

# House Rules

## Do's and Don't's

No smoking inside



That includes the outdoor meeting area



Don't blast music



No headphones? Ask us for a pair!



No loud phone calls



That's what the phone booths and quiet rooms are for



Don't store food in your locker



Throw all food away (or eat it)



Don't leave valuables unattended



Lock 'em up in your locker



Pets, alas, are not allowed



Photos of pets, however, are encouraged

No inappropriate downloading



...be it naughty content, BitTorrent...

Meeting rooms are for meetings – not your private office!



## Sustainability

Think twice before printing.

We have iPads on hand for presentations.

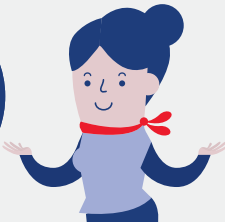


Put waste and recyclable materials in the appropriate bins



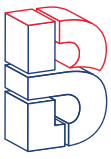
## Responsibility

Please register guests at the check-in counter

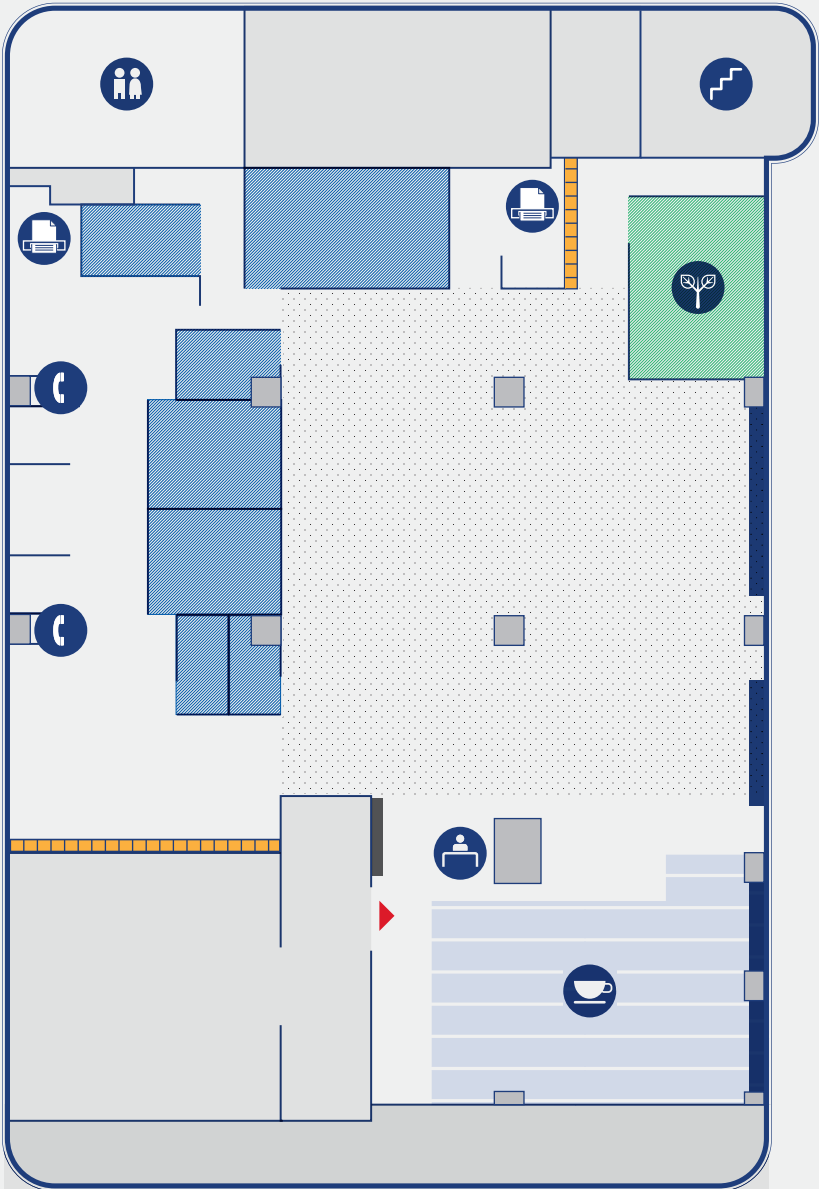


Book meeting rooms at check-in ahead of time

Questions? Suggestions? Just want to say "hi"? Email us at [blueprint@swireproperties.com](mailto:blueprint@swireproperties.com)



# Floor Plan



- |   |             |   |                           |   |         |   |           |
|---|-------------|---|---------------------------|---|---------|---|-----------|
|  | Entrance    |  | Open area/<br>Event space |  | Café    |  | Lockers   |
|  | Check-in    |  | Bookable<br>meeting area  |  | Printer |  | Mailboxes |
|  | Phone booth |  | Outdoor<br>meeting area   |  | Toilets |  | Stairwell |