



Employee Checklist

Hybrid work environment -
Coming into the office



BEFORE YOU GO TO THE OFFICE



Make hoteling station reservation.



Request approval from supervisor or manager to be onsite.



Check equipment needed when hoteling.



Validate building badge is available and working.



Include meeting links to allow meeting participants to join remotely.



Cancel/Reschedule the hoteling reservation if you are not able to go into the office.



FOR IN-OFFICE WORK DAY



Wear business attire.



Don't forget your badge, work equipment (such as headsets/keys) and snacks.



Only use the space you reserved. Clean up after use and take your equipment home.



Be on-line when you get into the office. Start working, be productive.



Be courteous to your coworkers (such as wear your headphones for meeting, speak softly, etc)