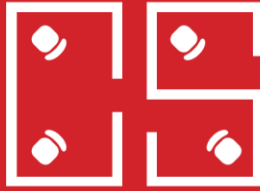


CUBE SPACES



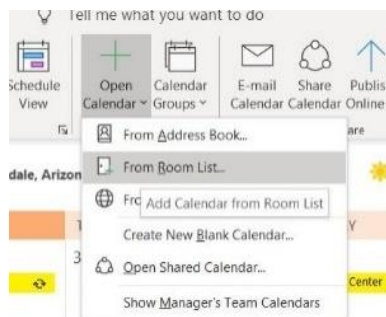
Office Hoteling

Reserve Private Cubical Workspace for Temporary Work Needs

Due to limited availability with conference rooms and in an effort to utilize our office space more efficiently, office hoteling is now being offered. Corporate Services has 4 cube spaces within the department that can be reserved and used by all employees.

- Cube spaces are equipped with office supplies, phones, computers, and 24" computer monitors.
- Each Space can hold up to 2 people.
- Consider reserving these spaces anytime someone needs private space to work:
 - Auditors
 - Consultants
 - Remote On-line Training
 - Short scrums or huddles
 - Webinars

Reserving your cube space is easy. In Outlook Calendar, click on Open Calendar and select From Room List. From here, locate Corporate Cubespace 1-4 to pull up the calendar and reserve it like you would any conference room.



Select Name: All Rooms

Search: Name only ☐ More columns **Address Book**

Name	Location	Business Phone	Capacity	Description	Email Address
Aaron Grieskos Room/Corporate Bldg					Aarons.Room2@discountire.com
Aarons Office/Corporate Bldg					Aarons.office@discountire.com
Alameda A Large Conference Room	Alameda Bldg A L...	480-600-4442	14	Room	AlamedasA.Large@discountire.com
Alameda E Large Conference Room	Alameda Bldg E L...	480-600-6641	14	Room	AlamedasE.Large@discountire.com
Arizona Conference Room	2nd floor - South ...		8	Room	Arizona.Conference@discountire.com
Be Grateful	DR - SF Area of th...		6	Room	be.grateful@discountire.com
Be Honest	DR		10	Room	Be.Honest@discountire.com
Boardroom	2nd floor - Executi...		22	Room	Executive.Boardroom@discountire.com
California Conference Room	2nd floor - near L...		8	Room	California.Conference@discountire.com
Caucus Room	2nd floor - near th...		8	Room	Caucus.Conference@discountire.com
Colorado Conference Room	2nd floor - West ...		14	Room	Colorado.Conference@discountire.com
Corporate Cubespace1	1st floor - Northw...	480-600-6020	2	Room	CorpCubespace1@discountire.com
Corporate Cubespace2	1st floor - Northw...	480-600-6934	2	Room	CorpCubespace2@discountire.com
Corporate Cubespace3	1st floor - Northw...	480-600-6622	2	Room	CorpCubespace3@discountire.com
Corporate Cubespace4	1st floor - Northw...	480-600-6934	2	Room	CorpCubespace4@discountire.com

Note: The cube spaces are not limited to the suggestions above. Please give us a call to discuss at X66116 or contact DTC_Corporate Services with any questions.