

Hi and welcome to **SHEDPOINT**

We are so happy to have you join us. This handbook will be a great resource for learning more about all the amenities that are available to you and helping you to integrate into the community.

If you have any questions, please don't hesitate to get in touch with management at operations@shedpoint.com.



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THE PROPERTY

Parking

Parking at Shedpoint is free-of-charge and included in your membership. Our parking lot is first come, first serve. The main lot is on the East side of the buildings, with additional parking on the North and West portions of the property. Show off your amazing driving skills by parking within the lines!



Bike Parking

There is devoted motorcycle parking (labelled above) up the ramp on the North end of the parking lot.

For the cyclists, we offer covered and secure storage on the North end of the property. Please get in touch for a key.

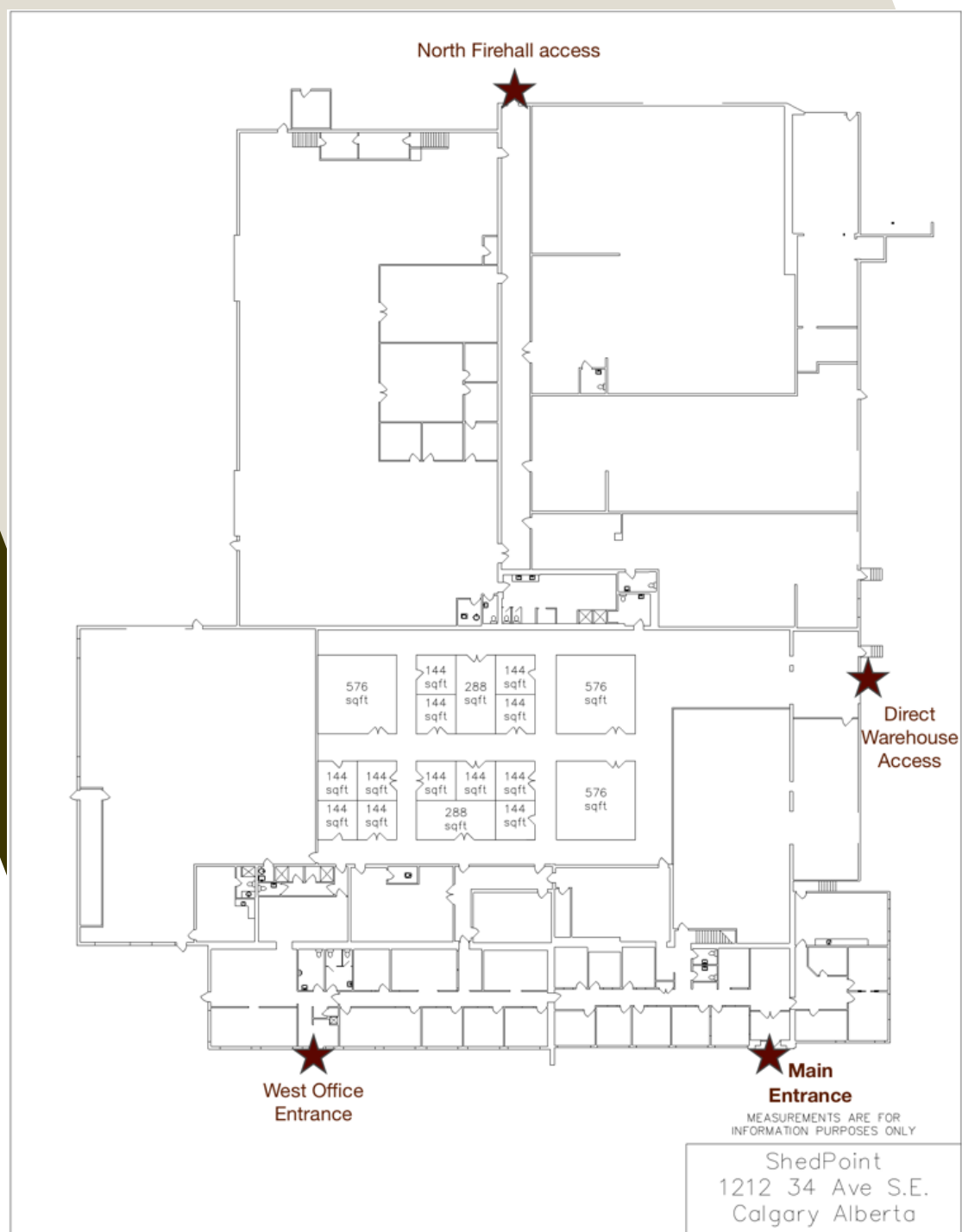
Access

Shedpoint is open 24/7 to members.

