



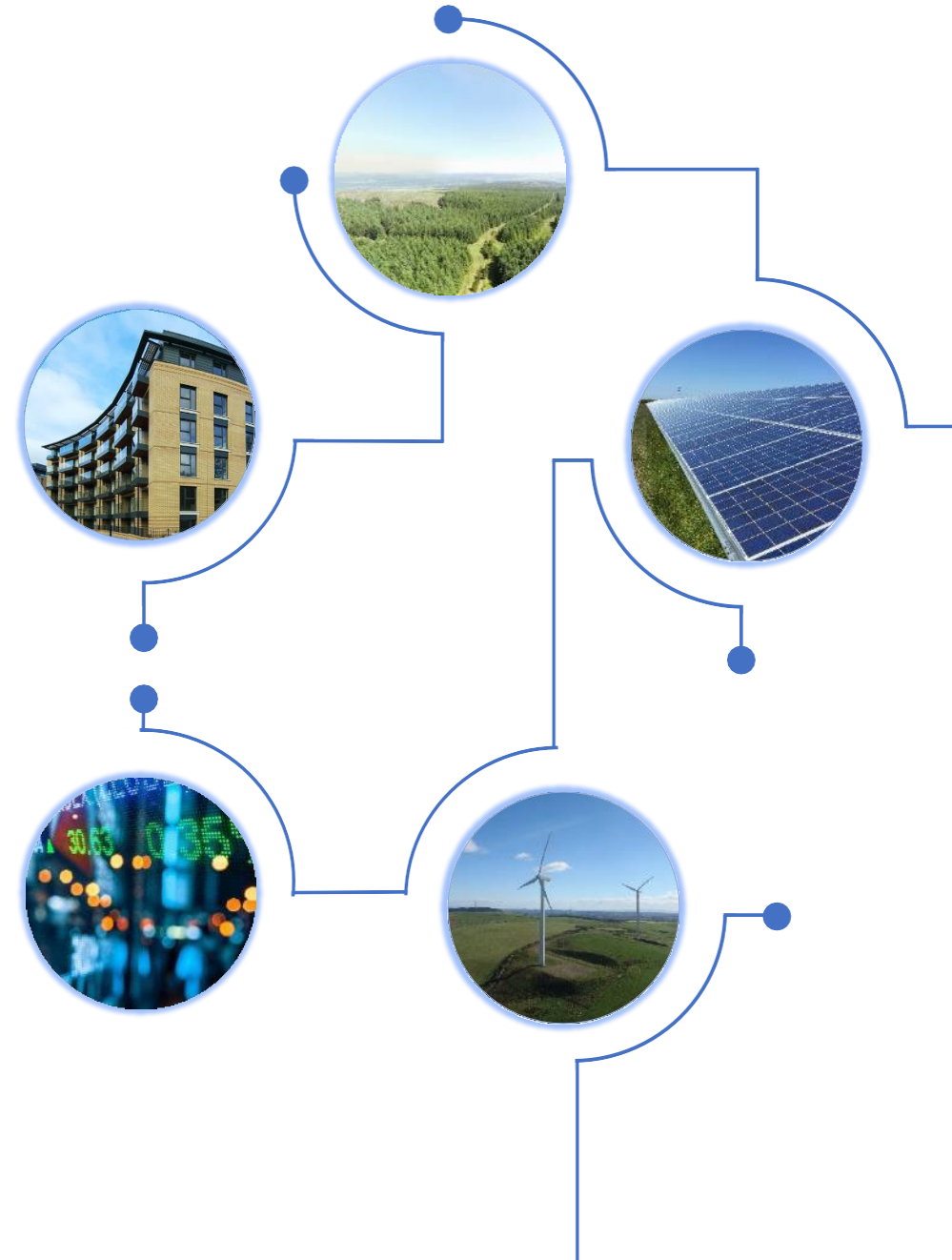
Since 1857

Gresham House
Specialist asset management

80 Cheapside

London office guide

Gresham House, 5th Floor, 80 Cheapside, London EC2V 6EE



MEETING ROOMS



Meeting Room Details

Client
Internal

Cherry blossom (6)

Nexus (4)

Hurlingham (5)

Chaplin (16)

Hardy (10)

Peabody (6)

Rowe (4)

Blundell (4)
(Soft furnished)

Pulp (1)

Wood (1)

Alchemist (3)

Berry (3)



