



A warm welcome to the Innovation Home family. We have gathered relevant information in this manual to make joining our community easier. Have fun working at Innovation Home!

Innovation Home Kamppi

Kansakoulukatu 3, 00100 Helsinki

Tel. +358 40 670 0141

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1. OPENING HOURS

Reception (1st floor) and Coworking spaces (-1 floor) are open **Mon - Fri between 8.30 and 16.30**, staff is also present then. Holidays and weekends are closed, unless informed otherwise.

Garage and courtyard gates are open Mon - Fri from 7:00 till 19:00. Otherwise you can open the gates with your access tag.

Private events can be organised in the coworking premises:

- Office rooms are available **24/7**
- Other alternative passageways are pointed out

HOX! The alarms are on Mon - Fri between 22:00 and 05:00 and 24/7 on the weekends. At this time you can use your access tag to enter the building. If the door is left open for over a minute the alarm will go off.

If a user triggers the alarm, the user will be charged for the extra fees caused by the alarm.

2. KEYS AND ACCESS

The front door is open mon-fri 8:30-16:30. Passage to floors is with a personal access tag.

Passage after 16:30 only from the main entrance, unless you have to go through the garage. **Please make sure to close the door and check that it is locked.**

Garage and courtyard passage are open between 7:00-19:00.

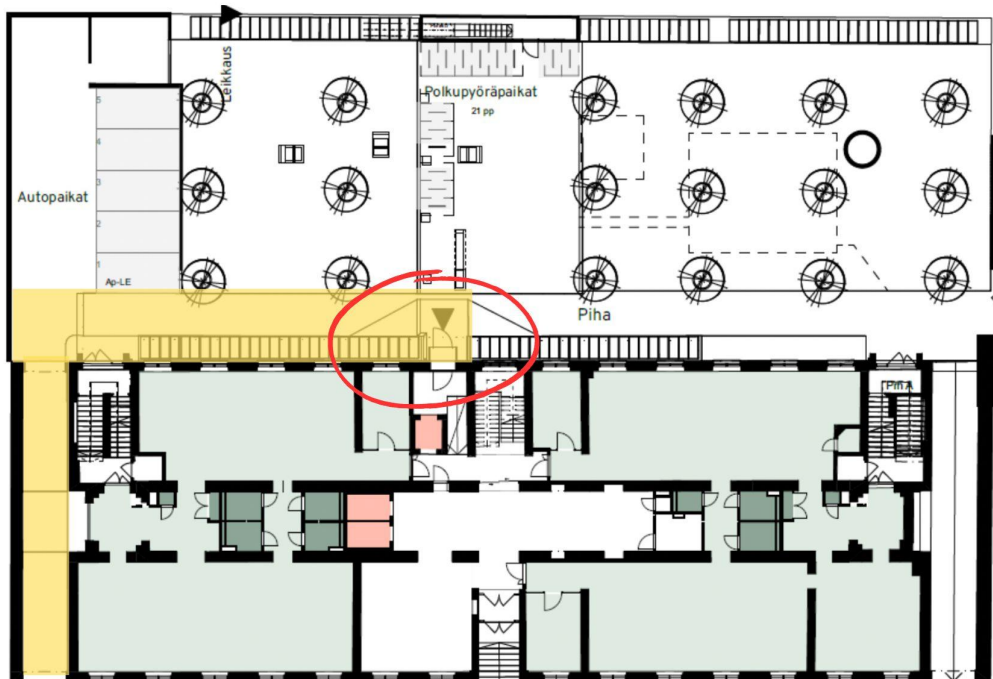
The access tags provided to member companies are defined in their contracts. Access tags are personal and the admittance is defined by membership in the contract.

Fee for a missing access tag is 40 €. If you misplace a tag, kindly let us know immediately by emailing kamppi@coworkinghome.com.

Accessibility

Accessibility to the building is from the left side of the main entrance through the gateway to the courtyard. Use the orange door in the middle of the pathway. Use the doorphone to ring "Ih Reception". From the courtyard door you have access to

the 1st floor lobby, 2nd and lower floors by elevator.



1st floor lobby elevators go to 2nd-7th floor.

Accessible toilet is located in the 1st floor lobby and -1st floor.

