

CoWork@Gov



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 \(LIT.S\)](#)

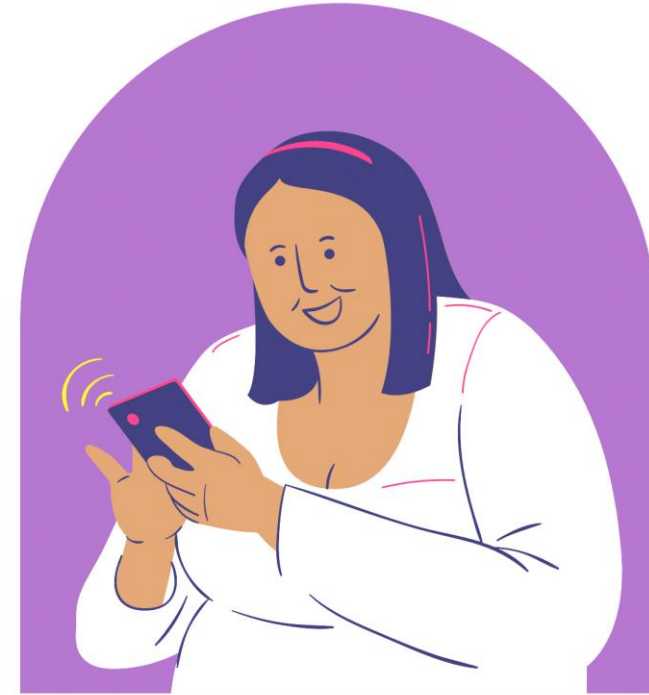

91 Ubi Ave 4, S(408827)



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

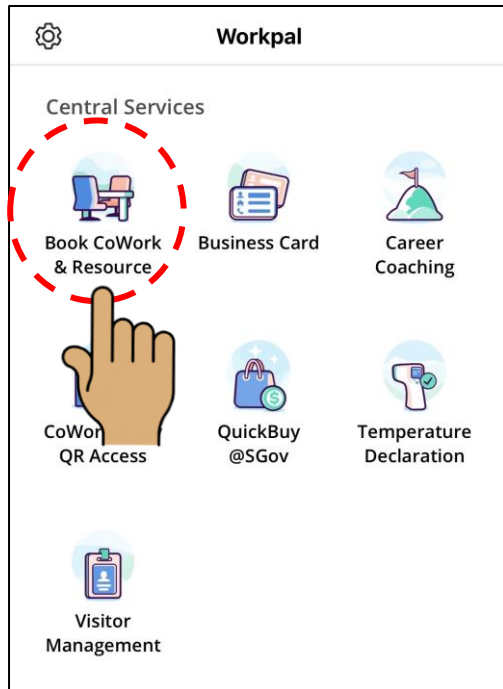
To make a booking...

Download Workpal now!



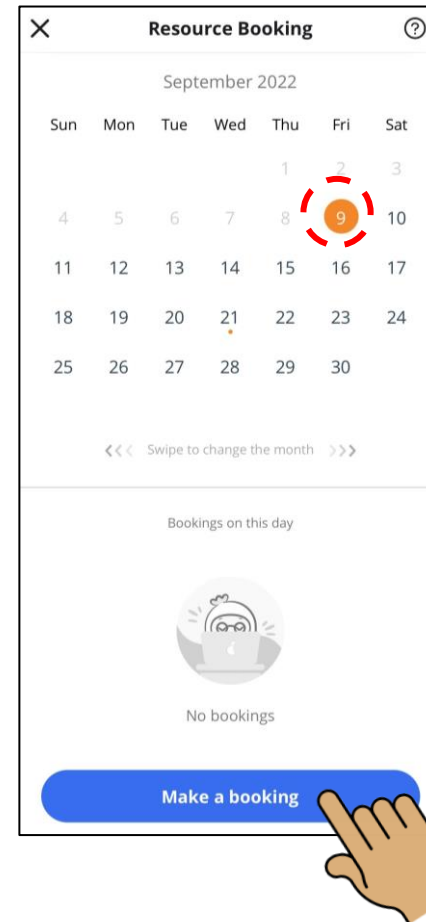
How to Book via Workpal

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

← Search Resource ⓘ

Date
09 Sep 2022

Agency
CoWork@Gov

Resource
Desks/Seats

Building
All buildings

Filter Show timeslots

JEM Office Tower : Collaboration Room 1

JEM Office Tower : Collaboration Room 2

JEM Office Tower : Free Seating

- 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.)

