



Co-working Space Manual

Located in Suite 320 (third floor) of Mile High United Way's
Morgridge Center for Community Change @
711 Park Avenue West
Denver, CO 80205

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c/o Metro Denver Homeless Initiative
711 Park Avenue West, Suite 320
Denver, CO 80205

Purpose of the Building Guide

This *Co-working Space Manual* is maintained by the Metro Denver Homeless Initiative (MDHI) for the benefit of all persons working in the MDHI office suite. MDHI's offices are located on the third floor (Suite 320) of the Mile High United Way (MHUW) building in Denver. The address is 711 Park Avenue West, Suite 320, Denver, Colorado 80205.

MDHI leases Suite 320 from MHUW and sublets portions of the space to other 501c3 nonprofit organizations. If your organization has sublet office space within Suite 320, and this guide is intended to give you the information you need to use this space fully and appropriately.

This guide is governed by and subordinate to your sublease agreement with MDHI. It is important that everyone working in Suite 320 read and understand the material in this guide. MDHI reserves the right to modify this guide without prior notice to members. MDHI will keep members advised of any changes to the guide; however, changes may occur before any written revisions are circulated.

This guide and other materials can be found at:

http://www.mdhi.org/community_works

Accessing Your Space

To use your office space, you must gain access to (1) the Mile High United Way (MHUW) building and (2) the office suite leased by the Metro Denver Homeless Initiative (MDHI) from MHUW.

Access to the MHUW Building

MHUW's office building, officially named the Mile High United Way Morgridge Center for Community Change, is located at 711 Park Avenue West, Denver, CO 80205. It occupies the north side of Park Avenue West between Stout Street and California Street. There are two main entrances located on the south and north sides of the building midway between Stout and California streets. These doors are normally kept open from 8 a.m. through 5 p.m. Monday through Friday, except on the following holidays:

- New Year's Day, Observed
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day, Observed

To enter the building after hours, use the key card provided to you by MDHI. To obtain or replace your key card, contact the MDHI operations coordinator. Key cards are available on a limited basis as determined by Mile High United Way staff.

The MHUW building includes four main components: (1) office spaces for MHUW and partnering organizations; (2) the CoBank Leadership Center, which offers conference rooms for use by public and nonprofit organizations; (3) Café United, which serves breakfast and lunch to the public and caters events at the CoBank Leadership Center; and (4) an underground parking garage, which provides access to parking and the building for authorized occupants. As a Community Works member, you may use the CoBank Leadership Center and Café United (see *Using the MHUW Building*).

MDHI can arrange access to the parking garage for members who have included garage access in their sublease agreement with MDHI. The same key card that is used for after-hours access to the building is used to enter the parking garage. The garage entrance is located at the northeast corner of the building, and accessed from the parking area that runs along the north (back) side of the building. See the MDHI operations coordinator to obtain or replace key cards that authorize access to the garage.

Members and visitors who do not have access to the garage may park in the MHUW parking spaces located on the north side of the building. However, these spaces are few in number and available on a first-come, first-served basis. Other options include commercial and on-street parking. Commercial parking lots currently exist directly south and west of the MHUW building (on the south side of Park Avenue and the west side of Stout Street). Some on-street parking is available in the neighborhood surrounding the building, subject to the restrictions posted and enforced by the City of Denver.

Access to the Community Works Office Suite

MDHI's offices are located on the third floor of the MHUW building in Suite 320. Two building elevators provide access to the third floor, and Suite 320 is entered through an outer door that is normally kept unlocked from 8 a.m. through 5 p.m. Monday through Friday. A key to the unit is available in a code-locked box in the hallway near the elevators. Please see the MDHI operations coordinator for the keycode.

In addition to the offices and cubicle-style workstations assigned to MDHI, your organization, and other members, MDHI's office suite includes the following common spaces:

- Reception area
- Lunch room/kitchen
- Copier/supply room
- Conference Room 1
- Conference Room 2

As a Community Works member, you are entitled to use these spaces in accordance with the relevant policies and procedures provided in this guide.

Two additional common spaces—the MHUW Third-Floor Shared Conference Room and a set of restrooms—are located adjacent to Suite 320 on the third floor of the MHUW building. These spaces are kept unlocked and are available to all building occupants and visitors in accordance with procedures referenced in this guide.

Using Your Space

As a Community Works member, you are entitled to use the cubicles or workstations that you have sublet from MDHI as well as certain common areas within MDHI's office suite and the MHUW building.

Using Your Workstation(s)

Good Neighbor Policy

In the Community Works office suite, members work in proximity to one another in offices and workstations. To ensure a pleasant and productive work environment, occupants must use the space in ways that do not disturb or annoy others. Unnecessarily loud voices, music, laughter, or equipment can disrupt the workplace and harm working relationships. Simply put, it is important for everyone to be good neighbors who are considerate of those around them.