The main entrance doors (South office entrance) are open between 8.00am and 6:00pm Monday to Friday.

Access after-hours and on weekends is managed through the Atrium security app detailed in the next section.

While the main entrance is open during regular business hours, there are 4 access points you can use 24/7 at your convenience using the Atrium app:



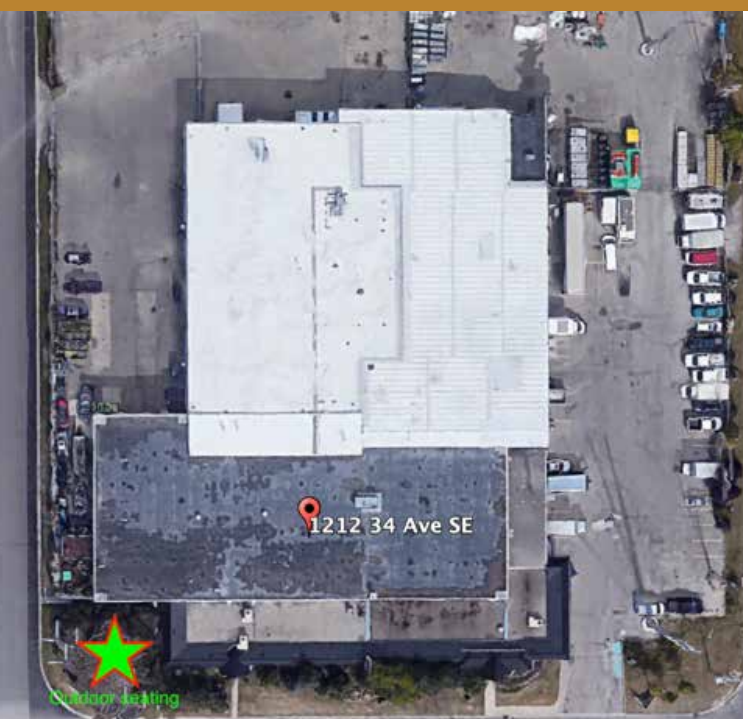
Security

After hour access is only available through the Atrium app. Your app will open any of the 4 main Shedpoint doors. Your access will be set up on your first day at Shedpoint.

The Atrium app has multiple options for access, including tap (using your phone as a FOB), manual management (pressing a button), and even voice control ("Open the main door!"). These can be set-up based on your own preferences. If you have any issues with the Atrium app or accessing the doors, please contact Operations.

Shedpoint also has intrusion monitoring outside of business hours. Your team (or just you for solopreneurs) will set-up your passcode on your first day orientation. If you hear an alarm going off when you enter outside of business hours, don't be alarmed (lol). Just enter your passcode into one of the 2 control panels at the main entrance or warehouse access point to deactivate the alarm.

If you are the last one leaving on any day of the week, please leave through the warehouse door or main entrance and set the alarm by entering your passcode. Common areas, entrances, the warehouse, and all exterior entries are monitored by security cameras (smile!) for the safety of our members, guests, and inventory. If you ever notice anything or anyone that doesn't seem right or makes you uncomfortable, please contact management immediately.



Outdoor Seating

There are 3 patio tables and 2 park benches at the Southwest corner of the property for member enjoyment

Nearby Amenities

If you think working in a co-warehousing space means you are far away from lunch and hangout spots, think again! Shedpoint is conveniently located within a 5-minute drive of many awesome restaurants and trendy breweries.

As an organization committed to helping Albertan entrepreneurs grow, we also support our local food and & drink businesses. We offer prizes to members who can manage to try each local restaurant or brewery nearby...get in touch for a punch card!

Lunch Spots

Here are some of our favourite local lunch spots within 5 minutes of Shedpoint.