Arriving with bike or car

Bike racks are located in the courtyard and on the 1st floor of the parking garage. Route to bike racks in the parking garage is from the ramp with the access tag and you'll find the bike racks on your left hand side. You can access the courtyard from the passage on the left side of the main entrance.

Parking is possible in Kansakoulukatu and in Annankatu to the street parking spaces. Closest parking garage is CityPForum from which you can exit to Kansakoulukuja. From Capman it is possible to rent parking spaces to KOO3-property.

3. MEMBERS

Please visit coworkinghome.com to find information about Innovation Home's other members.

Assigned company contact must notify kamppi@coworkinghome.com of any changes to the premises users. Failure to do so may result in charges in key management costs, for example.

Company's new member contact information will be sent to kamppi@coworkinghome.com. Ordering a new access tag will take about 1-5 business days.

4. SPACES

Innovation Home Kamppi offers the following spaces: Common places are on the -1st floor our co-working space. The coffee machine, refrigerator for members, freshly filtered coffee and hot water are located in the community area. Please make sure to clean up after yourself.

Lunch restaurant is located in the back of the -1 floor. **Lunch is served Mon - Fri from 11.00 till 13.30 with a weekly changing menu.** Lunch 13,50€ | salad bar 11,90€ (only Mon - Wed) | **IH member lunch 12,70€**

Toilets can be found on the 1st floor in the reception area and on both sides of the halls. In the -1 floor hall next to the coffee machine.

Showers, saunas and locker rooms are on the -2 floor for men and females. Saunas are warmed up on Mon, Wed and Fri mornings between 7.30-10.00 and on Wednesday afternoons at 15.00-19.00.

Hintsa gym is for member use Mon - Fri after 17.00 and 24/7 on the weekends. You can access the gym with your own key tag. Please respect the following rules of the gym:

1. Use a towel while working out.
2. Don't drop the weights with force.
3. Clean equipment after use with a sanitizer.
4. Make sure to leave the gym clean after yourself.

We have Wi-Fi in all of our spaces and team rooms.

You can ask the password from the staff. Passwords for the guest network are in all of the doorways in the meeting rooms.

Meetings

MEETING ROOMS:

On the top: 18 person room, located on the -1 floor (Room is equipped with: screen, camera, speaker and microphone)

Happiness: 8 person room, located on the -1st floor (Room is equipped with: screen, camera, speaker and microphone)

Empathy: 8 person room, located on the -1 floor (Room is equipped with: screen, camera, speaker and microphone)

Matchmaking: 8 person room, located on the -1 floor (Room is equipped with Smartboard)

Mandatum: 6 person room, located on the -1 floor (Room is equipped with: screen, camera, speaker and microphone)

Studio: 4 person room, podcast room located on the -1 floor (Room is equipped with 4x microphones, 2x video camera, film mixer, headphones, 2nd screen, TV, wall speakers, 2x extra lights and green screen)

Meeting bookings are made through the booking system [here](#).

Please always leave the meeting room in a tidy condition for the next user and turn off the meeting technology. You must clean your dishes away. When the meeting rooms are free, they can be used for work. However, please note the start time of the next meeting!

If you don't arrive at your booking in the first 30 min we will release the room for others to use.

Exceptions

Should our shared spaces be reserved for an event, our staff will appoint another space for working. Innovation Home reserves the right to close the shared space on six days a year and on the public holidays.

Catering

Catering services can be ordered for meetings. Catering can be ordered [here](#) or via email (kamppi@coworkinghome.com) at least 4 days prior to the event for events with less than 10 participants. For events with more than 10 participants the reservation and order must be made one week in advance

Catering orders include service and cleaning in Innovation Homes own spaces. To your own offices we charge a serving fee of 25€.

Catering orders must be cancelled ahead of time. For under 10 participants order 4 days advance and over 10 participants orders must be cancelled 7 weekdays prior to the day. Otherwise we will charge fully for the order.

Coffee and other servings

The coffee and the dishes on the coffee table are delicacies for members. Servings reserved for customer events are always marked separately.

Catering for meetings / guests must be ordered in advance. This can be paid for with a card or invoiced from the company.

Cafe & Snack bar

From the reception you can find Innovation Home cafe which serves specialty coffees, breakfast, pastries and also after work services. We also have a snack bar in the cafe and -1 floor that offers snacks, soft drinks and treats. -1 floor snack bar also has left over food for discount.

