



# Get to know your **Warwick Office**

Welcome to Coop House Warwick

Coop House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA  
01926 516000

Our  
**coop**  
family

Food**coop**

Travel**coop**

Funeral**coop**

Little  
**Pioneers**  
early years **coop**

Broadband**coop**

Energy**coop**

Mobile**coop**

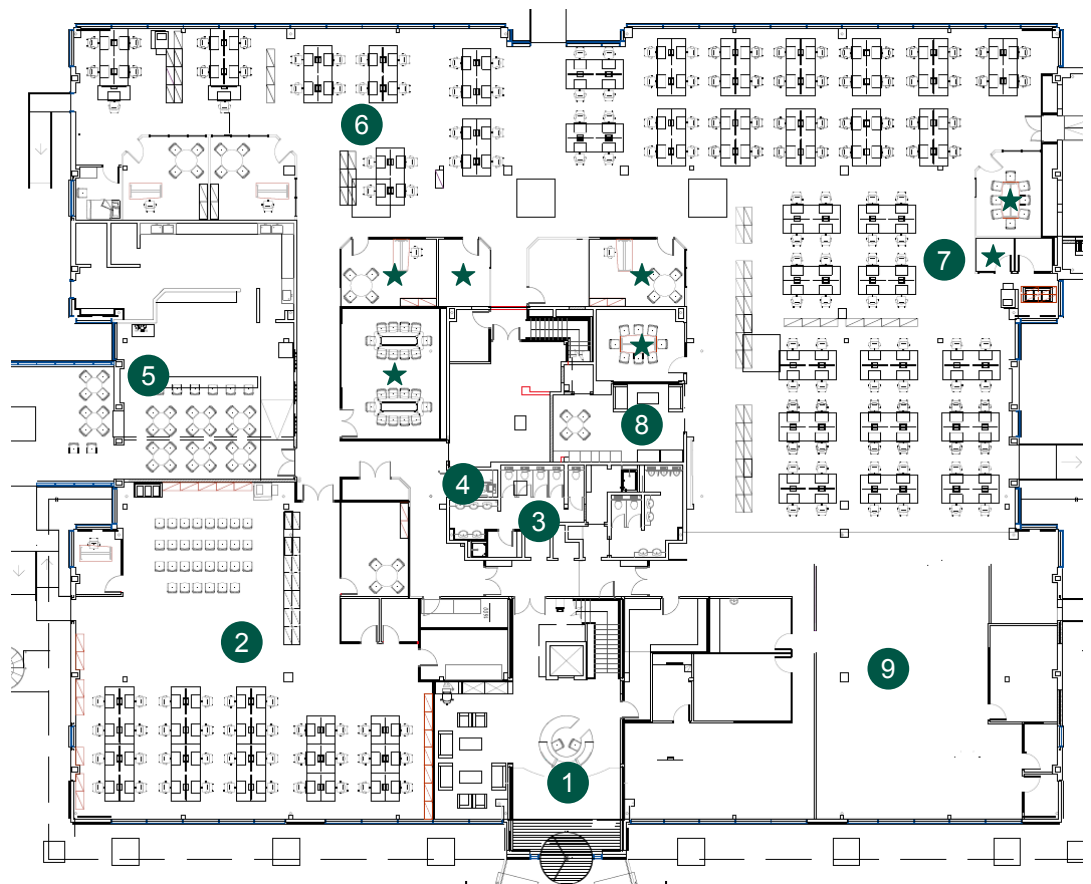
# Welcome to Coop House Warwick

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

Here is a floor plan to help you get your bearings.