← Search Resource ⓘ

Date
09 Sep 2022

Agency
CoWork@Gov

Resource
Desks/Seats

Building
All buildings

Filter [Show timeslots](#)

JEM Office Tower : Collaboration Room 1

JEM Office Tower : Collaboration Room 2

JEM Office Tower : Free Seating

- Use the **‘Show timeslots’** view to see which rooms/seats are available for booking.



- Select the seat/room you wish to book for.

← Search Resource ⓘ

Date
09 Sep 2022

Agency
CoWork@Gov

Resource
Desks/Seats

Building
All buildings

Filter [Show timeslots](#)

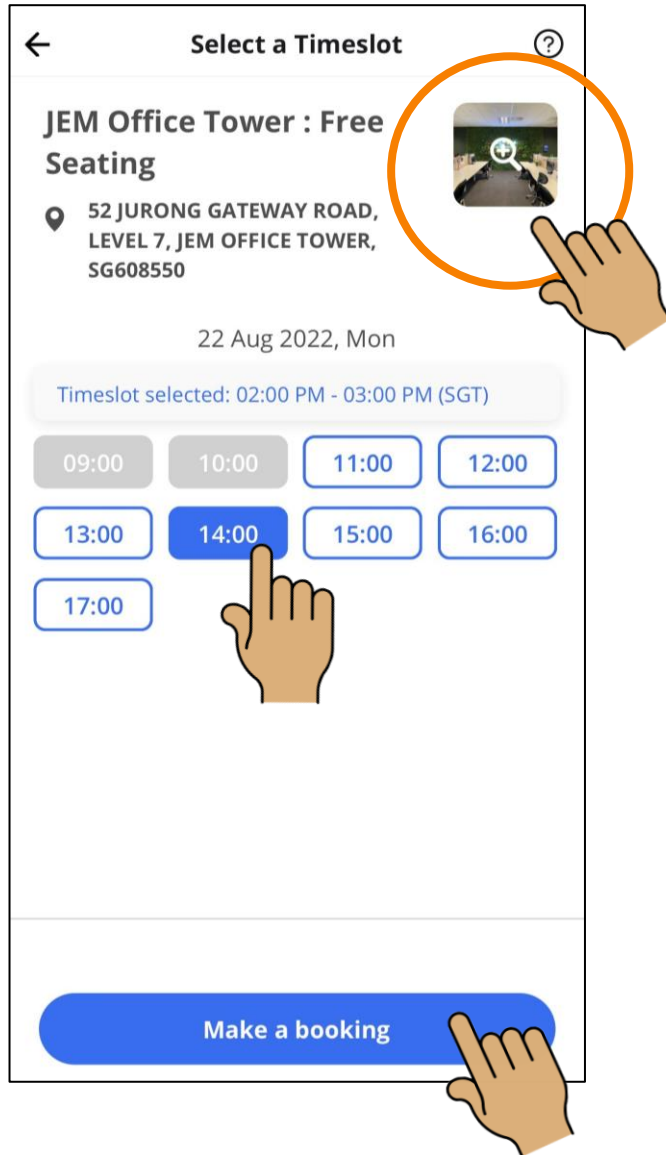
Available Unavailable

JEM Office Tower : Collaboration Room 1

JEM Office Tower : Collaboration Room 2

JEM Office Tower : Free Seating

STEP 4

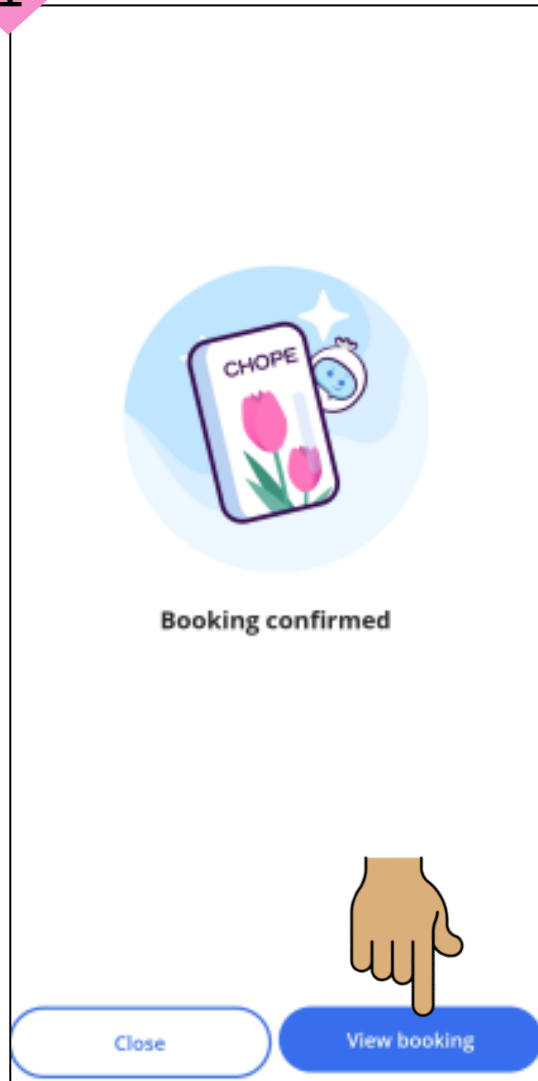


- Select the duration that you want to book the seat for and click ‘**Make a booking**’ to confirm your booking.
- **1st visit to the specific site?** Click on the thumbnail image for site-specific access-related information

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.

