

GAP COMMUNITY SPACE CHECKLIST FOR TENANTS

Our premises are a shared community space open to Globe Art Point's members and community. On a weekly basis, we host events, development programmes and gatherings organised by our association as well as our members who come here to work or facilitate their own events. To ensure comfort for all of our visitors, we need you to help us keep the office clean and tidy. Below, we have created a checklist that can guide you while using GAP space. Please remember when visiting:

1. Every member of GAP's community is responsible for the well-being of our community. Inappropriate behaviour such as harassment, bullying or mockery is not tolerated. Please act in accordance with [GAP's Ethical Rules and Safer Space Guidelines](#) when using our facilities. In case there is a rule breach you'd like to report, please contact Globe Art Point's anti-harassment contact person, a board member [Saskia Signori](#).
2. We kindly ask you to take your shoes off when entering the communal space. There are a few pairs of woollen socks and slippers for your disposal. If you come here on a regular basis, feel free to leave your slippers/socks in the hallway (mark your bag). Please keep the hallway doors closed to preserve heating.
3. Leave the shared space the same way you found it. If you need to reorganise the tables and chairs, please put them back to their original place.
4. Feel free to use the kitchen utensils and crockery, but make sure they are all put away or stacked in the dishwasher.
5. If you want to leave food in the fridge, you must sign each product with your name and state when it was opened. Unmarked food will be thrown away after 1 week! That also applies to the food in the cupboards. Only take food that belongs to you, other items that belong to other GAP members are off the limits. If you want a permanent shelf in our kitchen, please coordinate with our staff first.
6. When sorting your trash, PLEASE RECYCLE. All our trash bins are marked, please check the labels before throwing your garbage away. If you leave cans and bottles behind, place them into the storage room located in the main room next to the tv. If your event incorporates making or serving food and you end up with plenty of bio trash, the trash must be taken out. This rule also applies to cardboard boxes or any larger items that do not fit into our garbage bins.

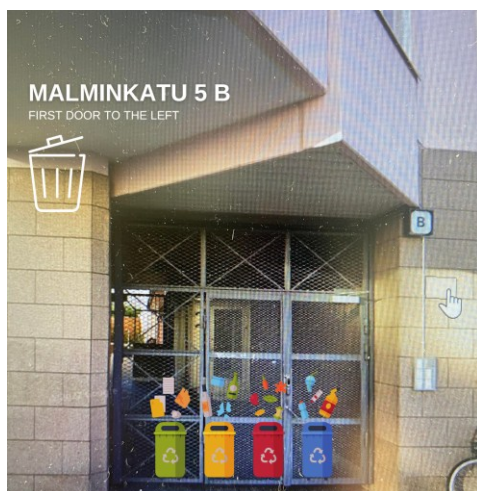
7. Smoking or vaping of any kind is strictly prohibited and so is an open fire such as candles.
8. Loud music and noise are not tolerated in this residential building.
9. Before leaving, make sure all lights are turned off except the window exhibition light. The main switch is located on the right-hand side of the communal door (between the window and door).
10. The safety top lock must be secured when departing. Turn the key clockwise and when you hear a click, go back to the starting position and carefully wiggle the key out. If you continue turning the key clockwise all the way to the start, the door will unlock! Please check the door is locked properly by trying to open it by using the bottom lock.
11. Once you are 100 % sure that the door is locked, wrap the key in a paper and slide it through the letterbox. Please make sure the key is not stuck in the letterbox, and nobody can pull it out.

At the moment, the cleanliness of the office is being kept by Globe Art Point's office staff. We do not have a cleaner. That being said, if you leave a mess behind, that mess is ultimately going to become someone else's responsibility. Please be respectful and follow our checklist outlined above.

Thank you in advance for your cooperation.

Yours,
Globe Art Point

Wifi: GAP-Guest-5EB0
Password: globeartpoint



The trash/recycling room is just around the corner from the office. After exiting the office, turn right, walk around the corner and search for a wired door on Malminkatu 5B. The wired door is kept unlocked. The trash room is through the first door to your left.