



# HOT DESKING GUIDELINES

## ✓ Prior to Implementation...

Provide a VPN and cloud storage system so employees can access work documents from anywhere

Equip employees with laptops and desks with phones, computer screens, keyboards, and mice that connect to the laptops

Create floor plans that offer a variety of workspaces, collaboration areas, and meeting rooms

Implement a workplace resource scheduling software

Add QR Codes to workspaces and rooms so employees can quickly access the space

Provide lockers on each floor so employees can easily store and access personal items

## ✓ Company should...

Ensure employees know who to contact if they run into technical problems or have questions regarding these new changes

Communicate everything always. Be transparent. Let your workforce know when it is working and when you are making changes to optimize and better the program

Gather feedback from employees to understand what they like and don't like about hot desking

Continue to optimize your hot desking program using your workplace management software to see what's working & what could use help

Measure and monitor utilization of space to understand what's being used and help make long-term office space decisions

## ✓ Employee should...

Keep desks clean and tidy

Use workplace booths or closed-door rooms for important phone calls

Remove personal items from workspace once reservation is over

Change it up! Use different workspaces and different areas each day/week. Hot desking works best when you don't get personally attached to a workspace

Reserve workspaces and rooms ahead of time with your company's workplace resource scheduling software

If you follow these guidelines, you'll have a successful, flexible hot desking program.

