



Trying to [create a hot desking policy](#)? A structured hot desking policy template can be a great starting point. Here's a simplified hot desk policy for your workplace—if you want to edit to template, you can also access it via [Google Docs](#).

# Hot Desking Policy [Template]

## Purpose

Our hot desk policy provides guidelines for using shared desks in the office. This system promotes flexibility, teamwork, and efficient use of office space while maintaining a clean and organized environment for everyone.

## Who It Applies To

This policy applies to all employees working in a flexible or hybrid setup. Certain roles, like receptionists or office managers, may be excluded if they require permanent workstations.

## How Hot Desking Works

- **Choose Any Available Desk:** Desks are not assigned. Employees can book any open desk each day—just check the availability and reserve one via [Archie](#).
- **Clear Your Desk:** At the end of your workday, remove all personal items and leave the desk tidy for the next user.
- **Storage:** Personal belongings should be stored in lockers or designated areas.

- **Equipment:** Shared equipment like monitors, keyboards, and chairs are available. Report any technical issues to IT for quick assistance.

## **Employee Responsibilities**

- **Keep Desks Clean:** Sanitize your workspace before and after use. Cleaning supplies are provided.
- **Respect Others:** Keep noise levels down and use meeting rooms for calls or discussions to avoid disturbing others.
- **Protect Confidential Information:** Log out of computers, lock screens, and avoid leaving sensitive documents behind.
- **Report Problems:** If you face issues with desks, seating, or equipment, notify IT or HR.

## **Company Support**

To ensure a smooth hot desking experience, we will:

- Provide lockers for personal storage.
- Supply cleaning materials and ergonomic equipment.
- Offer a clear desk booking system to avoid conflicts.
- Maintain well-equipped and comfortable workstations with proper lighting and seating.

## Disputes and Concerns

Employees are encouraged to resolve the matter respectfully if there's a conflict over desk space or any concerns arise. If needed, escalate the issue to HR or your manager.

**Note:** This policy will be reviewed regularly to ensure it continues to meet the needs of the team. Any changes will be shared in advance.

By following these guidelines, we can create a clean, productive, and flexible work environment that works for everyone. If you have questions, reach out to the HR team—we're here to help!