- ❖ Coco Brooks
- ❖ Jane Bond BBQ
- ❖ Zilford's Fried Chicken
- ❖ Ukrainian Fine Food
- ❖ Old Fashioned Meat & Deli
- ❖ Empanada Queen
- ❖ Picaditas Latin Foods



There are also 3 chain restaurants within a 5 min drive

Mary Brown's Chicken & Taters (Drive thru) ❖

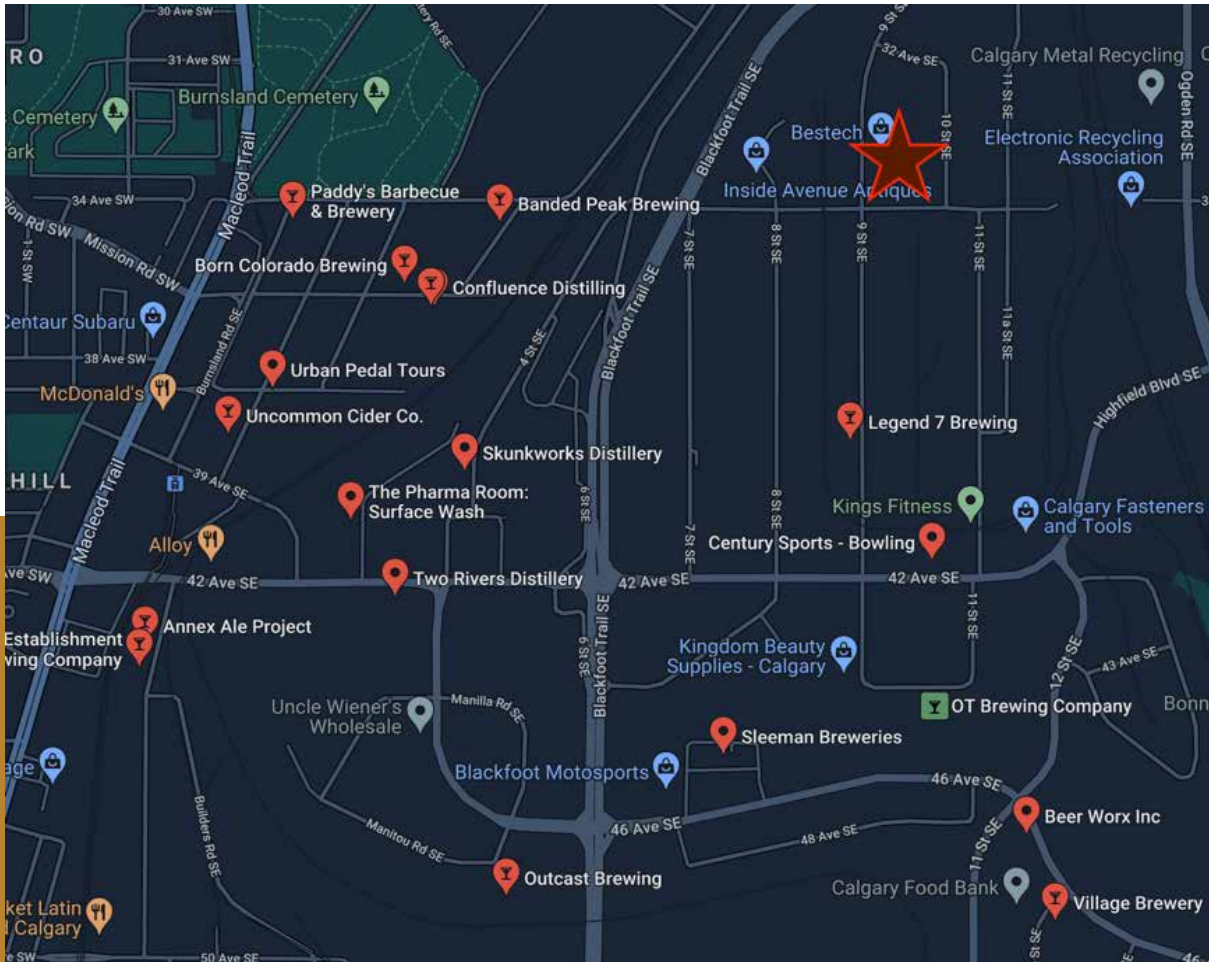
Tim Hortons (Drive Thru) ❖

Subway ❖

There are also many more local and fast food option 5-10 mins away on Macleod, including McDonalds and A&W drive thru's for quick eats.

Breweries & Distilleries

Shedpoint is conveniently located right in the middle of Calgary's beer belt! These breweries & distilleries feature amazing local beers & spirits and many also have tasty food.



Breweries / Distilleries with in 5-10 mins of Shedpoint:

- ❖ Banded Peak Brewing
- ❖ Confluence Distilling
- ❖ Incommon Cider Co;
- ❖ Skunkworks Distillery
- ❖ Two Rivers Distillery
- ❖ Annex Ale Project
- ❖ The Establishment Brewing Company
- ❖ Outcast Brewing
- ❖ Legend 7 Brewing
- ❖ Village Brewing



THE SPACE

This section covers the important elements of our beautiful building – wifi, amenities, furniture, and more.

