



CoWork@Gov

CoWork@Gov Locations



- Academy of Singapore Teachers
 Block A, Level 1, 2 Malan Road, S(109433)
 - ACRA Collab Space @ Revenue House Level 3, Revenue House, 55 Newton S(307987)
 - Centre of Building Research
 Level 2, 10 Woodlands Avenue 8, S(738973)
 - Choa Chu Kang Sport Centre
 Level 2, 1 Choa Chu Kang Street 53, S(689236)
 - CREATE Tower
 Level 5 Knowledge Room, 1 CREATE Way, S(138602)
 - CSC@Tessensohn

 60 Tessensohn Road, S(217664)
 - Enterprise Singapore
 230 Victoria Street, Bugis Junction Officer Tower, S(188024)
 - <u>Fusionopolis One (Symbiosis Tower)</u>
 Symbiosis Tower, 3 Fusionopolis Way,
 S(138633)

- HDB Hub Basement 1, 480 Lor 6 Toa Payoh, S(310480)
- Health Promotion Board
 Basement 1, 3 Second Hospital Avenue, S(168937)
- <u>JEM Office Tower</u> Level 7, 52 Jurong Gateway Road, S(608550)
- Jurong Lake Gardens
 Gardenhouse, 50 Yuan Ching Road, S(618661)
- M-Works @ Bukit Merah Central Level 10, 2 Bukit Merah Central, S(159835)
- M-Works @ Tampines
 Level 1, 31 Tampines Ave 7, Tachyon@31,
 S(529620)
- Mapletree Business City
 Blk 30, Level 11, 30 Pasir Panjang
 Road, S(117440)
- MND Tower Block at Maxwell Level 18, 5 Maxwell Road, S(069110)
- Podium Block, Level 2, 1 North Buona Vista Drive, S(138675)

- MOEHQ (Balestier)
 Block A, Level 4, 565 Balestier Rd, S(329927)
- MOEHQ (Ghim Moh)

 Block B, Level 1, 285 Ghim Moh Rd, S(279622)
- MOEHQ (Grange Road)
 Block 5, Level 1, 51 Grange Rd, S(249564)
 - National Council of Social Service
 Level 4, Ulu Pandan Community Building,
 170 Ghim Moh Rd, S(279621)
 - Our Tampines Hub
 HDB Office, Level 2, 1 Tampines Walk, S(528523)
 - Singapore Visitor
 Centre@Orchardgateway
 Level 2, 216 Orchard Road, Orchardgateway
 @ Emerald Singapore S(238898)
 - SLA @ Revenue House
 Level 13, Revenue House, 55 Newton Rd, S(307987)
- Temasek Polytechnic
 Level 1, Block 42 (next to Global Connect
 Village), 21 Tampines Ave 1, S(529757)



WOG Shared Spaces

•The Treasury (Relocation!)

Level 11, 100 High Street, S(179434)

•LTA Hampshire Office

1 Hampshire Road, S(219428)

•SCDF Lifesavers' Innovation & Tec Space (LIT.S)

91 Ubi Ave 4, S(408827)



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Booking a Seat/Room at a CoWork@Gov Site via Workpal



To make a booking...







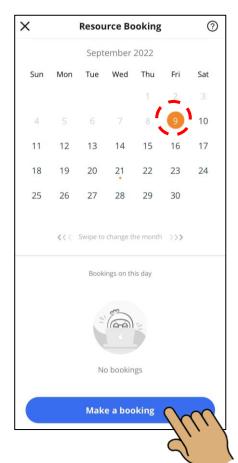
How to Book via Workpal

STEP 1



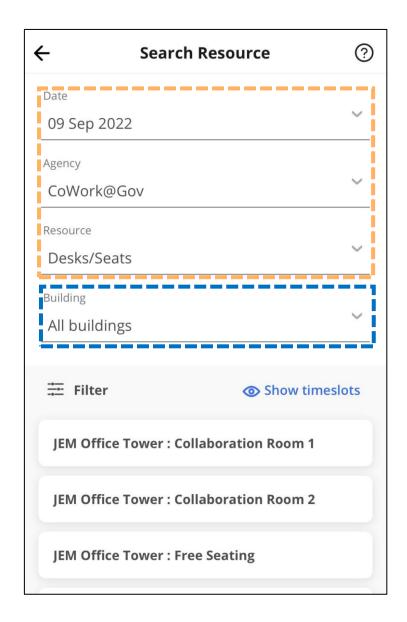
 Click the 'Book CoWork & Resource' icon under Central Services on your Workpal App.

