



# What your Codi office includes



## CODI STANDARDS

### Services

- Design & layout
- IT setup
- WiFi
- Legal
- Virtual office manager
- Access to Codi client portal
- Office vendor coordination

### Weekly cleanings

- Sweep & mop floors
- Dust
- Wipe down appliances
- Stock toilet paper & restroom products
- Clean shared spaces
- Clean restrooms
- Clean conference rooms
- Take out trash & replace liners
- Load & run dishwasher
- Take inventory of cleaning, kitchen, & bathroom supplies

### Non-edible consumables

- Paper towels
- Trash bags
- Napkin dispenser
- Paper cups
- Hand soap
- Toilet paper
- Feminine products
- Air freshener

### Furniture

- Desks & ergonomic chairs
- Lounge chairs
- Sofa
- Coffee table
- Side table
- Rug
- Conference table & chairs
- Dining table
- Dining chairs
- Whiteboards
- Bookshelf
- Credenza
- Framed art
- Faux plants
- Trash can
- Office games

### Appliances

- Operational kitchen
- Refrigerator
- Microwave
- Coffee pod machine
- Electric kettle
- Water dispenser

### Kitchen supplies

- Mugs
- Glasses
- Cutlery
- Plates

### Beverages

- Coffee pods
- Tea
- Sparkling water
- Sweeteners & creamer

## CODI ADD-ONS

- Onsite fractional office manager
- Event space booking
- Additional cleaning
- Snacks
- Nespresso Vertuo
- Phone booths
- 48" adjustable standing desk
- 27" monitor
- Monitor stand\*
- Laptop stand\*
- Apple-compatible keyboard & mouse\*
- USB-C converter\*
- 55" freestanding TV
- Mic & camera\*
- AV equipment for conferencing\*
- 1-2 extension mic pods\*

\* Some of the items shown are only sold in combination as sets. See [codi.com/catalog](https://codi.com/catalog) for details.