

Toolkit



WERSTAS

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Services



Services



Access control and keys

Every user receives a personal access key to staircase entrances and rooms.



Internet

Membership includes a fixed Internet connection of 100/100Mbps.



Services



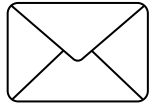
Printing

There are multi-function printers at Werstas for printing, copying and scanning. All Werstas members receive personal codes to use the devices. They are identified with their access key and the card reader. There are containers next to the printer for confidential paper materials and regular paper.



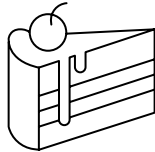
Cleaning

We take care of cleaning the shared spaces. The offices are cleaned once a week. Please take care of placing your own dishes in the dishwasher and cleaning up negotiation rooms and silent rooms after use.



Mail

Mail is delivered to Werstas by 14.00. Mail is delivered directly to the offices. Mobile members can collect their mail at reception.



Meeting catering

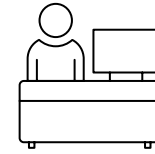
Do you want to order catering for your meeting or event?

Contact Mauno restaurant in ElectroCity, tel. 010 315 3000 or sales@mauno.fi, Unica in Pharma-City tel. 040 480 8956 or delica@unica.fi, and Taito, the Turku Vocational School restaurant in DataCity, tel. 040 632 3237 or ravintola.taito@turku.fi.



Werstas Store

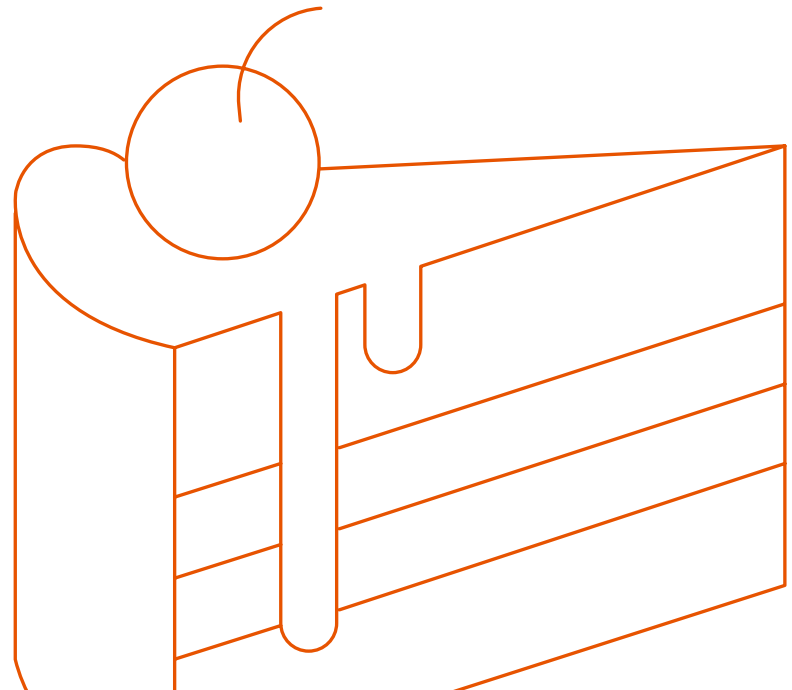
You can book negotiation rooms and silent rooms, buy additional services and manage your membership information in the Werstas online store. Passwords are supplied when membership starts.



