

OFFICE NUMBER(S)**MAIL KEY GIVEN TO****FRONT DESK HOURS**

8:00 am - 5:00 pm (M-F)

ADDITIONAL ASSISTANCE

support@firmSPACE.com

713.588.0206

YOUR TEAM

Dave Vega
Membership Sales Manager
dave@firmSPACE.com



Lexi Rosas
Membership Development Manager
lexi@firmSPACE.com

**Mailing Address**

Your Name/Company Name
2200 Post Oak Blvd, Suite 1000
Houston, TX 77056

**FirmSpace Dashboard**

member.firmSPACE.com

**Keys: 24/7 Access**

Please do NOT hand off.
Building · 10th Floor
Member Doors · Individual Office
Printing: Release jobs

**Member WiFi**

Network: FirmSpace
Password: FirmSP@ce17

**Get the App!**

<http://firmSPACE.com/app>

**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 rooms and common areas)

**Printing**

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

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/

**Secure Shredding**

Box located at the back Coffee Bar, to the right of the printer.



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, Crestrons, etc.)
- Events
- Member benefits and more



Phone Booth

- First come, first serve
- No credits or booking needed
- 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).
- Please keep your fellow neighbors in mind and gently close office doors when entering and exiting.



EVACUATION PLAN

1. Upon hearing alarm, exit your office.
2. Slide door shut and do not lock!
3. Proceed to nearest stairwell (see map).
4. Exit building and proceed to meeting point.
5. Meet at GREENERY AREA in front of BBVA building; In large field in front of building, between Post Oak Blvd and Guilford Ct.

