

HOW TO SET UP AN XR OFFICE

BEFORE YOU START LOOKING

CLARIFY WHAT YOU'RE LOOKING FOR:

- Why do you want an office? What benefits will it bring?
- Who is going to lead on this project? How will the final decision be made?
- What budget do you have?
- Where do you need the office to be?
- How much floor space do you need, and what kind of spaces?
 - Work space
 - Meeting space
 - Exchange of ideas
 - Team building/training
- What are your priorities, if you can't have all of these?

WHAT WILL YOU NEED FOR THE OFFICE?

- Furniture: Can you afford it? What sort of furniture?
- IT Equipment
- Other Office Stuff: Guillotine, staplers, other misc. equipment
- Cleaning supplies, including a vacuum?
- Kettle, fridge, and other tea/snack making equipment.

ACCESSIBILITY AND SAFETY CHECKS:

- Fire safety notice
- Accessible, marked escape routes
- Will people feel safe coming and going?
- Will you need to consider safeguards for lone working?
- Security - how will the place be locked, and who will have the key/code?
- Is the space wheelchair-accessible?

DOCUMENT STORAGE AND AVAILABILITY:

- Documents can be stored on XR's UK Cloud, Google Drive, and Dropbox
- For forms and templates, get documents from already established offices
- Make sure documents comply with GDPR
- MailChimp and Action Network are good for storing personal details and sending out emails

OFFICE CONTRACT: Things to check

- Business rates
- Maintenance
- Services: Who pays for them? Are they all in place? Does it include internet?
- Heating
- Waste and recycling
- cleaning

OFFICE TEAM:

- Form an office coordination group to manage the set-up and running of the office
- A Mattermost channel or WhatsApp chat works well for this
- An office email address can be useful for enquiries
- Establish some office user guidelines
- Consider an office induction system
- Space booking through a google calendar

FINANCES:

- Important to consider these things:
- Storage and banking of donations
- Petty cash system
- Claiming expenses

ANY QUESTIONS?

- Contact xr.bristol.office@protonmail.com