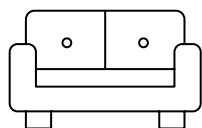
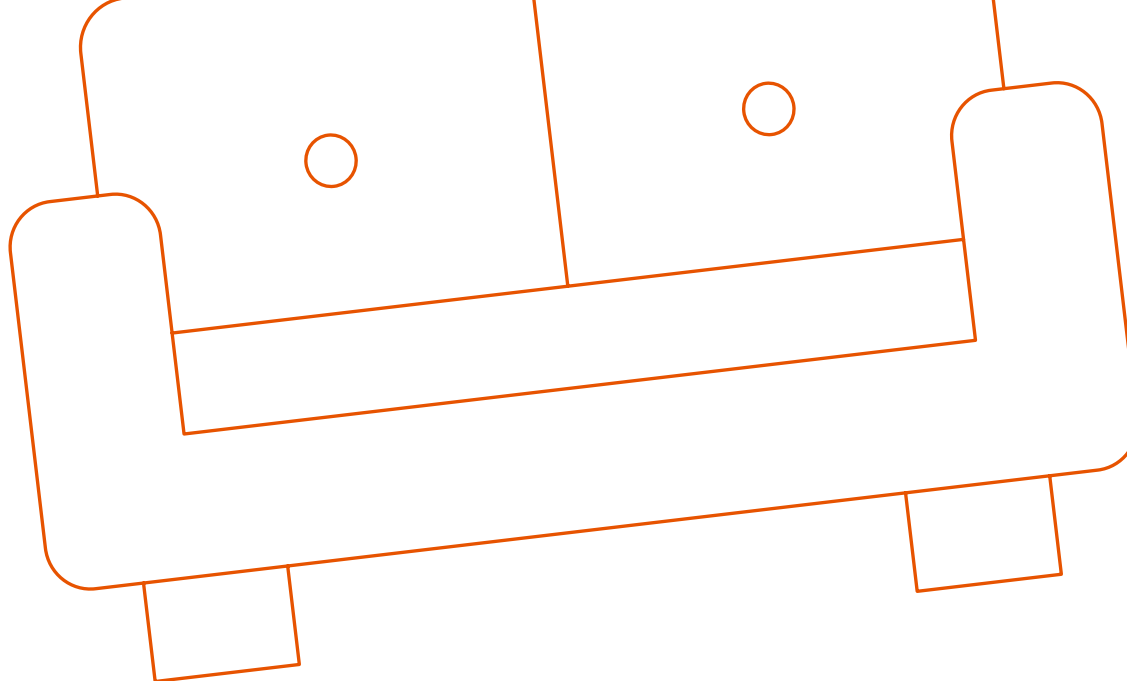
Reception services and contact details

Werstas members can make use of the ElectroCity, BioCity and Joki Visitor Centre reception services.

If you have any questions about services and Werstas operations, please contact info@werstasturku.fi or tel. 010 315 3015.

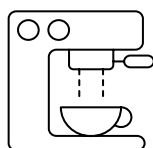


Premises



Negotiation rooms and silent rooms

Werstas negotiation and silent rooms can be booked via the Werstas Store. Once the quota is surpassed, the booked rooms are invoiced separately.



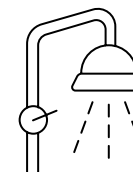
Coffee rooms

The coffee machines, fridges and microwaves in coffee rooms can be used freely. The rooms also have a dishwasher, crockery and cutlery. Please put dirty dishes in the dishwasher and put it on when full. Dishwashing tablets can be found in the cupboard under the sink. Please ensure that packed lunches are not left in the fridge.



Event cafe

Do you want to arrange a customer event or hackathon, invite the press to a new product launch or demo your services? Event cafes have been created exactly for these purposes. Event cafes can be used free of charge by all companies that operate on the Werstas premises to arrange events by booking the rooms via the Werstas Store.



Sauna and hobby room

Werstas members can freely use the changing rooms, showers and infrared saunas in the ElectroCity basement. There are men's and women's changing rooms with lockable lockers. There is also a hobby room in the basement for Werstas members that can be booked via the Werstas Store.

Werstas Labs



Shared laboratory

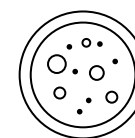
The laboratory has basic equipment for shaking, separation, cold storage etc. for life science research and product development and ultra-pure water.

The rooms and spaces mentioned on this spread can be used by all Werstas Labs customers that rent an office and/or lab, unless otherwise agreed.



Scale room

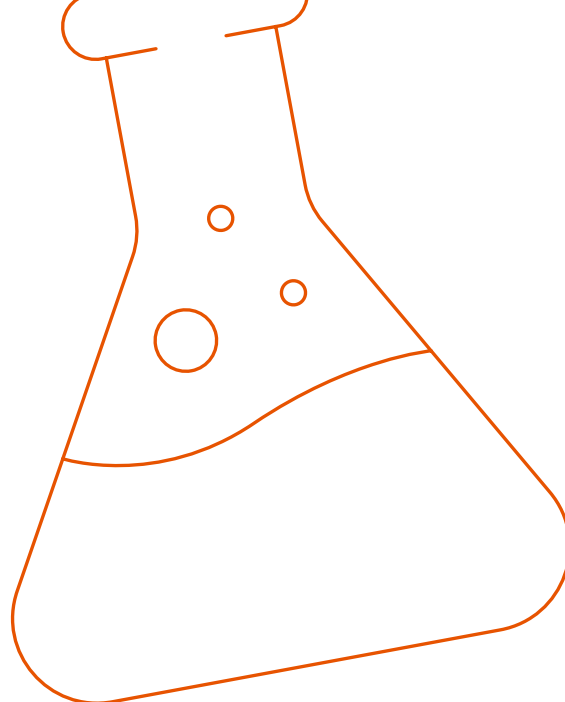
There are different scales and a pH meter in the room. There is also storage space for chemicals and reagents and, if necessary, ventilated cupboard space for special chemicals.