Recycling

The recycling point can be found on the -1 floor and reception cafe on the 1st floor.

Bottles, cans: 1st cafe and -1 floors elevator hallway.

Paper collection, metal, glass and cardboard: Elevator hallway in -1 floor, 1st floor and courtyard garbage disposer.

Cardboard: Please take the big cardboard trash directly to the trash and make sure to fold them.

Mixed waste: Multiple disposers in the property and courtyard garbage disposer.

Bio-waste: In -1 floor, 1st floor and courtyard garbage disposer.

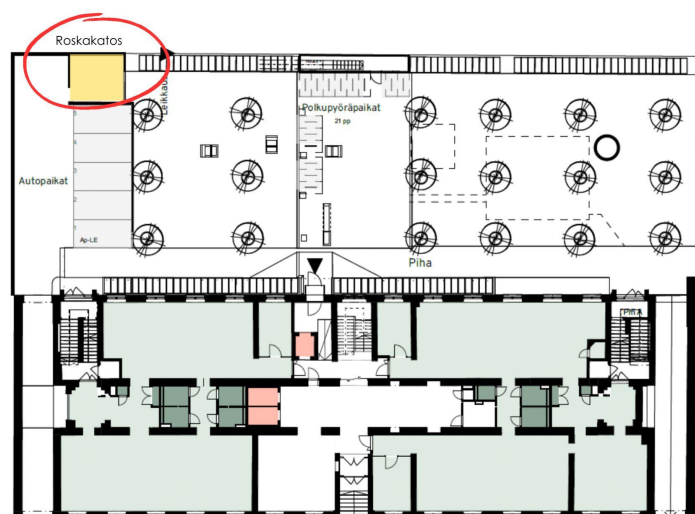
Plastic waste: Elevator hallway in -1 floor, 1st floor and courtyard garbage disposer.

Property garbage disposal area is in the left corner of the courtyard. You can also find there:

Energy waste

Battery waste

Small electronics waste



Please keep in mind that the courtyard garbage disposal is for the whole property. So please recycle and fold the cardboard so every trash can fit.

If you are unsure about recycling, please ask help from our staff!

5. MAIL

The postal address of your company transferred to us is co / Innovation Home, Kansakoulukatu 3, 00100 Helsinki. Mail is distributed directly to people / rooms or on the clips on door frames . Clients on the top floors can collect their mail from the reception. Unless they make their own contract directly with Posti. You can also ask about mails directly from Innovation Kamppe's staff. We try to announce arriving packages via text message or email.

6. MEMBER SERVICES

Printing and scanning

The Konica Minolta multifunction printer is in the 1st floor hallway and -1 floor in the Innovation Home office. You need a personal PIN to use it. You will receive this when you send the printable materials for the first time as an e-mail attachment to print@ihf.fi. The PIN code is active for 30 days. Thus, printable materials are always sent to the same address. Note! The printer can no longer change the size of the printout, so make sure your printable material is already in A4 or A3 size.

Black and white prints are free of charge, color prints cost € 0.20 per page, A3 prints € 0.40 per page.

Office supplies

Flipcharts and markers for meeting rooms come on behalf of Innovation Home, other office supplies are taken care of by the member company itself.

Cleaning

Rooms and shared areas are cleaned once a week. Your own large rubbish, cardboard, etc. must be taken to the designated waste bins on the -1st floor (see: recycling). Please note that if you have not ordered a catering, it is your responsibility to clean up the conference room. Should any major damage occur, notify the staff immediately and we will have more robust equipment on site and avoid permanent damage.

Member benefits

Occupational healthcare that supports mental working should be a part of everyone's working life. Heltti offers this to all Innovation Home members with a partnership price. Learn more at: <https://heltti.fi/tyoterveys-yhteisoiden-jasenille/>

Innovation Home offers its members a weekly yoga this is on Mondays in Kamppi at 15.00 in Dustin Event Arena.

Kamppi's members also have access to Hintsä gym on the -2 floor on Mon - Fri after 17.00 and 24/7 on the weekends.

Mentors

Innovation Home proudly presents our Mentors. This is a group of people who are best in their own field. Our members have an opportunity to use their knowledge and passion to create better business. You can contact your Community Manager and they will guide you through the process.