Wifi

Internet access is provided free of charge to members and guests at Shedpoint. If you have any connectivity issues at any time, including weak signal, please contact operations@shedpoint.com

Log-in Information:

Members

Username: ShedPoint – Private
Password: ShedPointT2G1V7

Guests

Username: ShedPoint – Guest
Password: ShedPointVentures

Furniture

As each room at Shedpoint is dedicated to paying homage to an Albertan innovator, all our offices come fully furnished with pieces that help tell a story. While this furniture is usually great for hot desking and meeting rooms, it is occasionally not a great fit for a private office rental or long-term stay.

We do have a selection of traditional office desks and chairs to choose from, so if you would like to swap out the furniture in a private office rental, please just let management know. Members who rent private offices may also bring their own furniture, however this must be pre-approved by management and all move-in / move-out of furniture needs to have management present.

Warehouse members may also select from furniture to outfit their units (dependent on availability)



Kitchen

Please keep the kitchen and any breakout areas tidy and clean for everyone to use. Put your dishes in the dishwasher or wash them and ensure that any leftover food is covered and stored in the fridge. The fridge will be cleared out on a Friday night so please make sure any food you wish to keep has been removed prior to Friday afternoon.

The fridge is stocked with plates, cups, glasses, bowls, mugs, pots, pans, a blender, grill and cutlery for your use as well as platters and cheese boards. Serviettes and tea towels are kept in the drawers in the kitchen and there is glad wrap and aluminium foil in the kitchen drawers as well as freezer bags.

Filtered still and carbonated water is available at the Waterlogic station in the nook outside the kitchen. The Waterlogic system uses UV light to eliminate 99.99% of all germs and bacteria. This equipment is regularly cleaned and managed by the supplier.

Snacks and drinks are provided free of charge throughout the kitchen. These items are in clearly labelled sections in the fridge and drawers, so please ensure you aren't being a food thief from other members!

Gym

The gym is available to all members to use 24 /7. The gym is not available for guests – this is a liability concern so please do not invite your friends!

Here are the Shedpoint guidelines on using the gym:

- ❖ Share the equipment – especially during busy hours
- ❖ Use provided spray bottle and towels to wipe down equipment after use
- ❖ Put weights away on the racks when done
- ❖ Use clean gym shoes
- ❖ Avoid excessive grunting & noise





Cleaning

The space is serviced twice weekly (Wednesday and Friday evening). We ask that all members try and place their rubbish in the appropriate recycle bins and empty their own desk rubbish bins accordingly. Please also remember to place your cups, glasses, dishes in the dishwasher and refill any water bottles at the end of the day so that the space is clean and tidy for everyone to enjoy.

Printing

Shedpoint has a printer/scanner/copier located in the workspace in the East add-on behind the curtain. You can print to it over the network once you have added the printer to your choices. It has the ability to scan to a pdf. At this time, there is no printer management and printing is on the honor system. Members are asked not to take advantage of this and be respectful with your use of the printer.

