody feels like going to a football match. The stage is yours!



Werstas Meet

Every Thursday at 2 p.m. there is a Werstas Meet in the event cafe on the 4th floor where the people working in Werstas can meet each other informally. The Meets may also in-

clude topical discussions, company presentations or joint ideation of events. There are snacks available.

INFORMING AND GUIDANCE



Informing

Each person working in Werstas is advised to subscribe to the Werstas newsletter which includes news and information on events as well as any disturbances in the building. You can subscribe to the newsletter through the link in the footer of the Werstas website at www.werstas-turku.fi.



Signs

The company name will be placed in the signs in the ElectroCity lobby and the info boards on each floor. In addition, next to the entrance of each office room there is an A4 sized company info board for which the Werstas staff will provide a print-out including each company's name, logo and possibly other information. Logos and requested

text, finished layout or instructions can be sent to info@werstas-turku.fi. Please note that nothing must be attached to the sliding door and glass walls. No holes must be made in the walls. There are rails in the room for boards etc.



Info displays

Do you want other people to know that your company is based in Werstas? Send a one-slide presentation of your company to info@werstas-turku.fi, stating in the message that you want the presentation to be shown on Werstas displays. The ideal size of the slide is 1920 x 1080 px and file format JPEG or PNG. Keep in mind, though, that less is often more, and the most efficient way may be to introduce the company with a picture and name instead of text.



WORK
FOR YOUR
DREAMS