Cell culture room

The room is equipped for cell cultures. There is also a Hidex Sense microplate reader in the room.





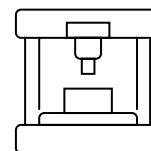
Equipment maintenance

The primary task of equipment maintenance is to supply clean and, if necessary, sterile equipment according to customers' needs. The core tasks include pre-cleaning/washing, packaging and sterilization with different methods. The room's equipment can only be used by the instrument technician.



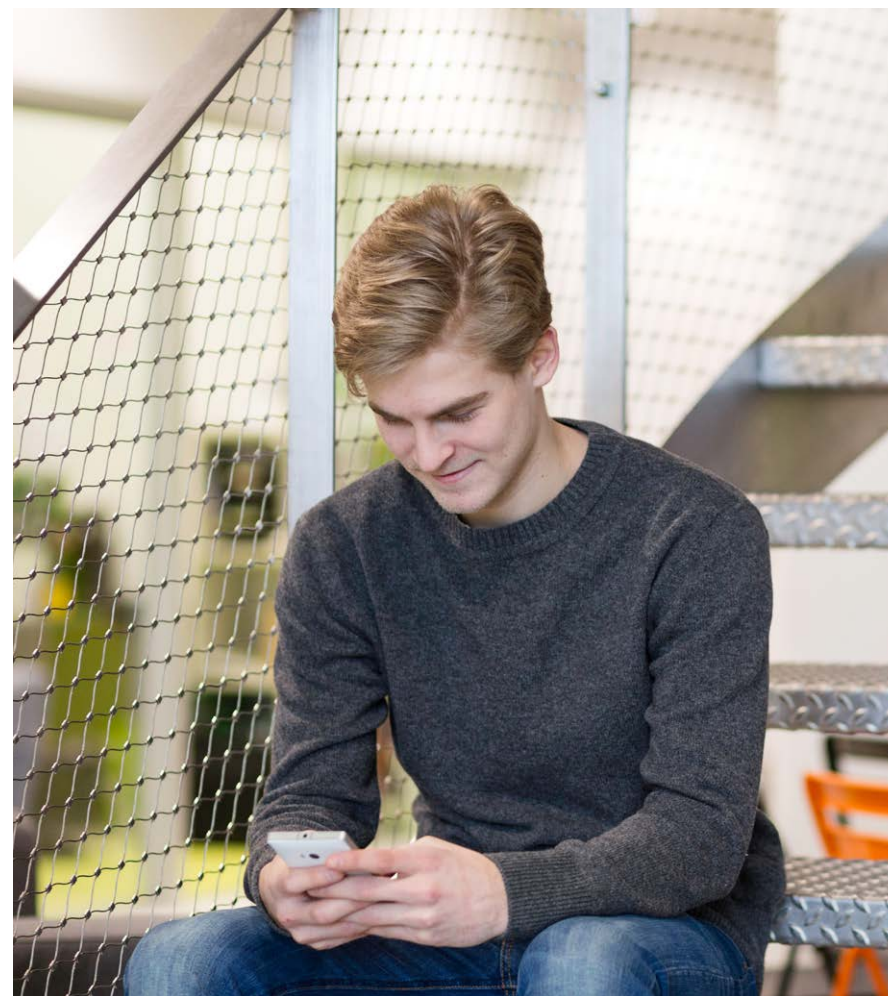
VR room

The VR room can be used to demo your products for marketing and sales purposes. The room can be booked via the Werstas Store where there is also an up-to-date list of the room's equipment.



3D printers

The Werstas 3D room can be booked for use on Mondays, Wednesdays and Fridays in accordance with the contract. The room contains 3D printers, 3D scanners, a milling cutter, laser cutters and sticker cutters. Bookings via the Werstas Store.