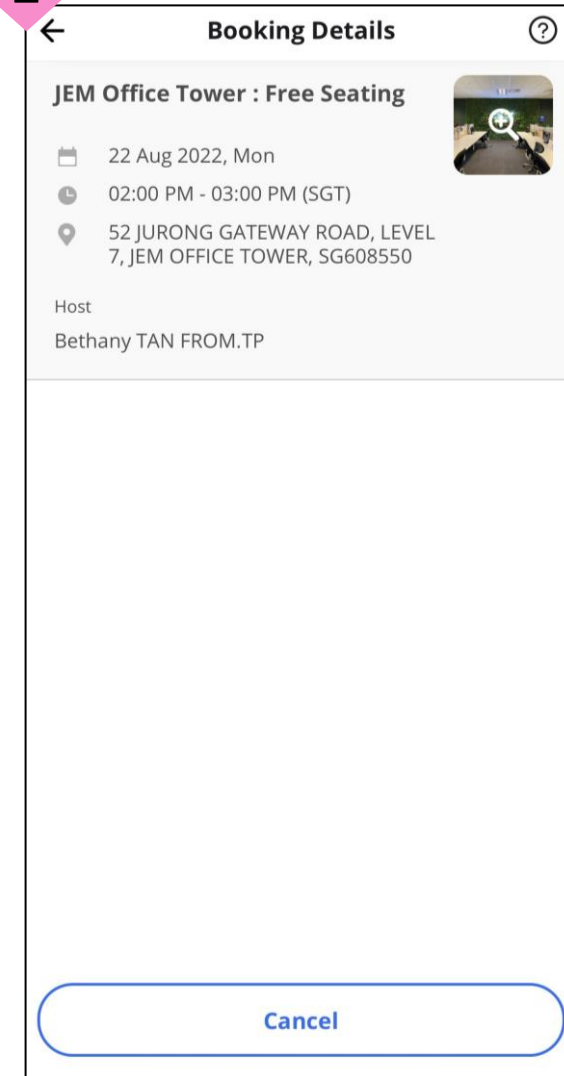
1



You're all set! 😊

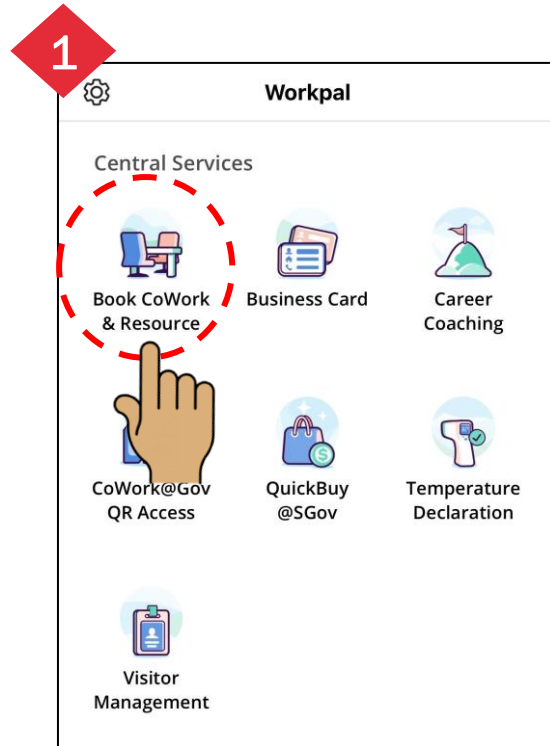
- Once you confirm your booking you should see **Screen (1)**.
- Click **'View booking'** to see your booking details. You should then see **Screen (2)**.
- Before heading down, remember to bring along your staff pass and standby a screenshot of your CoWork@Gov seat booking.