Breakout areas

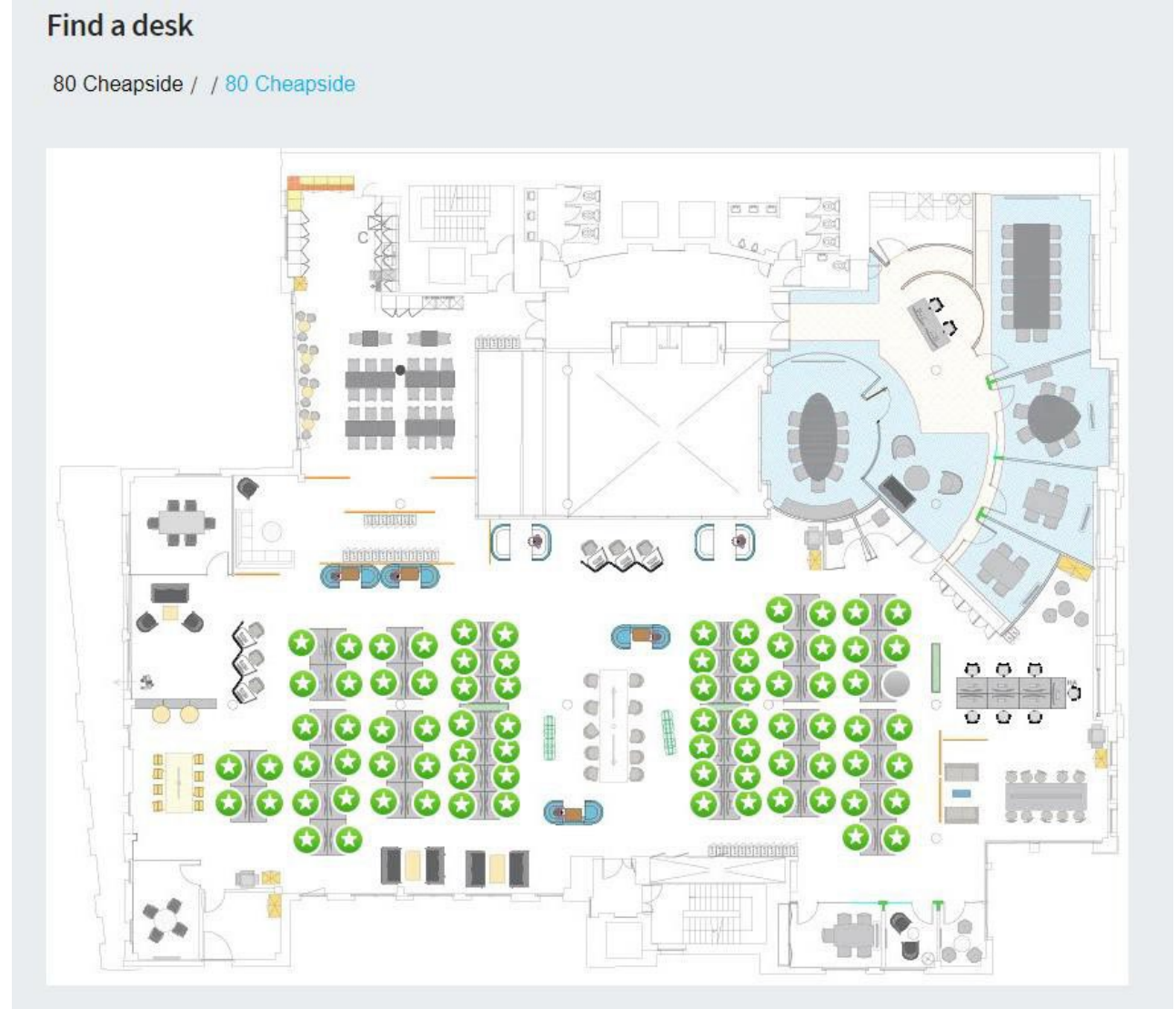


CORE DAYS AND DESK BOOKING

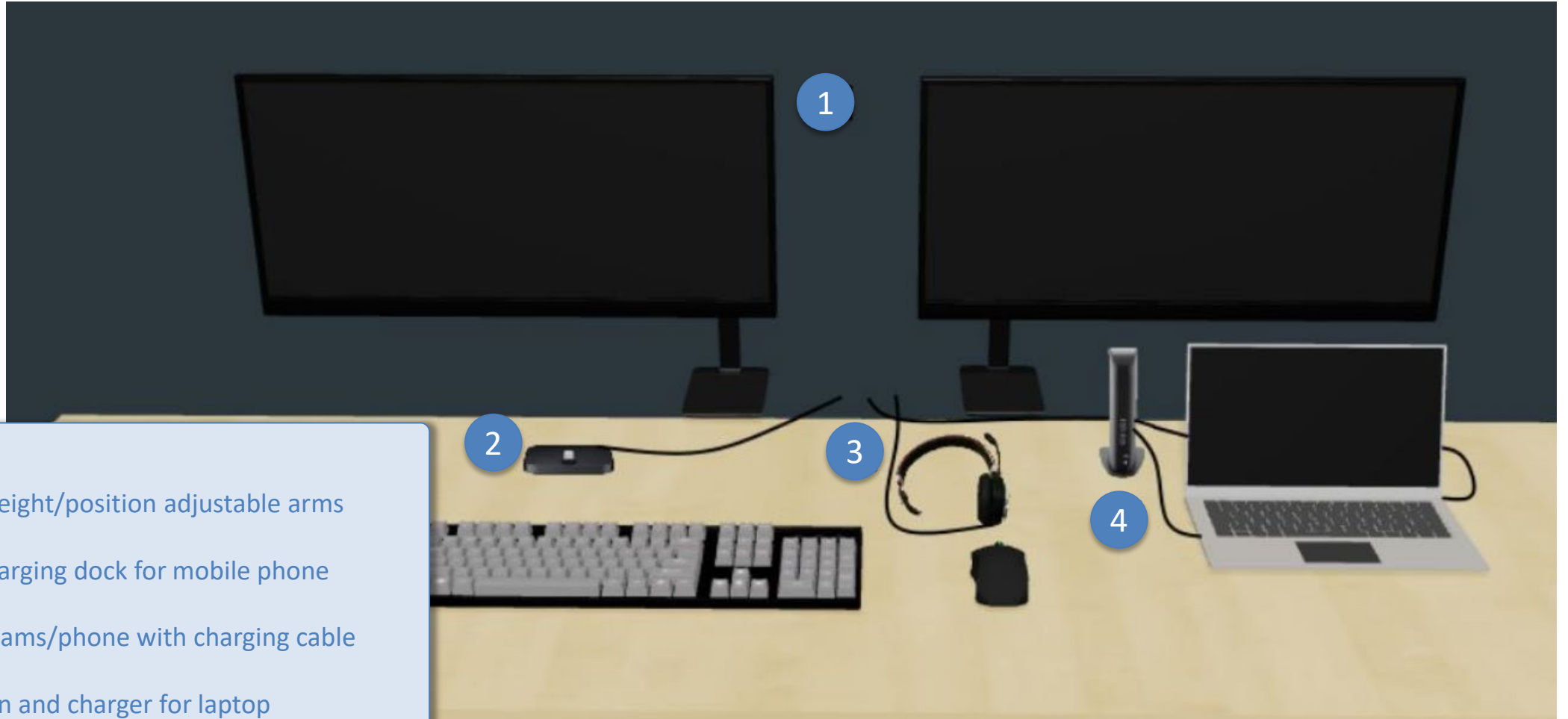


80 Bookable Desks

- Please ensure you have booked your desk
- Hover on desk – desk number revealed
- (Physical desks numbered top right corner)