Because of the relatively open working environment provided by the office cubicles or workstations, Community Works members may inadvertently be exposed to information being used by other occupants of the suite in the course of their work. Such information may inadvertently be exposed on computer screens or desktops or during telephone calls or meetings. Members should assume that any such information to which they are exposed is confidential, and should not release this information to any other person.

Since confidential and proprietary information is crucial to the operation of MDHI, and because MDHI in some instances has the obligation to protect such information, you agree that you will not use, publish or disclose such information during or subsequent to your work at the MDHI office suite, and you will preserve the restricted nature of this information except to the extent that it becomes publicly available, or is otherwise lawfully obtained outside the scope of this agreement from third parties.

Workstation Contents

Members can personalize their offices and workstations with pictures and other mementos. Such items, however, must conform to professional standards and be in good taste. Decorations must never be offensive or make other occupants feel harassed, uncomfortable, threatened, annoyed, or insulted. Without prior approval from MDHI, members may not permanently alter, paint, or damage office walls, ceilings, floors, doors, fixtures, or furnishings. Personal items may be hung on cubicle panels if they are attached by approved hangers and do not extend above the top of the workstation.

Personal devices listed below may not be brought into or used within MDHI's office suite. Note that some of these items are provided by the building owner or MDHI as part of the office furnishings for the benefit and use of all members.

- Air conditioners
- Air filters and humidifiers
- Coffee makers
- Extension cords
- Grills, hot plates, stoves, or ovens
- Hair dryers
- Heaters
- Heating blankets or pads
- Irons
- Microwave ovens
- Mug warmers
- Refrigerators
- TVs or video players
- Any other device that may present a safety hazard

Members are permitted to have their own printers and copiers, although a shared printer/copier is available (see *Using the MDHI Office Suite*).

Members may have plants as long as the plants are located inside of the space sublet from MDHI, protected with overflow containers that prevent water from leaking onto furnishings, and maintained in a healthy, bug- and disease-free condition. Plants must not be placed where they will obstruct walkways. Members are responsible for the care of their own plants, and are not allowed to have plants that may cause allergic reactions.

Personal pets of any kind, except for those used in accordance with the Americans with Disabilities Act, are not permitted in the building.

Mail and Telephone Service

MHUW receives all mail sent to the building address (711 Park Avenue West, Denver, CO 80205) and distributes it daily to building occupants. To ensure that your mail is routed correctly and delivered as quickly as possible, include both your organization and MDHI in the mailing address that you provide to potential senders, as follows:

(Name of your staff member)
 (Name of your organization)
 c/o Metro Denver Homeless Initiative
 711 Park Avenue West, Suite 320
 Denver, CO 80205

The MDHI operations coordinator can provide recommendations for VOIP or landline telephone system setup if you have need for these services.

Janitorial Service

A company named Integrated Cleaning Services cleans the MDHI office suite under a contract with MDHI. They provide services five nights a week (Monday through Friday) outside of normal working hours. Each night they remove trash, vacuum common areas, and clean the kitchen floors, tabletops, and countertops. They remove recycled materials as needed. Each week, they vacuum the floors in offices and workstations and dust common areas. Members should direct any questions or comments about these services to the MDHI operations coordinator.

All building occupants, including MDHI and its sublessees, must do their part to ensure that the workstations, offices, hallways, and rooms that they use are kept clean and neat. This includes:

- Placing all trash and recyclables into the appropriate containers
- Ensuring that trash and recycling containers do not obstruct walkways
- Cleaning up all spills immediately
- When something needs special janitorial attention, notifying the MHUW building receptionist or, if it is inside the MDHI office suite, the MDHI operations coordinator

To help ensure occupant safety, nothing other than authorized furnishings should be placed, piled, or stored on the floors of workstations or other spaces.

Using the MDHI Office Suite

Computer Networking

MDHI maintains computer servers and networks that provide access to the Internet, to local and cloud-based data storage, to a shared office printer, and to Microsoft Office-based software applications. Members can link their personal computers to these resources and obtain related technical support by (1) specifying all desired networking services in their sublease agreement with MDHI, and (2) working with MDHI's operations coordinator to implement and maintain these services. For assistance in setting up or maintaining these services, contact

Justin Russell
MDHI Operations Coordinator
justin.russell@mdhi.org
(720) 408-5987

Community Works members can use Slack for Teams, an online, inter-office communications platform, to communicate with MDHI and other Community Works members. Ask the MDHI operations coordinator for access to MDHI's Slack team (<https://mdhi-org.slack.com/>).

The printer driver for the e•STUDIO3040c can be installed from [\\10.1.10.14](#) from your file explorer while connected to the MDHI wireless or wired network.

Reception Area

Just inside the door to Suite 320 is a reception area containing upholstered chairs and a coffee table. This area is available to MDHI and Community Works members for brief conversations with incoming and outgoing guests.

