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KO03 Tenants ABC

Kansakoulukatu 3
00100 Helsinki

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1. Opening hours and access

Reception is open Mon - Fri from 8.30 till 16.30 during this the main entrance is open. Outside of this period entrance to the premises by using your own access tag.

Garage and courtyard gates are open Mon - Fri 7.00 till 19.00. Outside of this period the gates open with your own access tag. Passage after 16.30 only from the main entrance, unless you have to go through the garage. Please make sure to close the door and check that it is locked.

Please notice that our alarm system is on Mon - Fri from 22.00 till 5.00 and 24/7 on the weekends. During this period you can open the door for a maximum of 60s without setting off the alarm.

Cafè and courtyard pop-up cafè's opening hours are declared separately and around the changing seasons. Up to date opening hours are informed on the info screens in the lobby.

Innovation Home coworking spaces are open from Mon - Fri 8.30 till 16.30. You can access the space after opening hours with your own access key. Coworking space can be closed for private events and other work space will be pointed.

Coworking spaces also has lunch served Mon - Fri from 11:00 till 13:30 for everybody. The lunch list changes every week. Salad bar is 11,90€ | Lunch 13,50€ | Member lunch 12,70€.

2. Access tags

Reception will give out the access tags for the main contact person of the tenants. Tenant's main contact person is in charge of the company's own listing of access keys and users. Tenants are in charge of their own access keys and providing them to personel.

You can order new access tags in writing via kamppi@coworkinghome.com. For extra access tags we charge an additional fee and the delivery time is 1-5 days.

Mechanical keys are also ordered through reception. Mechanical keys are to be personally picked up from BLC Turva Oy's office from Yrjönkatu 23 B 2nd floor, 00100 Helsinki. Mechanical keys are charged by effective price listing.

If you lose your access tag or key please report it immediately to kamppi@coworkinghome.com or straight to reception. New access tag or key will be charged by price listing.

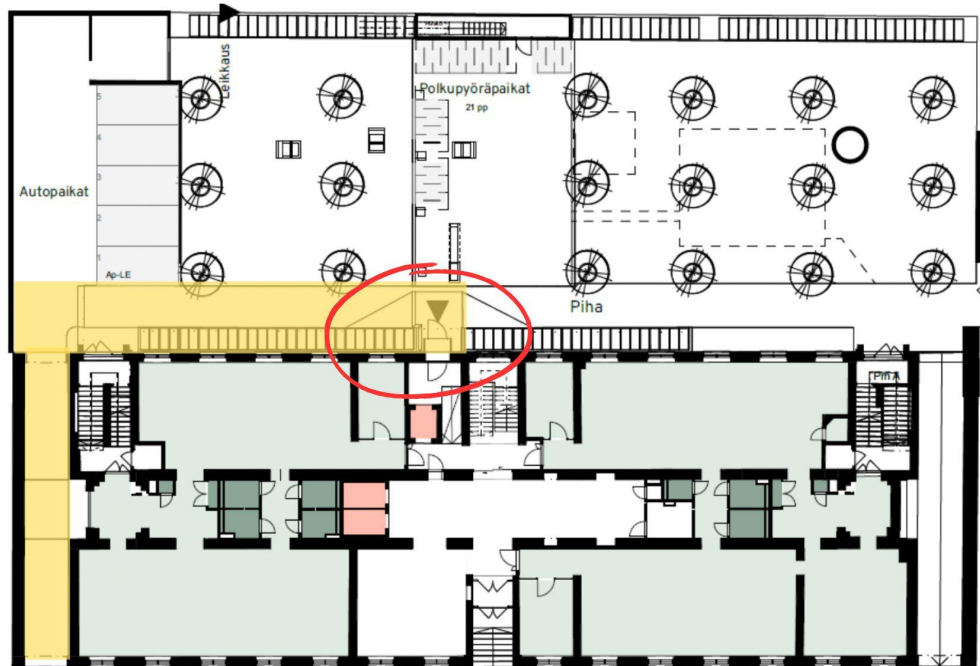
3. First aid and rescue plan

Tenets need to point out a contact person for the rescue plan. Rescue plan is shared to tenants electrically.

