



Get to know your **Lichfield Office**

Welcome to Lichfield Support Centre

Central Co-op, Queen Street, Lichfield, Staffordshire, WS13 6DQ
01543 414140

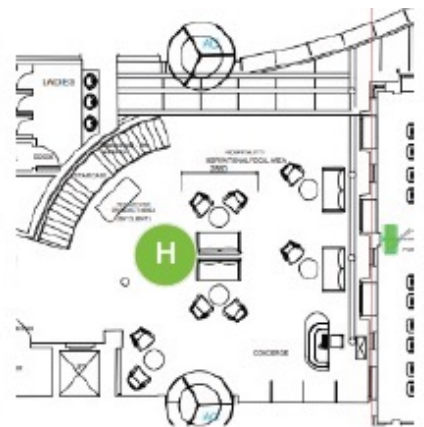
Our
coop
family

Food**coop** Travel**coop** Funeral**coop** Little **Pioneers**
early years **coop**
Broadband**coop** Energy**coop** Mobile**coop**

Welcome to Lichfield Support Centre

Following the creation of our new Society, we're delighted to welcome you to the Support Centre in Lichfield. We know that navigating a new building can feel unfamiliar, so this guide is here to help you feel at home.

Ground Floor to the left



- | | | |
|---|--------------------|--|
| A B C D Meeting Rooms | H Atrium | J Access to first floor |
| E Quiet Room | G Post Room | K Private Work zone / meeting zones |
| F Tea & Coffee Point | I Toilets | L Soundproof booths |

