

Is using the Office Shifts tool obligatory?

Yes, everyone wanting to work at Griffin House will be required to use Office Shifts. Shift bookings and site access will need to be monitored accordingly, to ensure we are providing a safe working environment for everyone.

Do I need to use Mapiq Office Shifts if I only come to the office to make a print, or collect something?

If you are going into the office for any reason (including printing, a quick meeting, lunch or coffee with a colleague, etc.), you must register. If you are collecting something from reception and will not enter the office, you do not need to book a shift, however, please do give notice in advance by sending an e-mail with relevant details to griphouseenquiries@libertyglobal.com:

Can I sign up with a private email address?

No, the corporate email addresses (ending with @libertyglobal.com) are used to validate if you may sign up for Office Shifts.

For other Business Entities (Liberty Charge, LLA, etc) not using a Liberty Global account, you will need to send an email with your relevant details to griphouseenquiries@libertyglobal.com:

For certain contractors not using a Liberty Global account, the hiring manager will need to e-mail securitygriphouse@virginmedia.co.uk with the name and e-mail address of the contractor.

Will my access card still be active?

The access cards for Liberty Global employees will still be active and no further action is required.

For contractors, the hiring manager is expected to verify with Security (securitygriphouse@virginmedia.co.uk) that the access card of the contractor is still active or that the access card needs to be extended.

Can I take a desk anywhere I want when I have booked a floor?

Whilst we acknowledge everyone will want to sit within their department area, some flexibility may be required due to the current limited capacity.

What do I do if I want to book a shift and there are no free slots left?

Mapiq Office Shifts operates on a 'first come, first serve' principle, so if we have hit the maximum capacity for a floor, we ask you to be flexible about the location or which days you plan to be in the office.

What are the capacities on each floor ?

The current limit of capacity for each floor are indicated beside the nominated floor.

This will be Floor 2 (68)* & Floor 3 (82), 150 in Total.

Can I also book meeting rooms with this tool?

No, Mapiq's Office Shifts is designed to help us ensure a safe return to office, by efficiently coordinating who can come to the office, when and where. All meeting rooms requests need to be processed in the normal way, via outlook.

Can I also see who else has booked a shift in a specific location?

No, this is not possible.

Can I also book shifts for my colleagues or team? Or can I delegate to my assistant who then uses the tool for my team / employees?

Everyone has to book their own shifts by simply accessing <http://shifts.mapiq.com> and selecting the days they want to come to the office. This can be done by phone or computer from anywhere and is literally a 1 minute job!

Can I cancel a shift if my plans change?

Yes, and we kindly request you to do so, even on the day itself. Please note you cannot delete shifts in the past.

How many days in advance can I book a shift at the office?

You have the option to book shifts up to 3 weeks in advance. You can book shifts on a day that has already started, but for planning purposes we encourage you to book at least 24 hours in advance. You can not create shifts on the days that have already ended.

How does it work when new employees login?

New joiners will be able to create an account on the shifts.mapiq.com portal and use their company email address to set up their account.

Can I also see who else has booked a shift in a specific location?

Yes! Office Shifts now has a new feature called Connections that enables you to see when your colleagues are planning to be in the office, so you can schedule to be there at the same time.

* this includes the 5 work stations available in Liberty Charge

You simply send an invitation to your colleagues, (using either the pop-up prompt or the filter connections tab above) and once the invitation has been accepted, your colleague's bookings will be visible and they can see yours. You can then book to be in the office on the same day(s) and in the same location.

More information can be found [here](#)