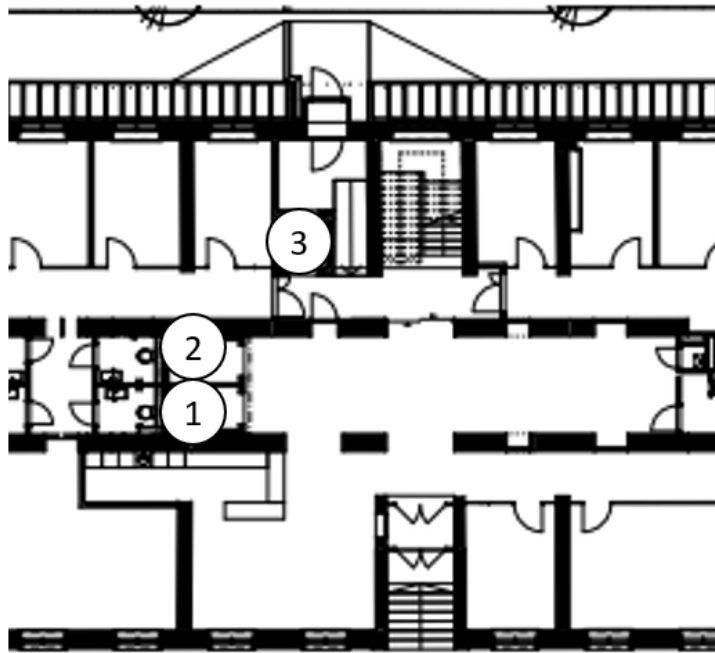
<https://pelsu.fi/kansakoulukatu3/>

4. Accessibility

Accessibility to the building is from the left side of the main entrance through the gateway to the courtyard. Use the orange door in the middle of the pathway. Use the doorphone to ring "Ih Reception". From the courtyard you have access to the 1st floor and lower floors by elevator.



From the main lobby on the 1st floor you can access floors 2-7 by elevator.



Accessible toilet is located in the 1st floor lobby.

5. Maintenance communications

Tenets inform reception regarding the maintenance request and malfunctions. Urgent malfunctions Mon - Fri from 8.30 till 16.30 can be called to the reception tel. 040 670 0141.

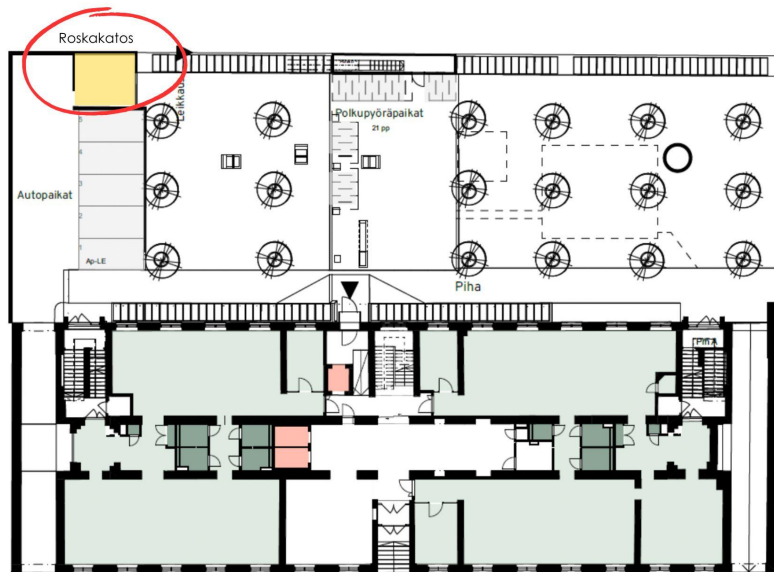
When reception is closed urgent malfunctions like water leakage:

Mc Clean Kiinteistöhoito

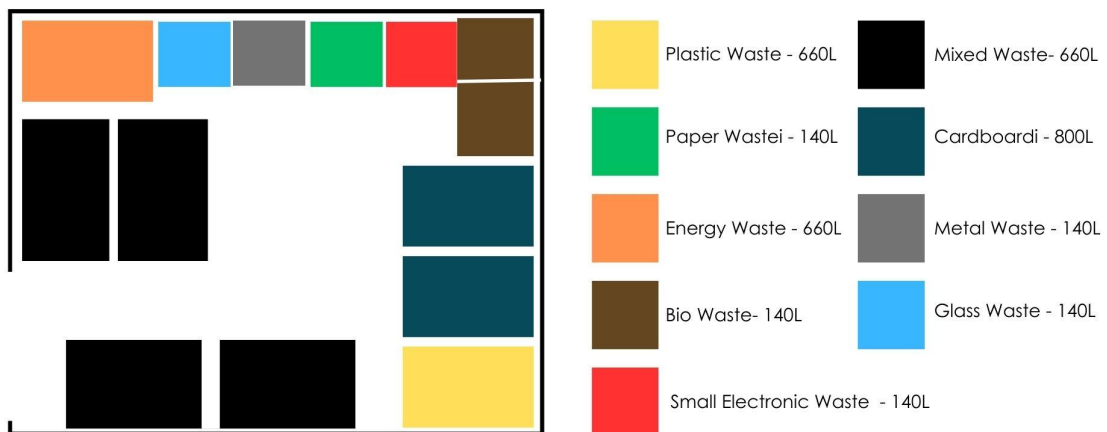
Tel. +358 400 436 150

6. Waste maintenance

Recycling station is located in the northwest corner of the courtyard. You don't need a separate key for this.



