

This is our office. Let's be mindful that it's a shared space. Let's keep it neat, clean and pretty together. Just a few points to keep in mind:

Kitchen

1. Ensure that you pick up after yourself, bottles and glass/cups used are deposited in the kitchen before leaving the office for the day. Or from the meeting room/lobby, after your meeting is over.
2. Regulate the use of cups/glasses after 4.30 PM since Zareena will only be back the next morning.
3. Throw leftovers in the dustbin and rinse your plates before putting them in the sink. The fragile thin glasses can be put to the side of the sink, rather than in the sink, to ensure they don't break when dishes are piled up (sometimes on top of them).
4. Be careful you're not throwing spoons in the dustbin by mistake. We're missing several spoons!!
5. Check the fridge for your tiffins/food and empty it out every 2 days. Same for your tiffin containers, don't let them pile up. Take them home.
6. Put one bottle of water in the fridge for cooling whenever you take one cold water bottle out of the fridge.
7. Please ensure that tea, coffee or green tea is not wasted, only make what you can consume. Leftover coffee in the frenchpress is being thrown out frequently.
8. Always inform Nisha or Nitin about the last pack of anything that you are taking from the pantry. If they are not in office that day, leave them a sticky note or text one of us.
9. Replace anything you finish (fill up coffee/sugar container, take out tea packet/tissue box etc and put on counter; toilet paper roll in bathrooms)
10. For milk, juice tetra packs - write date on which it was opened, on the pack itself.
11. In general, keep the counters tidy, wipe up spills, throw tea wrappers etc into the dustbin.

General

12. Please ensure that the lights, fans, AC's are not in use if you are stepping out of your rooms - going out of the office or to another room for a meeting even if for a short while. Let's conserve energy/electricity at every opportunity.
13. If you're the last one leaving your room/office at the end of the day, ensure that the lights, fans, AC's and internet is switched off (from the plug point). Balcony doors are locked; exhaust fans in the kitchen and bathroom have been switched off.
14. Ensure wet waste is always put in the kitchen dustbin. Only dry waste can be put in room dustbins.

Balcony

15. Smokers - please empty out your ashtray/container periodically. Ensure the balcony doors are closed when you're smoking so as not to inconvenience non-smokers.

Printer/stationery and supplies

16. Inform Nitin/Nisha if the last ream of paper has been opened. Or if the toner in the printer is running low.
17. Nitin is in-charge of stationery and supplies. Keep him updated about any stocks and supplies that are needed, running low etc.

Toilets

18. Please throw all used toilet papers / face tissues/ napkins in the trash, not the toilet, to avoid the major problem of sewer drain clog.