

Your office essentials



If you're new to the business and yet to experience the office, speak to your line manager about the support available to you.

Whether you're yet to work from the office or haven't been to the office for a little while, we recommend using this checklist to help you prepare for your visit.

Things to do a week before your first visit:

- Book a desk or meeting space**
You'll need to make a booking via [Condeco](#) for each day you plan to work from the office.
- Ask any DSE questions**
If you require DSE equipment, or have any questions about existing DSE equipment stored, get in touch with [Facilities](#).
- Book in any external visitors**
If you plan on having visitors to the building you'll need to book them in. For information on how to do this visit the [FAQ's page](#).
- Familiarise yourself with the Hidden Disabilities Sunflower lanyard scheme**
We invite colleagues with disabilities or health conditions to wear a sunflower lanyard at Carnival House. Familiarise yourself with the [scheme](#) to find out how you too can get a lanyard or how you can support your colleagues wearing one.

Things to do the night before visiting Carnival House:

- Pack your devices and charging cables**
Don't let a lack of devices scupper your plans
- Make sure you have your employee ID pass**
If you can't find your ID, or you're new to the company, bring your driver's licence or passport. Please have it visible when entering the building.
- Bring your own mug or water bottle**
We no longer offer single use cups. If you forget to bring in your own, ask for a glass or cup from the Atrium Cafe.

Things to do on the day:

- Complete your self-certification and check-in**
Log into [Condeco](#) and complete the self certification. When you arrive at the office remember to also check into your desk or meeting space.
- Dress for changing temperatures**
To allow a fresh circulation of air around the building, we're adjusting the air conditioning throughout the day. Bring layers so you can adjust to the temperature changes.
- Collect your headset**
To minimise noise when taking calls in the office we're encourage the use of headsets and supply one per person for free. Collect yours from the [Tech Bar](#).
- Pick up a laptop bag**
If you don't have a laptop bag and would like one pop into the [Tech Bar](#) to collect one.

To help you find answers to your questions use the [FAQ's page](#). You'll find this by going to the Insider homepage and then selecting 'Shore' and 'Office Working' from the drop down menu.