



Noise Policy

July 2011

1. The Reception Area is the common area for the building and is the place to talk, laugh, meet, connect, ramble, introduce, hula hoop, party and engage.
2. The Flexible Workspace Commons is not a library. Members should feel comfortable doing what they need and making the noise they need to get the work done!
3. The Flexible Workspace Commons is not a meeting room. Go ahead and work with others - that's what collaboration is all about! But longer and louder conversations should be moved to the reception area or an empty meeting room.
4. Turn down ringers and turn off speaker phones. As a courtesy, please turn your cell phone ringers down while at your desk. The various ring tones are very distracting. Also, even if you are an office member, being on a speaker phone tends to be very loud and distracting. Please avoid using the speaker phone unless absolutely necessary.
5. Be conscious and considerate of your fellow innovators. Successful co-working requires sensitivity to your impact on others. Remember, even though you just finished your big proposal, your neighbor may still have a big deadline looming.
6. Be conscious of cell-yelling. Most cell phones can handle a normal speaking voice! For more than a brief conversation please consider moving to the Reception Area or even the foray.
7. If you expect a long or deeply personal conversation, please grab an empty meeting room or consider stepping outside.
8. Embrace and beware the Cone of Silence. Headphones are the best do not disturb sign. Put them on if you don't want to be interrupted. And be respectful of those wearing headphones.
9. Even though you have a closed door office, it doesn't mean that we won't necessarily hear you. Everyone needs to be conscious of their noise levels.

Thanks for everyone's cooperation!