STEP 2



 Select the date that you wish to book for and click on 'Make a booking'.





STEP 3

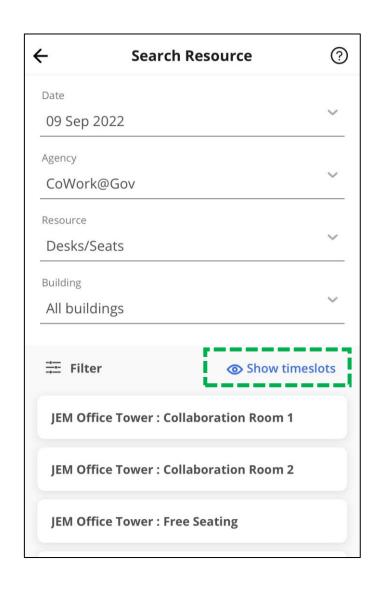
- Ensure the date of your booking is correct before filling in the fields accordingly in the orange box.
- Make sure 'Agency' is set to CoWork@Gov, or you will not be able to view seats.
- Filter by Building* in the blue box for your desired location.

*List of buildings

- Bugis MOEHQ
- Bugis Enterprise Singapore
- Bukit Merah 0 M-Works @ Bukit
 Merah Central
- Buona Vista MOE Building
- Choa Chu Kang Sport Centre
- Farrer Park CSC Tessonsohn
- Ghim Moh National Council of Social Service
- Grange Road MOEHQ
- HDB Hub

(*Non-exhaustive)



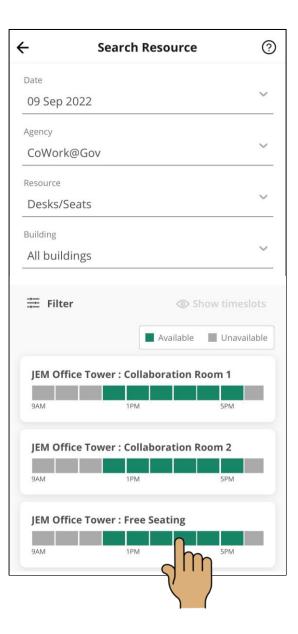


STEP 3 (cont.)

 Use the 'Show timeslots' view to see which rooms/seats are available for booking.



Select the seat/room you wish to book for.





STEP 4

- Select a Timeslot **IEM Office Tower: Free** Seating 52 JURONG GATEWAY ROAD, LEVEL 7, JEM OFFICE TOWER, SG608550 22 Aug 2022, Mon Timeslot selected: 02:00 PM - 03:00 PM (SGT) 12:00 11:00 13:00 14:00 15:00 16:00 17:00 Make a booking
- Select the duration that you want to book the seat for and click 'Make a booking' to confirm your booking.
- 1st visit to the specific site? Click on the thumbnail image for site-specific access-related information

TAKE NOTE!

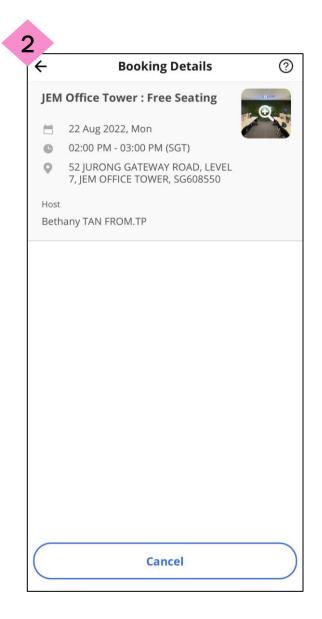
- CoWork@Gov sites are in operation from 9am 6pm from Mondays Fridays, except for
 - ❖ M-Works @ Bukit Merah Central (9am 5pm)
 - M-Works @ Tampines (9am 5pm)
 - Singapore Visitor Centre @ Orchard Gateway (10am 7pm).
- Sites are closed on weekends and public holidays.
- You may only book the slots by the hour (e.g. 9am, 11am). Minimum booking time is 1 hour.
- You may only book for a seat for yourself.



