

2nd Street Building Tour Tips

Everyone loves to show off our 2nd Street building and why not? It's a beautiful space full of bells and whistles and home to a very talented and hard-working team from 16 different ANR units.

Don't hesitate to take your guests for a quick spin through the building but do be mindful of a few guidelines that will ensure that your tour doesn't interfere with your talented and hard-working building-mates.

- ✪ Impromptu tours are fine but if you anticipate leading a tour, give the Front Desk Receptionist a head's up (and perhaps post a quick note on collaborative tools noting your tour time and group size).
- ✪ Use your professional judgment when taking someone/a group on a tour – your parents? Spouse? Kids? Colleagues? Every situation is different and this is a very welcoming environment. But remember, it's a workspace first and foremost and limited interruptions should be the norm.
- ✪ Intimate tours are best . . . herding up to 5 people is generally easy to do at a normal voice level – with larger groups, people tend to wander and cause additional disruption. If you have a larger group, perhaps you can ask a colleague to bring up the rear (and keep curious wanderers in line!).
- ✪ Good tour banter is essential but look for areas where you can talk without interrupting folks nearby. Find a great vantage point – the main floor reception area, the reception area outside of the Valley conference rooms, the break room, the 2nd floor mezzanine by the Sierra Room – perfect places to point out some highlights from above and below before moving on.
- ✪ As you walk through the first and second floor workspaces, “library voices” are best! If you stop to show a particular space, please introduce yourself and your guest (or your group) so that your colleagues can welcome them to the building (they will appreciate being acknowledged and will forgive the interruption) – Move on quickly, though – don't wear out your welcome!
- ✪ If you wish to take an up close and personal look at a work space, please choose one that is unoccupied (AKA, vacant). An occupied workspace is a “sacred” place. Please do not open drawers, cabinets or interfere with other personal belongings. You would, of course, expect no less in your area.