WORK STATION SET UP



1. Monitors on height/position adjustable arms

2. Fast charge charging dock for mobile phone

3. Headset for Teams/phone with charging cable

4. Docking station and charger for laptop



CORE DAYS AND DESK BOOKING

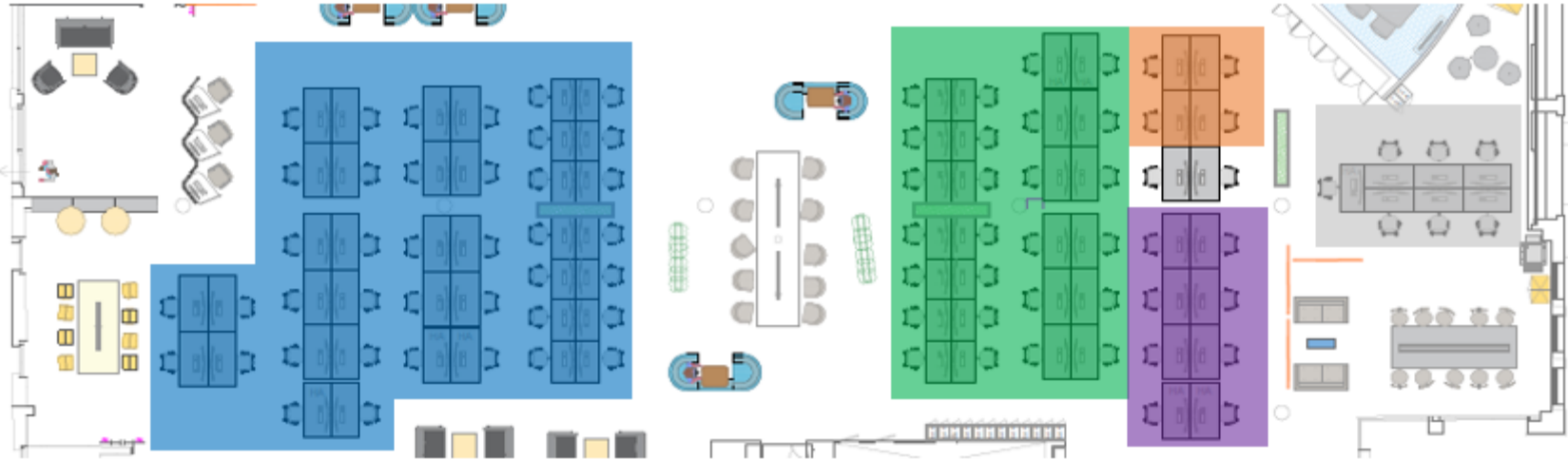
Core Days per team

Monday		Tuesday		Wednesday		Thursday		Friday
		Sales & Distribution		Sales & Distribution		Sales & Distribution		
		Marketing		Marketing		Marketing		
Ops HR Legal & Compliance		Ops HR Legal & Compliance		Ops HR Legal & Compliance		Ops HR Legal & Compliance		Ops HR Legal & Compliance
<i>By team</i>		<i>By team</i>		<i>All</i>		<i>By team</i>		<i>By team</i>
		New Energy		New Energy				New Energy
Sustainable Infrastructure		Sustainable Infrastructure		Sustainable Infrastructure				
Strategic Equity		Strategic Equity				Strategic Equity		
Housing				Housing		Housing		
GMC				GMC		GMC		

TOTAL: 87 Desks (80 + 7 GMC)

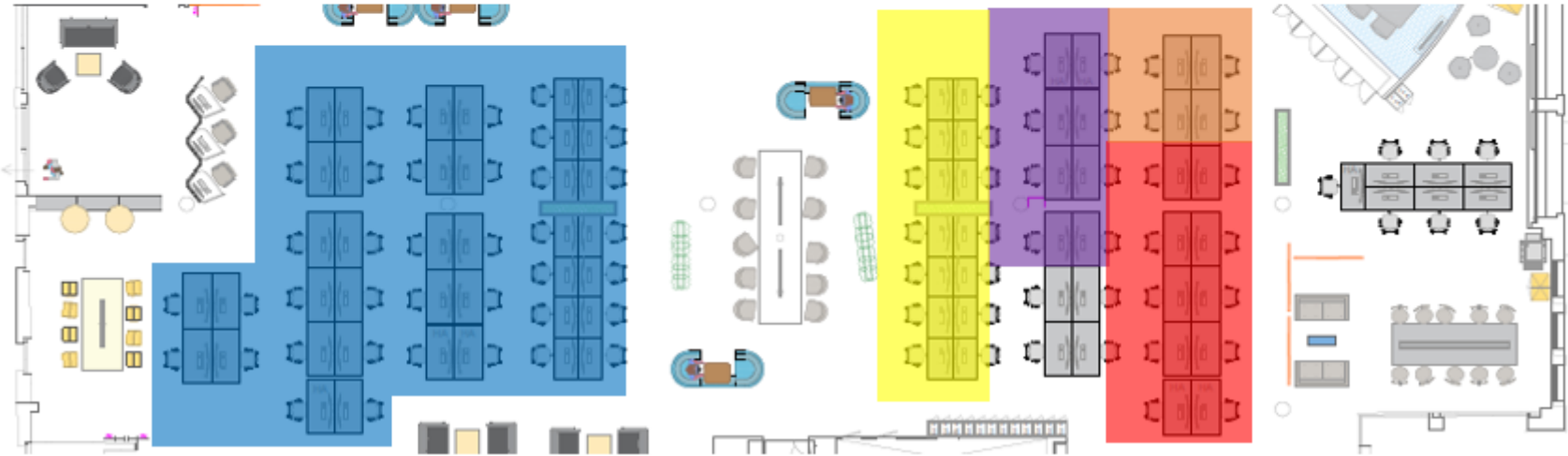
MONDAY

Monday	Nbs
Ops HR Legal & Compliance	4
Sustainable Infrastructure	7
Strategic Equity	39
Housing	24
GMC	7
TOTAL CORE FOR DAY	81
SPARE	6