The Warehouse

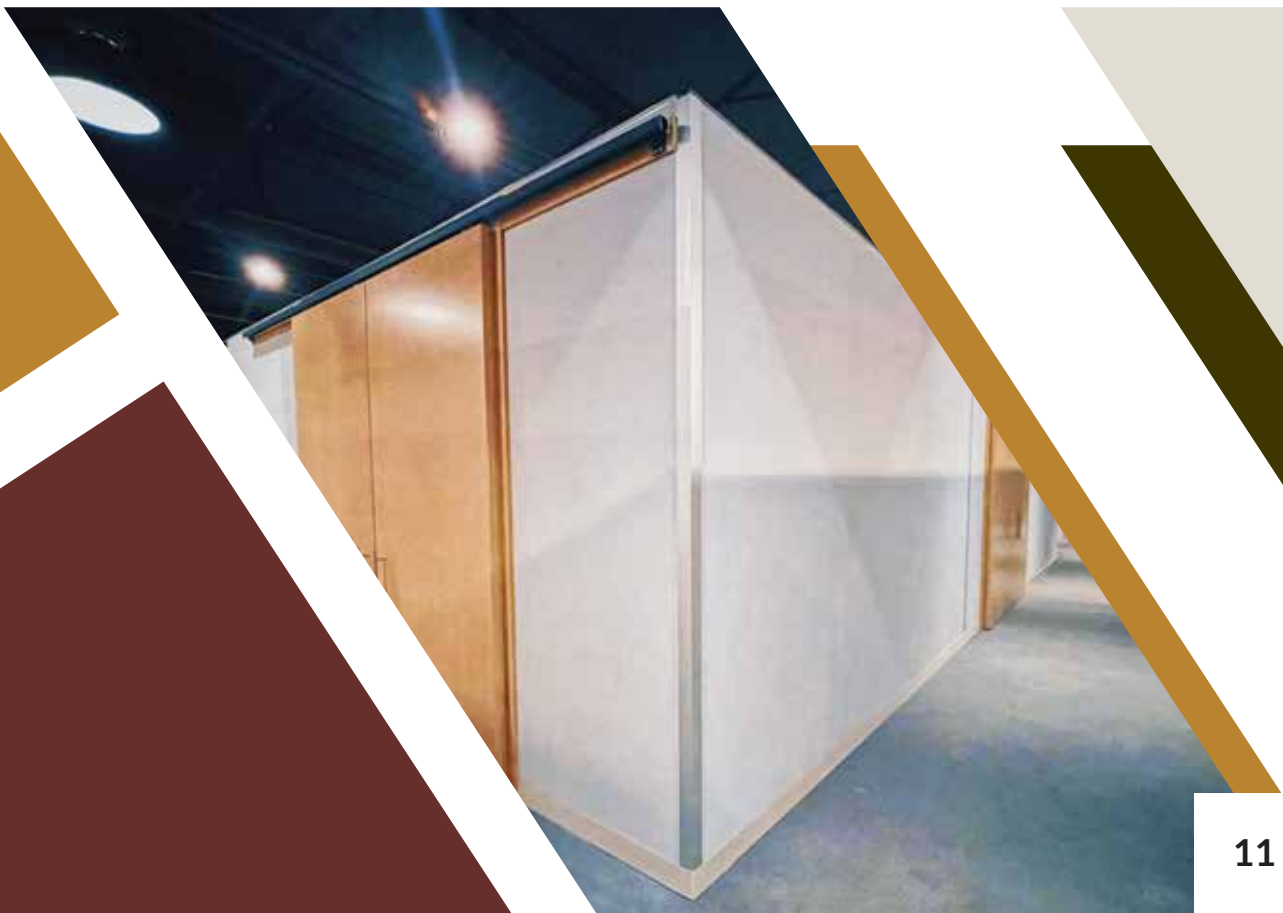
Warehouse members are responsible for bringing their own locks for their units. You have 24 /7 access to your own cube.

The North dock door is available for members to use at any time. Please clearly communicate to your shipping company that the dock door is “120B”. If you need to ensure the dock door is available at a specific time, please schedule it as soon as possible on the Warehouse Calendar in advance of the delivery.

The lights for the warehouse are located directly outside the kitchen door. This is also where the thermostat is. The staging area by the dock doors is available for members to get shipments ready and receive deliveries. Please be respectful of other members needs and do not leave inventory here overnight. Share the space and work together to make sure everyone has the room they need.

Shedpoint provides two push carts and pallet jacks for members. Please share with other members when needed and work together. If you need to ensure a pallet jack is available at a specific time, please schedule it on the Warehouse Calendar as soon as possible in advance of the delivery.

For all fulfillment, logistics, and delivery support – please contact Hubtrotter by popping by their unit or emailing bruno@hubtrotter.com



THE PEOPLE

Shedpoint is all about people. This is an amazing community of entrepreneurs , makers, and shakers that support each other and work together to create a conducive environment for success. This section covers the important elements of our community.



Culture

Our culture is critical to us. We aim to make Shedpoint a welcoming, inspiring and friendly community. We value openness, curiosity and collaboration; the key factors that drive success. Our hope is that you will naturally make friends, meet people, collaborate, and bring your positive energy and ideas to Shedpoint creating an innovative and exciting environment. Please make sure that you and your guests recognize and be respectful of Shedpoint as a shared workspace.

Please look after our wonderful building and consider doing the following:

- ❖ If you see something which is broken or not quite right, please let us know.
- ❖ If you think something isn't working as it should, or, could be better, please let us know.
- ❖ Please help to keep the place clean and tidy. Make yourself at home in the space, but treat it with respect.
- ❖ Please clean up after yourself and return items where you found them.
- ❖ Please make visitors feel welcome, let them know who you are and what you do
- ❖ If you notice anything out of the ordinary, please let us know.