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Maintenance services



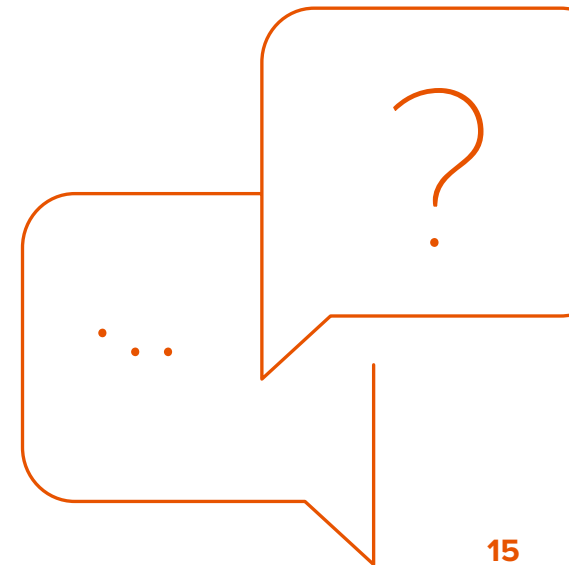
Service requests

Is your room or a Werstas shared space too cold or hot, is a tap leaking or should access control be updated? Leave a service request so we can see to it! Any employee can leave a service request. Service requests are sent electronically with a form available on the Werstas website at www.werstasturku.fi. Please fill in the form as thoroughly as possible so that the request can be handled quickly. The request sender's details are also required in case the person needs to be contacted.



On-duty service

For matters that require immediate maintenance, please call ARE, the maintenance service company tel. 020 530 5700 (open 24 h/day).



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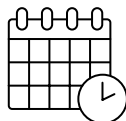
Get to know others

Get to know others



Facebook

Don't you know anybody at Werstas? No worries! There is a closed "**Werstaslaiset**" Facebook group where all people working at Werstas can chat and share work and free time related topics. Join the group, introduce yourself and meet the best colleagues of your life. Suggest shared coffee breaks and tell others what your company can offer or ask whether your colleagues are interested in watching football. The stage is yours!



Host Hour

Do you have something on your mind, do you have ideas or feedback? Come meet us! Host Hour on Wednesdays:

- 14:00 Werstas PharmaCity**
4th floor, B staircase
- 14:30 Werstas ElectroCity**
4th floor, B staircase
- 15:00 Werstas DataCity**
4th floor, B staircase

We will inform you separately of exceptions and other Werstas events.



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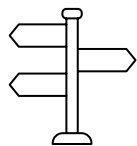
Information and guidance

Information and guidance



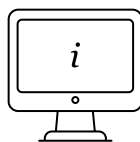
Information

It is advisable for all persons working in Werstas to subscribe to the Werstas newsletter. It contains news and information about events and possible disturbances in the building. The newsletter can be subscribed to in the footer of the webpage at www.werstasturku.fi



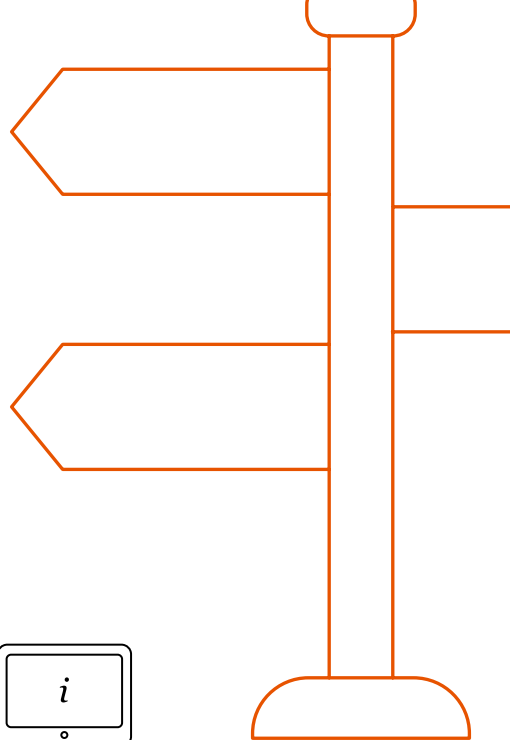
Signs

The company name will be displayed on reception area signs and information boards on each floor. An A4-sized company information board will be affixed at the entrance to each office. Werstas staff will deliver a print-out for the board containing the company name, logo and other possible information. The logos and desired texts, ready layouts or guidelines, can be sent to info@werstasturku.fi.



Information displays

Do you want others to know that your company operates in Werstas? Send a one-slide presentation about your company to info@werstasturku.fi and indicate that you want it to be presented on Werstas displays. The ideal slide size is 1920 x 1080 px in JPEG or PNG image formats. Remember nevertheless that often less is more and the most efficient method may be presenting the company with a picture and name, rather than with text.



WORK
FOR YOUR
DREAMS

WERSTAS

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