TUESDAY

Tuesday
Sales & Distribution
Marketing
Ops HR Legal & Compliance
New Energy
Sustainable Infrastructure
Strategic Equity

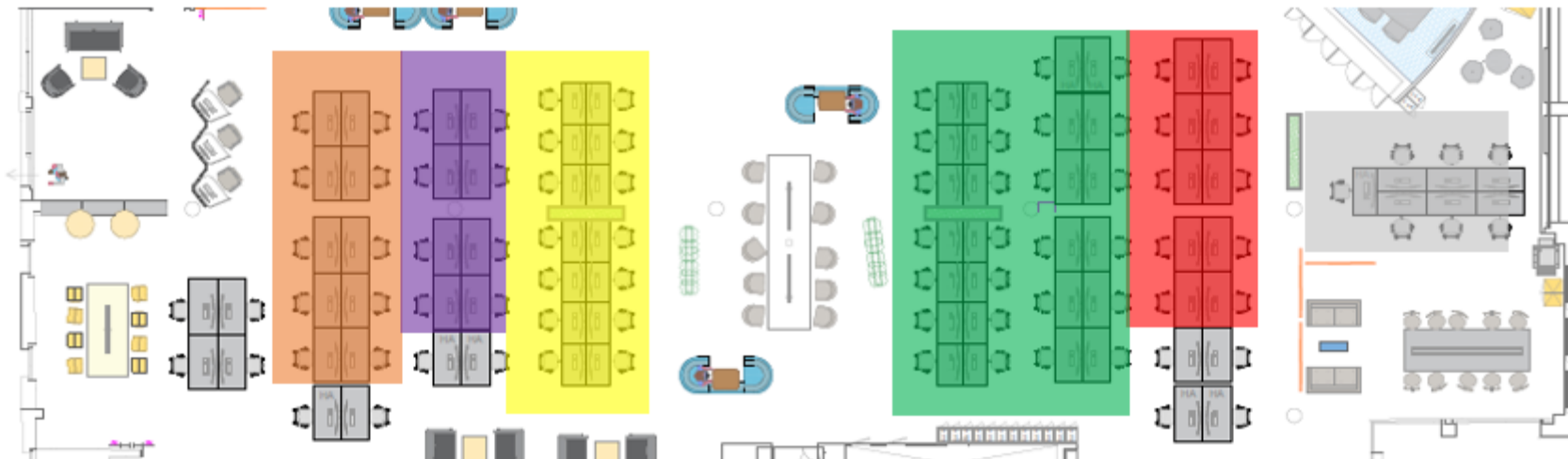


WEDNESDAY



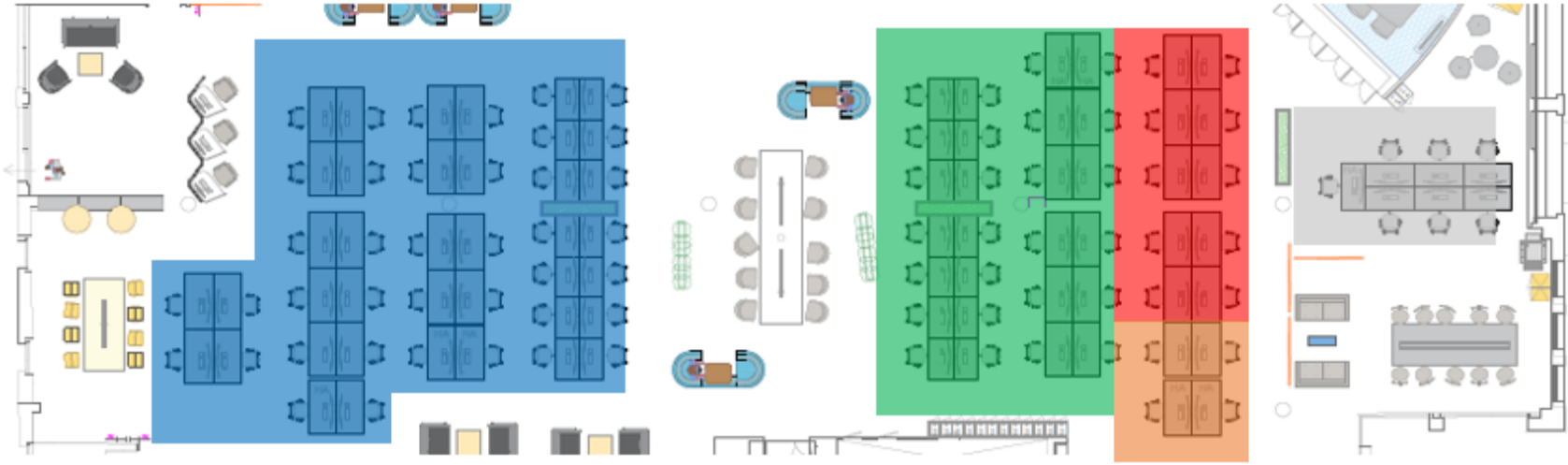
Gresham House
Specialist asset management