We are a welcoming and friendly community. We do not accept discrimination in any way, shape or form. If something is clearly inappropriate, please speak directly to us.

Working, noise and using the space

Members can work anywhere within the space except a dedicated desk or private office that has been assigned. We encourage you to work in different places throughout the day & sit by different people!

Those who need large equipment in addition to their laptop must become a dedicated desk member.

A shared environment will never be completely quiet (nor do we want it to be!), but all members are expected to be respectful of the needs of others. Noise needs to be kept at a reasonable level. Please be conscious of those around you and their need to focus on their work. Please consider the guidelines below:

- ❖ Shedpoint is not a library. Members should feel comfortable making the noise they need to get the work done!
- ❖ This is especially true in the warehouse – the sounds of industry aren't quiet, and members should be understanding of noise. That being said, please avoid loud crashing and bangs if at all possible
- ❖ Feel free to have voice/phone conversations in the space at a reasonable level just like in a regular office. Most members do take conference calls out in the work areas.
- ❖ Go ahead and work with others – that's what collaboration is all about! Longer and louder conversations can be moved to one of the back work areas, an open and unreserved meeting room, or outside.
- ❖ Please keep phones on vibrate & don't use speaker phones in main space.
If there is an unexpected need for use of a speaker phone or an impromptu meeting and an unclaimed meeting room is available, members can duck in and use it or reserve it last minute.
- ❖ The meeting rooms and chill-out space are yours to escape to for concentration, relaxation, etc.

Members should be considerate and clean their work areas when they are finished working each day. Shedpoint is not responsible for any personal items placed on desks or in any of the common areas although we do have a lost and found in the front entryway cabinet. Assigned desk membership allows the members to leave their equipment at the assigned desk overnight and others are welcome to leave items out while they step out to meetings or lunch.

Guests

We encourage all members to invite friends and business associates to try out Shedpoint as well as to host meetings in our facility with outside guests. Member incentives are in place for those who recruit new members!

Your membership covers your use of the space. We define a guest as someone who is actively meeting with a member in the event space or meeting room but doesn't maintain an active membership with us.

- ❖ You may actively meet with guests throughout the space
- ❖ There are no formal requirements for scheduling a guest visit, however please ensure all guests are respectful of the space

Reserving conference rooms, meeting rooms and the studio:

Members may reserve private spaces in advance by reserving the times they need them online through Optix. We ask that members be reasonable and considerate of other members, especially during high use hours, and not use them excessively. Members are welcome to have non-confidential meetings with clients throughout the open areas or outside without reserving a space.

- ❖ To schedule a room, use the Optix app
- ❖ If you are in a room without a booking and another member notifies you that they have it booked (please try and avoid this by booking through the app!), please clean and leave the room ASAP
- ❖ In general, rooms should be booked two business days in advance to avoid potential last-minute issues. The rooms are designated places to meet with guests and other members, to have conversations in a more private setting, get some work done, or when your activity might distract or disrupt others.
- ❖ When a room is not reserved, any member may use the rooms if they are available.
- ❖ If you are using a room, please check Optix before your meeting to see when the next scheduled time is so you can be considerate of those who have booked the room. If you are using the room and it becomes someone's scheduled time, please vacate the room, even if they have not arrived yet. Feel free to relocate to another available space.
- ❖ Clean up after you use a room, returning chairs and tables to their proper places and dispose of trash.
- ❖ If you reserve the studio and need support with equipment, please coordinate a time to meet with management well in advance of when you need it



Sustainability

We are committed to sustainable environmental practices:

- ❖ Please reduce electricity consumption by switching off lights and electrical items when not in use.
- ❖ Please reduce energy consumption by not being too varied with the thermostats.
- ❖ Please use our provided recycling containers for all recyclable materials
- ❖ We provide covered bike storage free of charge, so consider cycling to work during the warmer months

Conflict Resolution

In the event a conflict between members cannot be remedied quickly, please involve management as soon as possible. Running a business is a stressful endeavour, and although it hasn't happened yet, we understand it is a possibility that members may have conflicts that cannot be solved without outside mediation. Our goal is to foster a happy and healthy work environment, and will work with all parties to design a solution that nips the issue in the bud.

Events

Members receive free attendance to all public events put on by Shedpoint. All events are listed on Optix, so make sure you routinely check the app to not miss anything!

Members may also plan and schedule their own events – please get in touch with management early in the process to ensure the date works and to help with planning.

For any other questions, please get in touch operations@shedpoint.com



SHEDPOINT

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