Layout of the waste disposal room:



Emptying cycle:

Weekly: 3x Mixed Waste, 3x Cardboard, 3x Bio waste, Energy Waste and Plastic

Every other week: Paper Waste

Monthly: Metal, Glass and Small Electronics Waste.

Please don't bring waste that doesn't go to the waste disposal room containers.

7. Social facilities

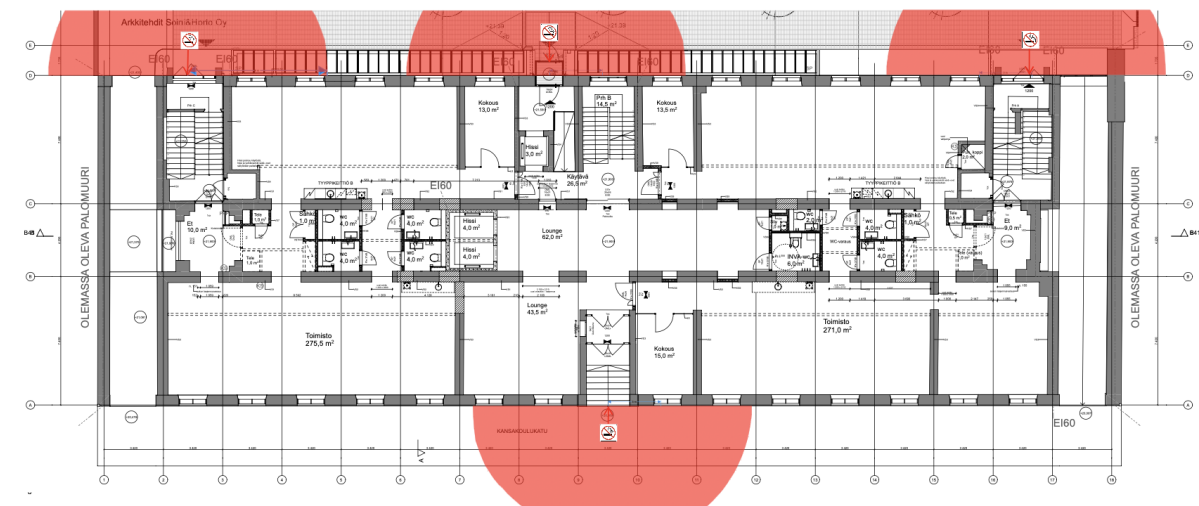
You can find the social facilities from -2 floor. Passage goes either by the stairs or accessibility by elevator number 3. You can also go through the garage from -2 floor. Access to the social facilities are included to all access keys for all the tenants in each floor.

Social facilities have locker rooms, showers and saunas for men and women. If you have a special request please contact the lobby. Locker rooms have lockers for short time storage. Please don't store anything in the lockers overnight.

Timetable for when the saunas are warm is in the locker room doors.

8. Smoke-free premises

Smoking is prohibited in the premises and 8 meters from all doors and vents. Smoking area is marked with a sign.



9. Courtyard sauna and pool's reservation.

Courtyards sauna is available to book for private use by contacting kamppi@coworkinghome.com or from our straight booking [here](#).

Sauna is Ripavi's Sointu-sauna that fits up to 8 people in it. Sauna has a shower and a separate changing room. Sauna in use all throughout winter.

Also available for private booking is our courtyard Drop S outdoor spa that fits 8 people in it.

10. Post and parcel services

Innovation Home receives parcels and deliveries from 1st floor Mon - Fri from 8.30 till 16.30. When your parcel is arrived you will receive a text message or an email.

Post will come to Innovation Home and you can receive them from the lobby. You can have a contract with Posti to reclaim your mail.

11. Parking

CapMan rents the parking spaces in the KOO3 - property.

Electrical car charging stations users guide is here: <https://eparking.fi/fi/newuser>

In the application read the charging stations QR-code to find the charging station.

Nearest garage to the premises is:

- P city Forum and exit to Kansakoulukuja

Street parking is available in Kansakoulukatu and in crossing street Annankatu.

12. Reception

Innovation Home reception is on the left side from the entrance and open Mon - Fri from 8:30 till 16:30. Our reception will welcome your guests and announce their arrival by call or text message.

Guests will be guided to wait in the lobby for their host. Every guest needs to be escorted out.

13. Community

There will be events for the tenants to participate in. Events will be free unless announced otherwise. Properties own events for tenants will be announced in the lobby's info screen.

14. Contact Information

Questions regarding Reception, Access keys, Post and parcel services



Innovation Home Kamppi
tel. 040 670 0141
kamppi@coworkinghome.com

Questions regarding the premises

Santtu Loisa
Juhola Asset Management Oy
Tel. 040 779 7092
santtu.loisa@juhola.com