Booking confirmed View booking

You're all set! ©

- Once you confirm your booking you should see **Screen (1).**
- Click 'View booking' to see your booking details. You should then see Screen (2).
- Before heading down, remember to bring along your staff pass and standby a screenshot of your CoWork@Gov seat booking.

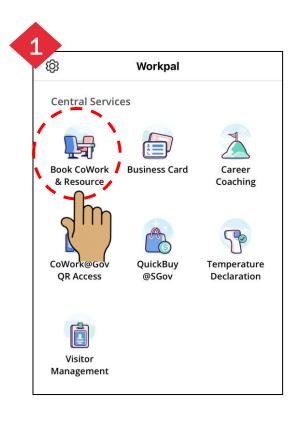




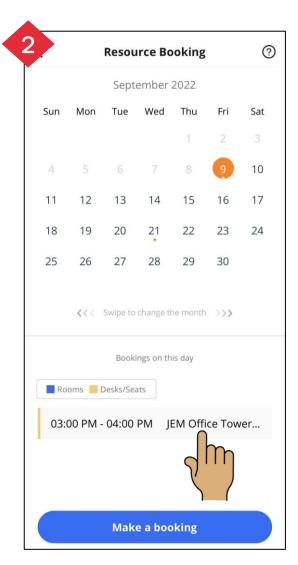
Cancelling your Seat/Room at a CoWork@Gov Site via Workpal



To cancel your booking...

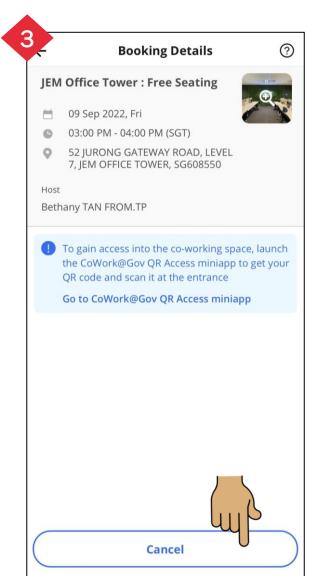


- Access the 'Book CoWork & Resource' miniapp in Workpal. You should see your booking(s) as shown on Screen 2.
- Click on the booking you wish to cancel.

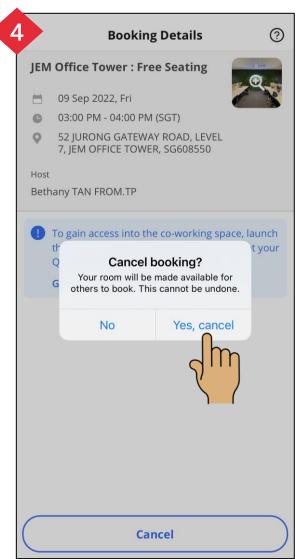




To cancel your booking...



- You should see a 'Booking Details' screen as shown on Screen 3.
- Click 'Cancel'.
- A confirmation window will pop up, as shown on Screen
 4. Select 'Yes, cancel' to finish the cancellation.





Using WOG Shared Spaces



To access a WOG Shared Space

The Treasury

[Relocation]

Level 11, 100 High Street, Singapore 179434

Please note CoWork is relocated to level 11 from level 3. Use Lift number 4 to access level 11. These spaces are unavailable for booking. You are only permitted to access CoWork@Gov if you already in the building for meetings.

LTA Hampshire Office

1 Hampshire Road Singapore 219428

Kindly note that this space is not available for bookings. You are only permitted to access CoWork@Gov at LTA Hampshire Office if you are already in the building for your own work/personal engagements.

SCDF Lifesavers' Innovation & Technology Space (LIT.S)

Level 1, 91 Ubi Ave 4, Singapore 408827

For booking information for this space, please contact Syafiq Ong syafiq ong@scdf.gov.sg.

Kindly note that you will need a confirmation email from SCDF before using the space.



Tell us how your experience went!

Scan the <u>QR Code</u> for visit **go.gov.sg/coworkfeedback** to provide your feedback.



For any further queries on the CoWork@Gov pilot or to offer your agency's office space, please contact:



PSD Ourfutureworkplace (PSD)

<Ourfutureworkplace@psd.gov.sg>