

Outline of the Operations Manual - The Pantheon

- **Welcome**
- **Connect**
 - *Contact the Team*
 - *COVID 19 NOTE*
 - *Wifi*
 - *Social Media*
- **Membership Basics**
 - *Community Guidelines*
 - *Choosing a Workspace*
 - *Taking Phone Calls*
 - *Security*
 - *Member Support Systems*
 - *Guests/Reception*
 - *Pets/Kids*
 - *Holiday Schedule*
 - *Indiana Coworking Passport*
 - *Fire Starter Program*
- **Using Proximity Software**
 - *Conference/Call Rooms*
 - *Update Your Profile*
 - *Change Your Plan*
 - *Change Your Payment Info*
 - *Cancellations*
 - *Termination*
- **Facilities**
 - *Doors/Digital Keys*
 - *Lost & Found*
 - *Printer*
 - *Mail*
 - *Lockers & Storage*
 - *General Cleanliness*
 - *Recycling and Trash*
 - *Coffee/Tea*
 - *Fridge*
 - *Dishes*