Ground Floor to the right



A B C D Meeting Rooms

F IT Room

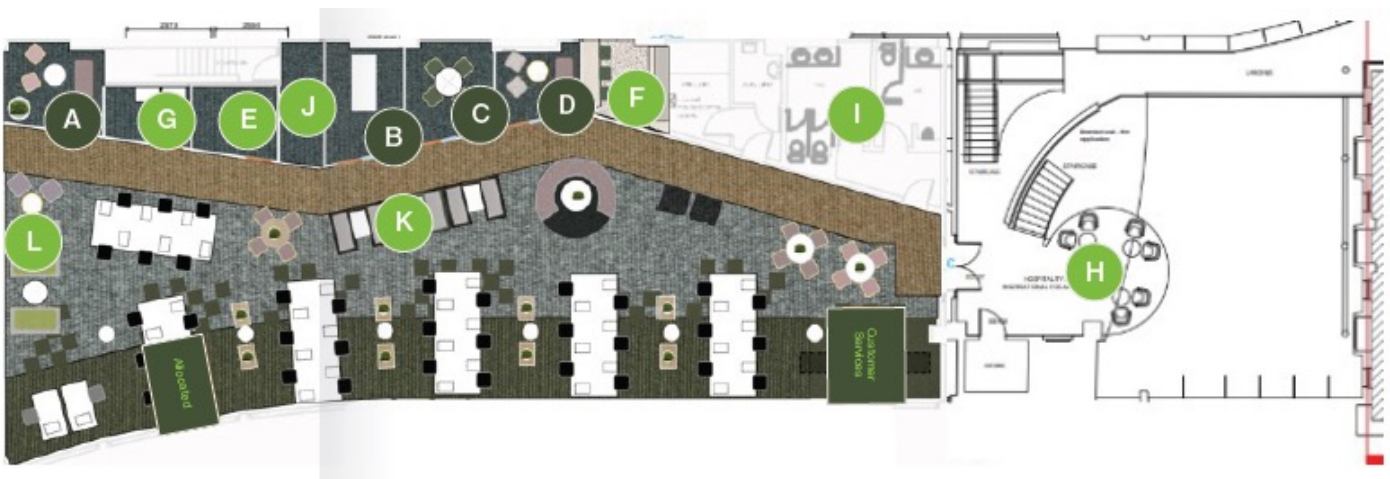
H Tea & coffee point

E Toilets & Shower

G IT Storage

I Collaboration central

First Floor



A B C D Meeting Rooms

G Print Room

J Access to ground floor stairs

E Storeroom

H Seating Area

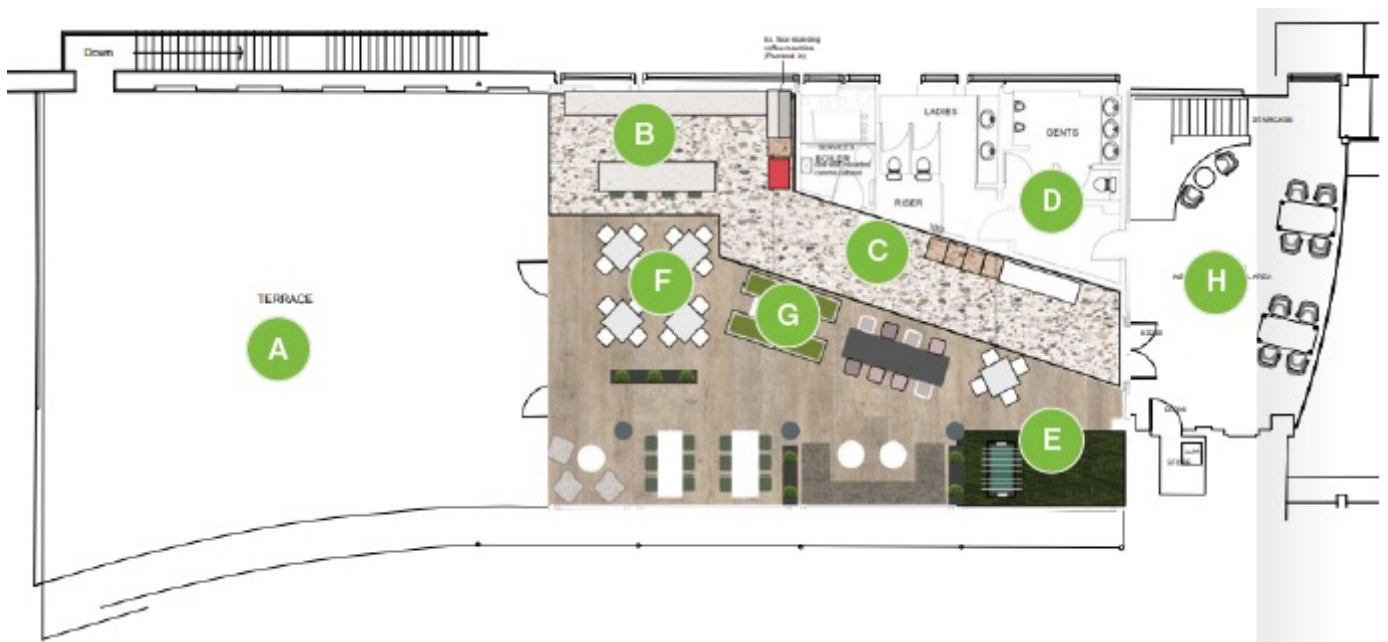
K Private Work pods

F Tea & Coffee Point

I Toilets

L Soundproof booths

Second Floor



- A** Roof Terrace
- B** Main Facilities
- C** Colleague Shop (*Card Payment Only*)
- D** Toilets
- E** Game zone
- F** Seating area
- G** Private work pods
- H** Bistro seating



Car Parking

There is limited parking at the office. Please do try and park in the support centre car park, but if there is no space available then please make use of the multi-storey car park on Friary Road.

Due to limited spaces we encourage double parking in the support centre, please leave your contact details clearly visible in the front of your vehicle in case you need to move your car.

If you are working from the Lichfield office on a regular basis, please email tradingsupport@centralcoop.co.uk to get your registration details added for free parking at the Friary Road multi-storey car park.

EV chargers are available at the Support Centre and in the public multi-storey car park. Costs and information for these chargers are detailed on each of the chargers.

A bike shed is available near the EV chargers at the Support Centre.

Opening Hours

Opening Hours

The support centre doors are open from:

Monday to Wednesday 7.00am to 8.00pm

Thursday to Friday 7.00am to 7.00pm

Signing In

Please sign in using the paper signing in book. You will be given a visitor pass which must be returned at the end of your visit.

If you are going to be using the office regularly you can request an access badge by emailing tradingsupport@centralcoop.co.uk along with your full name, job title and photo.

Wi-Fi

You can access the Wi-Fi by connecting to CC-Guest and entering the password provided upon your arrival at reception. As an additional security measure, your access must be authorised by a sponsor—this will be the colleague you are visiting. During the Wi-Fi connection process, you will be directed to a captive portal where you can enter your sponsor's email address. Once they approve your request, you will be granted access to Guest Wi-Fi.

We are working on making it simpler to access Wi-Fi, very soon you will be automatically connected on your Society device when you come along to Lichfield.

Hot Desking

Unallocated desks are hot desks and can be used by anyone. If you are in meetings most of the day, we ask that you only use a desk when it is needed.

Food and Drink

The social zone on the second floor has an Insomnia Coffee machine and tea/coffee points are available throughout the office with instant coffee, tea bags, milk, and hot water machines.

Cold-water dispensers are available throughout the building, please bring a refillable bottle. There are kitchens on each floor with fridges and microwaves. You're welcome to bring food back from one of Lichfield's many cafés and eateries, please eat in the social zone and tidy up afterwards.

There is also a self-service Coop shop where you grab a bite to eat and pay at the self-checkout. Please note – this is card only.



Smoking

There is a smoking area by the car park which is signposted.

Dress Code

We trust you to dress for your day.

Booking a meeting room

There are several meeting rooms in the support centre. If you need to use a meeting room please ask the colleague you are visiting to book this for you.