

OFFICE NUMBER(S)**MAILBOX NUMBER****FRONT DESK HOURS**

8 AM - 5 PM (M - F)

ADDITIONAL ASSISTANCE

support@firmospace.com

720.325.1191

YOUR SUPPORT

Michael Paduck

Membership Sales Manager

michael@firmospace.com

**Member WiFi**

Network: Firmospace

Password: Firmosp@ce17

**Firmospace Dashboard**

member.firmospace.com

**Get the App!**

<http://firmospace.com/app>

**Mailing Address**

Your Name/Company Name

1401 Lawrence Street #1600

Denver, CO 80202

**HVAC Services**

Operating Hours: M - F, 7 AM - 6 PM;

Sat, 8 AM - 1 PM · Off on major

holidays · After-hours service

available for an additional fee

**Keys: 24/7 Access**

Please do NOT hand off.

Building · 16th Floor · Fitness Center

Individual Office (blue fob) · Printing

Bike Storage (6 AM - 6 PM)

**Guest Policies**

- Members must greet all guests in the lobby
- Register guests on FS Dashboard
- Email & text notifications sent upon arrival
- Remain with guests at all times (includes offices, lobby, conference/huddle rooms and common areas)

**Printing**

- Must be on Firmospace WiFi network
- Request printing access: firmospace.com/hive
- Printing Set-Up Instructions: firmospace.com/papercut
- To release jobs, wave key card over reader or manually log-in using the Hive app and QR code

**Secure Shredding**

Boxes located at the North and South

Coffee Bars, to the left of the printer.

Scanning, Copying & Faxing

- Wave key card over reader at printer
- Select "Device Functions"
- Select "Easy Copy" or "Easy Scan" at top of the screen
- Faxing: Visit www.fax.plus/free-fax/



Member Portal - View & Manage

- Billing and payment details
- Conference room bookings
- Expected guest registration
- FirmSpace announcements
- Building/Local notices
- Member Handbook
- How-To Guides (printing, Mondopads, etc.)
- Events
- Member benefits and more



Huddle Rooms

- Overlook Larimer, off Work Lounge
- First come, first serve
- No credits or booking needed
- Screen-mirror ready (HDMI/wireless)
- Not to be used as 'offices'
- Be mindful of other members, please limit time as needed



Friendly Reminders

To keep the space polished, professional and comfortable for all members and their guests, kindly:

- Put dishes and mugs directly in the dishwasher; hand-wash if in use. Drying items will be added to the next cycle for sanitizing (do not leave in sinks).
- Do not put food down sinks or pour liquids into coffee trays (no disposals or drains are present!).
- Use damage-free hooks on walls (avoid holes).
- Avoid visible items on glass and above hallway film lines (including hallways or office divider panels).
- Keep items off sills (inhibits shade motors).
- Let office doors slide shut on their own to keep the soft-close features in good working order (do not force shut).



EVACUATION PLAN

1. Upon hearing the alarm, exit your office.
2. Slide your office door to shut (do not lock)!
3. Proceed to the nearest stairwell (see map, numbers 1 and 2).
4. Exit building and proceed to meeting point.
5. Meet at SKYLINE PARK: corner of Arapahoe Street + 15th Street.
6. Check in with FirmSpace front desk staff (in fluorescent vests).
7. Remain at meeting point until FirmSpace/building staff is given the all-clear to re-enter the building.

