Contoso — Office Map (Not to Scale)

This is a simplified reference map for training and orientation. Always follow posted signage and emergency instructions.

Floor Overview

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+-----------------------------------------------------------+
|  [A] Reception / Front Desk      | [B] Security Office     |
|----------------------------------+------------------------|
|  [C] Open Work Area (Teams)      | [D] Meeting Rooms       |
|  - Hot desks                     |  - Rooms: Echo, Delta   |
|  - Quiet pods                    |  - Video-enabled        |
|----------------------------------+------------------------|
|  [E] IT Help Bar                 | [F] Break Area          |
|  - Device pickup/returns         |  - Coffee / fridge      |
|----------------------------------+------------------------|
|  [G] Restrooms  | [H] Printers   | [I] Emergency Exit      |
+-----------------------------------------------------------+
```

Locations

• **[A] Reception**: badge pickup and visitor check-in.

• **[E] IT Help Bar**: laptop pickup, peripherals, and quick troubleshooting.

• **[D] Meeting Rooms**: reserve via Outlook. Keep meetings on time.

• **[H] Printers**: use secure print release with your badge.

• **[I] Emergency Exit**: follow posted evacuation routes and meet at the assembly point.

Safety notes

• Do not prop secure doors open.

• Report suspicious activity to Security.

• In emergencies, call local emergency services first, then notify Security/Facilities.