Lunch Room/Kitchen

The lunch room/kitchen contains the following resources:

- Tables and chairs
- Built-in cabinets
- Sink
- Dishwasher
- Refrigerator
- Microwave oven
- Coffee maker and hot water dispenser
- Toaster
- Trash and recycling bins

Kitchen Guidelines

- 1) Use dishwasher for community dishes please (handwashing your personal dishes is acceptable). If you do hand wash something – please put it away/take home.
- 2) If dishwasher is clean/full, please take two minutes to empty it. The cleaning service does not do this for us. Please don't put your dishes in or near the sink.
- 3) Cleaning of the fridge and microwave is not included in our nightly cleaning – so if you spill, clean it up. There is a microwave food cover to use when heating food if appropriate.
- 4) Check and take home or throw out your own food weekly/monthly.
- 5) Keep your items neatly organized in the cupboard/fridge and use a reasonable amount of space.
- 6) If it's not yours, don't take it. Items to be shared are left on the kitchen table or marked as shared in the freezer/fridge.
- 7) Recycling – please review the Denver guidelines posted on the recycle bin. Some general frequent confusions:
 - a. Everything should be rinsed and clean-ish. There is a garbage disposal in our kitchen, rinse your plastic containers and run it if needed (switch above the sink)
 - b. Plastics are labeled 1-7 in a small triangle if recyclable – if you can't find one it is not.
 - c. Denver states no food/oil soaked items and specifically says no: paper plates, napkins, greasy pizza boxes (though the top should be clean!)
 - d. Bottle lids are not recyclable – just the bottle. Throw out the lids.

Copier/Supply Room

This room houses a Toshiba e•STUDIO3040c printer and copier, which is available for use by MDHI and Community Works members. Note that in order to use the printer functions, members must be connected to MDHI's local area network (see *Computer Networking*). Several three-hole punches and a paper shredder are also available here for use by occupants of the suite. Except for the paper and ink used in the printer/copier, the consumable office supplies stored in this room are generally for MDHI staff. Please see the MDHI operations coordinator for accommodations related to supply requests.

Conference Room 1

This is the larger of the two conference rooms located within the MDHI office suite. It contains seating for 12, a whiteboard wall, a speaker phone, and a wall-mounted video screen. The screen can be used for presentations using MDHI's guest WiFi connection. This room is available to MDHI and its members, but must be reserved in advance through the Meeting Room Calendars page on MDHI's website (www.mdhi.org/meeting_room_calendars).

Conference Room 2

This room contains seating for six, a whiteboard, a speaker phone, and access to WiFi. Like Conference Room 1, this room is available to MDHI and its members, but must be reserved in advance through the Meeting Room Calendars page on MDHI's website (www.mdhi.org/meeting_room_calendars).

For all meetings on the third floor, please greet your guests at the entrance and clean up/reset the room when you have completed your meeting.

Using the MHUW Building

CoBank Leadership Center

MHUW determines the policies and procedures that govern use of the CLC, and describes these regulations on its website at www.unitedwaydenver.org/conferencecenter. While Community Works members are eligible to request conference space in the center for meetings, members' requests are not given preference or guaranteed to be approved because they have been submitted by a Community Works member. Requests for CLC meeting space submitted by local nonprofit organizations and public agencies are approved by MHUW on a first-come, first-served basis in accordance with CLC policies and procedures.

The CLC offers 10 meeting spaces (individual or combined rooms) that seat anywhere from 10 to 144 attendees. Requests for meeting space can be submitted online at www.unitedwaydenver.org/cobank-leadership-center-reservations up to two months before, but no later than one business week prior, to the proposed meeting date and time.

Café United

CLC users, as well as those holding meetings elsewhere in the MHUW Building, are encouraged to use Café United for any catering needs. Café United, operated by Work Options for Women, is the preferred, in-house caterer for MHUW and the CLC. The café also offers breakfast and

lunch to the public from 8 a.m. to 2 p.m. weekdays, and can be accessed through its own entrance located on the south (front) side of the MHUW Building. You can view the café's menus on its website at cafeunited.com/. To inquire about catering, contact the café at (303) 291-6999 or catering@cafeunited.com.

MHUW Third-Floor Shared Conference Room

Despite its location adjacent to the MDHI suite, this conference room is not part of the suite and can be used by other building occupants as well as MDHI and its members. It provides seating for up to 12, a whiteboard wall, and access to WiFi. This space must be reserved in advance through the Meeting Room Calendars page (www.mdhi.org/meeting_room_calendars).

Your Responsibilities

Your responsibilities as a Community Works member include the following:

- **Knowing and adhering to the terms of your sublease agreement** with MDHI. In the event of any perceived conflict between your sublease and this guide, you should adhere to the sublease and report the conflict to the MDHI operations coordinator for resolution.
- **Knowing and adhering to the information about safety** provided in this guide.
- **Safeguarding your building key cards** to prevent their loss or unauthorized use.
- **Turning off any lights or other electrical devices** in your workstation(s) when leaving the MDHI office suite.

Fire Safety

To protect their staff and visitors, all members are responsible for knowing and adhering to the fire safety policies and procedures provided by Mile High United Way. All members are required to participate in a fire safety tour during their first month of occupancy. Please see the following fire safety map for the location of fire exits and extinguishers.