Read more about our Mentors: <https://coworkinghome.com/yhteiso/mentorit/>

Pricing

We will add value added tax accordingly to all prices. Unless mentioned otherwise.

7. GUESTS

Innovation Home welcomes friends, family and business partners to our facilities. Please remember to book a meeting room if necessary. Coffee is free. Our catering will be happy to deliver conference catering for your event, order 4 days before the event by email to kamppi@coworkinghome.com.

Please take care of receiving and directing your guests out. Reception will announce your quest arriving by phone or email.

Children are welcome, but the caretaker is constantly responsible for the child and this should ensure that no one else's work is disrupted. Children under the age of 12 must be with their guardian or in the room of the company at all times.

Unfortunately pets are not allowed on our premises.

8. SAFETY

If you've hurt yourself, a first aid kit can be found in the 1st floor cafe. For major injuries, contact our staff immediately.

Please kindly notify us of any damage, breakage of goods, spillage of coffee and other traces of life so that we can ensure that the space remains tidy and the

damage is repaired. You can report either directly to our staff or to info@coworkinghome.com.

Here is the rescue plan for the premises: <https://pelsu.fi/kansakoulukatu3/>.

Open fire and candles are not allowed in the office building.

If you lock yourself out of the office

This is only for 1st and -1 floor team rooms. If you lock yourself out of the office please contact: Securitas alarm receiving station tel. +358 20 491 2600. They will let you back into the office. Please note that they will check your ID and this will be given to us. This service costs 43€ + vat 24% on weekdays and on the weekends 75€ + vat 24%.

9. INSURANCES

The member is fully liable for direct and indirect damages to the Innovation Home premises and events caused by himself with his own insurance. The member is responsible for his own guests.

10. LOST AND FOUND

Lost and found is in the 1st floor reception. Our staff can also help with your lost items.

11. COMMUNICATION

We use several communication channels. Newsletters and programs belonging to members are always published in a closed FB group and in our WhatsApp group.

Homepage: <https://www.coworkinghome.com>

E-mail: info@coworkinghome.com

WhatsApp: Innovation Home Finland, IH Kallio -info, IH Arabia -info, Like IH Family

Facebook-group: Innovation Home Member
<https://www.facebook.com/groups/1712467922336759/>

Facebook-page: Innovation Home @ihcoworking
<https://www.facebook.com/ihcoworking/>

WhatsApp group: <https://chat.whatsapp.com/KPOylN8TL7N1BpBkKeB1D9>

Instagram: @innovationhome_coworking
https://www.instagram.com/innovationhome_coworking/

LinkedIn: Innovation Home
<https://www.linkedin.com/company/innovationhouse/>

Twitter: @InnovationHme <https://twitter.com/InnovationHme>
@Eratuli <https://twitter.com/Eratuli>
@Katja_Aalto https://twitter.com/Katja_Aalto

Youtube: Innovation Home
<https://www.youtube.com/channel/UCC5Y1llnxN1iAYiVMZPuug>

#innovationhome_coworking
#businesshome
#coworking
#6locations1community

12. CONTACT INFORMATION

HELSINKI, KAMPPI
Tel. (8-16) +358 40 670 0141
e-mail kamppi@coworkinghome.com
Kansakoulukatu 3, 00100 Helsinki

ESPOO, OTANIEMI
Tel. (8-16) +358 400 212 869
e-mail otaniemi@coworkinghome.com
Tekniikantie 2, 02150 Espoo

HELSINKI, ARABIA (Arabia 135-kortteli)
Tel. (8-16) +358 400 0877885
e-mail arabia@coworkinghome.com
Hämeentie 135 A, 1. & 5. kerros, 00560 Helsinki

TAMPERE, FINLAYSON
Tel. (8-16) +358 45 139 1131
e-mail tampere@coworkinghome.com
Finlaysoninkuja 21A, 33340 Tampere

SINGAPORE

Tel. +65 8112 6408

e-mail info@coworkinghome.com

BLK 71#03-04/05, Ayer Rajah Crescent, 139951 Singapore, Singapore

LOS ANGELES

e-mail work@coworkinghome.com

202 Bicknell Avenue, 2nd Floor, Unit #1, Santa Monica, CA 90405 Los Angeles