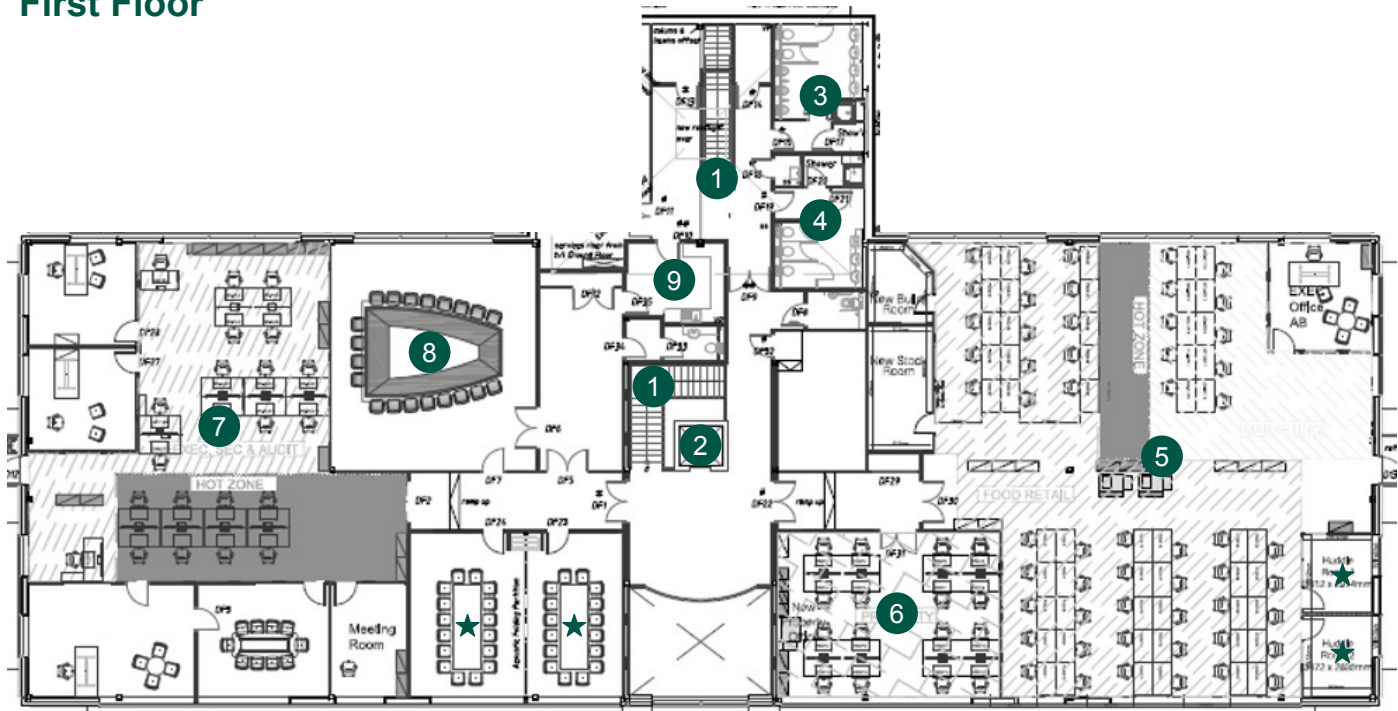
## Ground Floor

- 1 Entrance
- 2 HR and large presentation area
- 3 Women's toilets and shower
- 4 Men's and disabled toilet (*more men's toilets upstairs*)
- 5 Orangery - *serving hot and cold food 8am-2pm*
- 6 Hot desks for various teams
- 7 Hot desks for Finance and IT
- 8 Kitchen with Costa machine
- 9 Nursery
- ★ Bookable meeting rooms





## First Floor



- 1 Stairs from ground floor
  - 2 Lift access
  - 3 Men's toilet and shower
  - 4 Women's toilets and shower
  - 5 Hot desks for Food Retail
  - 6 Hot desks for Property
  - 7 Hot desks for various teams
  - 8 Board room
  - 9 Kitchen
- ★ Bookable meeting rooms



# Car Parking and Bike Storage

Free on-site parking is available in numbered spaces. Please follow the one-way system and observe all signage.

Electric vehicle charging is free at one of 12 charging stations - just plug in, no app required. Charging is limited to 3 hours to ensure availability for everyone.

Bike storage is available at the rear of the car park.

## Opening Hours

Our office is open from 7am – 7pm but reception is only manned between 9am – 5pm. If you are visiting the office before 9am you will need to contact the colleague you are visiting to open the main reception entrance door for you with their office pass.

## Signing In

Please sign in using the digital screen at reception. This will print an ID badge for you to wear during your visit.

## Wi-Fi

Your device may not automatically connect to the corporate network. Please join the Guest Wi-Fi. After joining the guest Wi-Fi, open an internet browser and accept the T&Cs and this will then connect you.

Tip: Mobile reception at Coop House can be patchy, so connecting your phone to Wi-Fi is recommended.

## Printing

If you need to print whilst working in the office you will need to ask the colleague you are visiting to print for you.

# Food and Drink

Our canteen is called The Orangery and it's based on the ground floor. Here you can get snacks, drinks and hot and cold food. The Orangery opens at 8am for breakfast and closes at 2pm after lunch.

There are two kitchens in Coop House, one on each floor. Fair trade tea/ fair trade coffee/ milk/sugar/squash is provided . There are fridges available to refrigerate your lunch and a microwave in each kitchen if you want to warm anything through. There are also two microwaves in the Orangery that you are welcome to use too. In the downstairs kitchen we have a Costa machine where all regular size drinks are £1.

If you like to get out into nature over your lunch you can eat outside on the benches. You'll also notice a lot of people enjoy going for a lunchtime stroll around the business park, this is also known as the horse shoe.

## Smoking

A designated smoking/vaping area is located next to the main barrier to the car park.

## Dress Code

We trust you to dress for your day.

## Booking a meeting room

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

## On Site Nursery

Coop House has an on-site nursery for children aged 0–4. This is not a short-term crèche.

To enquire about a place, email [info@littlepioneers.coop](mailto:info@littlepioneers.coop). For safety reasons, visits are only permitted for those booking a place by prior arrangement. Access is only via the nursery entrance at the rear of the car park. The internal door is not to be used by anyone other than nursery colleagues.