Wednesday
Sales & Distribution
Marketing
Ops HR Legal & Compliance
New Energy
Sustainable Infrastructure
Housing
GMC



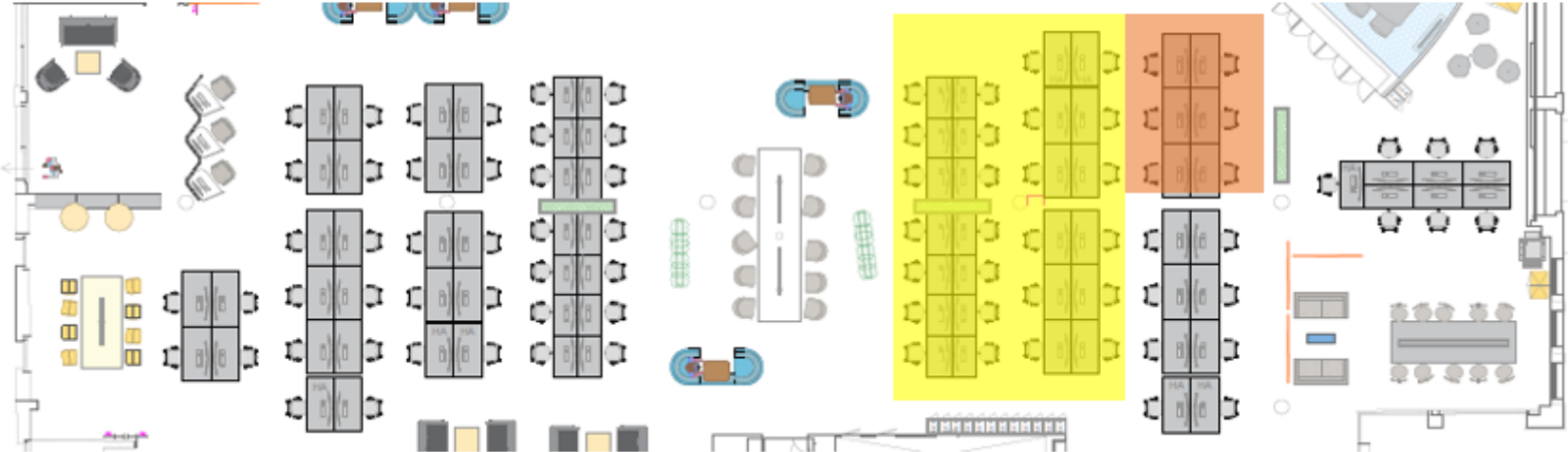
THURSDAY

Thursday
Sales & Distribution
Marketing
Ops HR Legal & Compliance
Strategic Equity
Housing
GMC



FRIDAY

Friday
Ops HR Legal & Compliance
New Energy





GENERAL INFORMATION

- **Office Passes.** If you are yet to collect your pass, please do so at the ground floor reception on arrival
- **Desks.** Keep your desk tidy and clear it at the end of the day – return crockery to the kitchen
- **IT Equipment.** Do not remove any equipment from the desk
- **Meeting rooms.** You can book meeting rooms by inviting them within Outlook or clicking on the display outside of each room for immediate bookings
 - You can join any Team meetings in a meeting room by clicking on ‘Join’
 - **Printers** are all connected
 - **Wireless** main wireless is connected without requiring a specific password (for domain cleared machines). If you have any issues you can connect to the Gresham House Mobile network (password M0b1I3GH2021)
- **Lockers.** Please select a locker on your first day - you will be responsible for your key.
Please let Serene Garner, Front of House and Office Manager, know what number locker you have.
- **Cyclists.** Please choose from the lockers that are located by the kitchen entrance (436 – 459). Mandy Parr will provide you with further details.