2

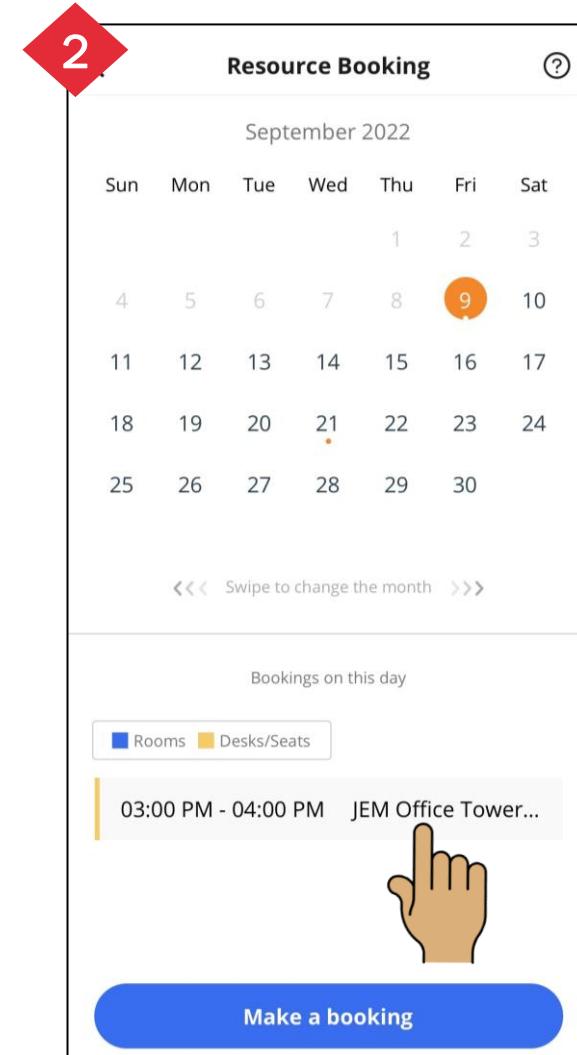


Cancelling your Seat/Room at a CoWork@Gov Site via Workpal

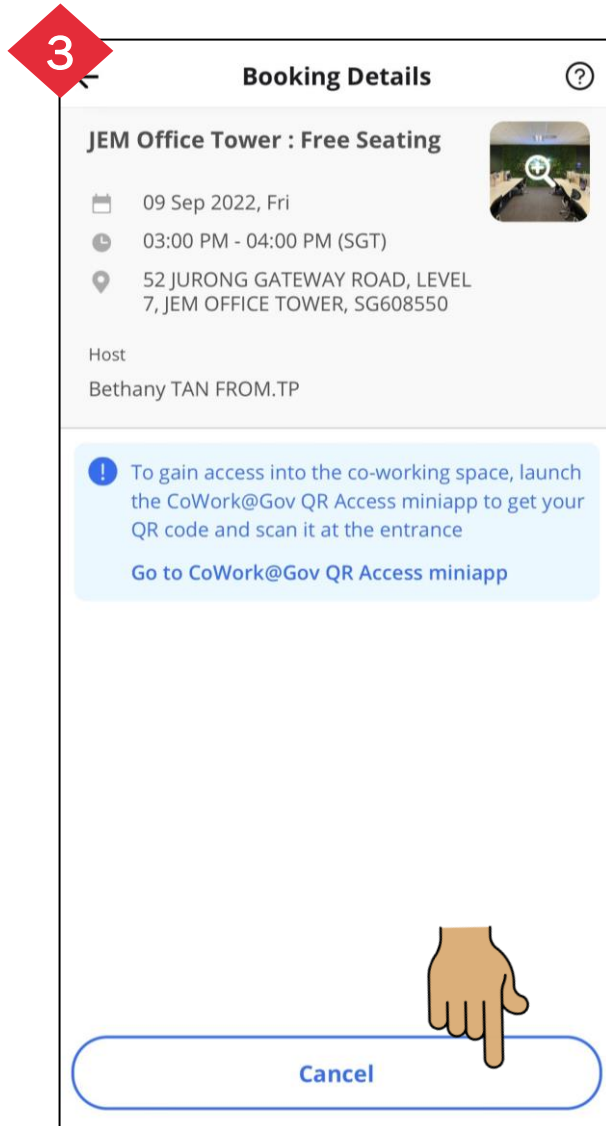
To cancel your booking...



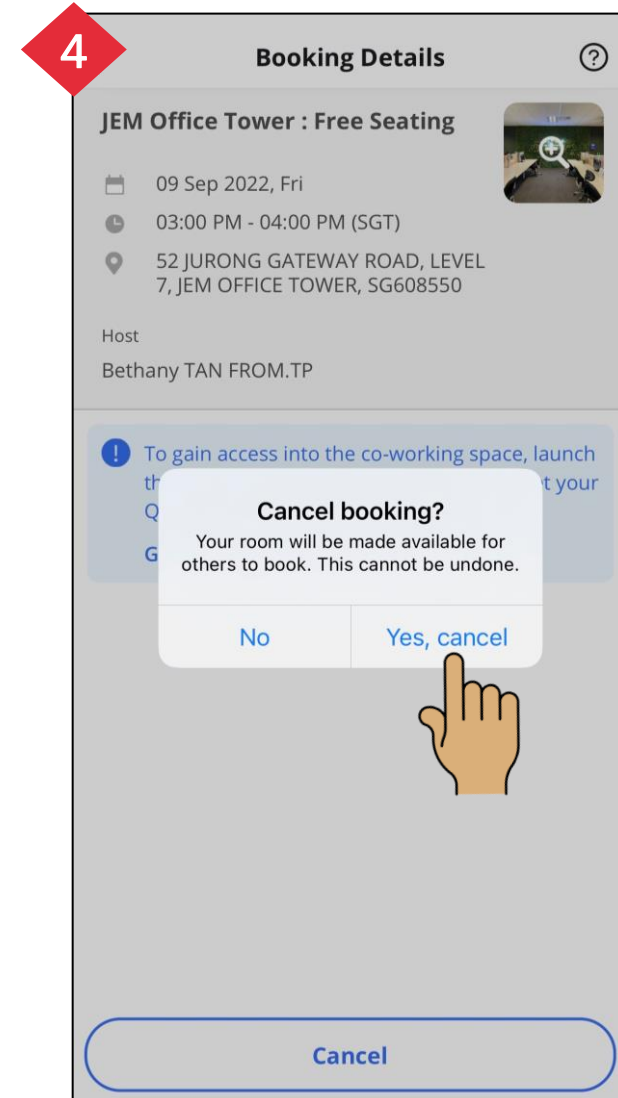
- Access the 'Book CoWork & Resource' miniapp in Workpal. You should see your booking(s) as shown on Screen 2.
- Click on the booking you wish to cancel.



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 QR Code 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>