Hoteling
do's and don'ts

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The following pages provide easy to read guidelines for both employees and managers on hoteling.

employees

+ an easy-to-follow checklist on what to do, and what not to do when hoteling

managers

+ a simple checklist to follow on what to do and not to do when participating in a hoteling or hot-desking program

teleworker do's:
what to do when hoteling

- ☐ Reserve a workspace in advance
- ☐ Cancel a reservation if your on-site day changes
- ☐ Remove all personal items from your working space if you plan to be out of the office for more than [X hours.]
- ☐ Clean up & sanitize any mess
- ☐ Be respectful of colleagues
- ☐ Keep conversations quiet and for a limited duration
- ☐ Keep the noise down
- ☐ Book a different seat regularly if possible
- ☐ Store your personal items if physical storage is available
- ☐ Use conference rooms for confidential calls or meetings
- ☐ Cancel the booking and stay home if you're feeling unwell
- ☐ Eat lunch in the kitchen/cafeteria and not on desks
- ☐ Do resolve conflicts over desk spaces amicably. For serious issues turn to managers or HR for further assistance.
- ☐ Consider bringing in your own keyboard, mouse, earphones, etc., if necessary
- ☐ Respect community spaces, such as kitchen, lounge, etc.
- ☐ Minimize paper use through computer file or cloud storage
- ☐ Rideshare or use public transit to the hoteling facility

teleworker don'ts:
what to avoid when hoteling

- ☐ Book the same desk all the time if possible
- ☐ Leave confidential documents on desks
- ☐ Eat lunch at your desk
- ☐ Assume that you can take over the space from another office if it's unoccupied
- ☐ Come in if you are feeling under the weather
- ☐ Play music at your hoteled desk
- ☐ Eat other employees' food items in the community kitchen

manager do's:
what to do when participating in a hoteling or hot-desking program

- ☐ Lead by example at the partner/manager level
- ☐ Institute a clean desk policy and enforce it
- ☐ Gather feedback from employees
- ☐ If needed, monitor spaces used on the days on-site
- ☐ Make it easy for employees to keep spaces tidy and clean
- ☐ Keep employees in the loop for transparency irrespective of location
- ☐ Embrace technology
- ☐ Offer personalized storage space, if available
- ☐ Prioritize health and safety in the office
- ☐ Take advantage of cloud storage
- ☐ Consider having a lost and found area
- ☐ If there is a mandatory meeting or emergency, try to communicate with your employees at least 24 hours in advance
- ☐ For emergency purposes, give consideration to long-distance commuters
- ☐ Consider the hoteling schedule before calling an "all hands-on-deck" meeting

manager don'ts:
what to avoid when participating in a hoteling or hot-desking program

- ☐ Force change immediately
- ☐ Bring employees on-site for a one-hour meeting
- ☐ Closely monitor employees when they come on-site
- ☐ Neglect issues that arise over sharing space on different days, such as cleanliness/tidiness