



5a



Jessie Tait Building



Tom Morrissey Building

Eastern Innovation Access Key

Updated September 2021 V2.0

5a Hartnett Close,
Mulgrave 3170.
Phone 1300 462 822
eibc.net.au

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Access Key - A customised accessibility guide that provides accurate and convenient information about accessing venues, events and programs. Access Keys are universally designed and suitable for all people, regardless of ability.

AFFL - Above finished floor level.

AZ - Active Zone.

Coworking - Several workers from different companies share an office or workspace.

DZ - Dynamic Zone.

EI - Eastern Innovation.

EI Events - These are events solely organised by Eastern Innovation.

EITRIBE membership - A type of membership at Eastern Innovation that allows people to book workspaces.

HDMI - High-definition multimedia interface.

HSSH - Hand held shower hose.

Hot desks - Multiple workers using a single physical desk or work surface during different time periods.

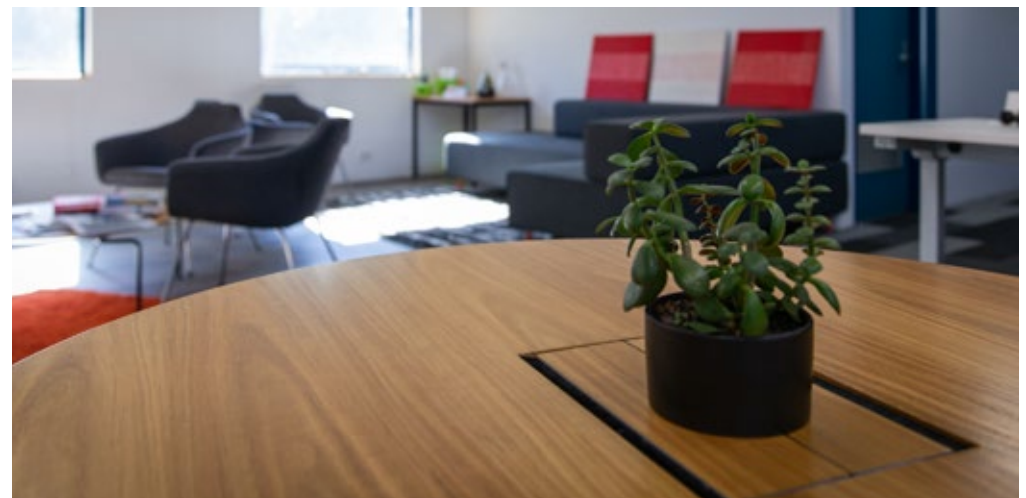
JT - Jessie Tait.

TGSI - Tactile Ground Surface Indicators. A tactile ground surface to assist pedestrians who are visually impaired. Often found on footpaths, stairs and train station platforms.

TM - Tom Morrissey.

Virtual address - Businesses who work from home, but do not want to use their home address, can use EI as their business address and have mail directed. They also enjoy the privileges of EITRIBE membership.

Workstations - A dedicated work surface intended primarily to be used by one person at a time. They are commonly located in coworking areas.



Guidelines

Thank you for choosing to use an Access Key for Eastern Innovation.

For your Access Key to be successful, we recommend you follow these guidelines.

- Access Keys are available online to help you prepare for your visit in advance.
- Access Keys be read and shared in an environment free of distractions.
- Access Keys can be read independently or shared with a friend, family member, carer or support worker to prepare for the visit.
- If sharing the Access Key with participant, help participant comprehend key points, consistently monitoring for level of understanding.
- If sharing the Access Key with participant, contextualised photographs can be used to summarise information and experiences.
- If using the Access Key as a reflective tool, make sure to enjoy the pivotal link between experience and recall after the visit has taken place.
- Once the visit has taken place, revisit the Access Key to celebrate success.
- Accessibility information is located on page [30](#).
- Safety information is located on page [31](#).
- Download Access Key in its entirety - 32 pages in total.



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Ability
Australia**

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COMMUNICATION BOARD

Take your Eastern Innovation Communication Board with you to ensure confident communication.

August 2021 V1



Booking



I don't speak English



I need help



Membership



Name/Phone



No



Question



Wi Fi



Write it down



Yes



Kitchen



Reception



Toilets



First aid



Bus stop



Accessible toilet



Quiet place



Taxi



Recharge station



Meeting rooms





Did you know?

Eastern Innovation (EI) is a purpose-built facility, located in Mulgrave, and owned by the City of Monash. There are two buildings located at EI: The Tom Morrissey Building (TM) and Jessie Tait Building (JT). The Tom Morrissey Building is located on the left as you enter the carpark and the Jessie Tait Building, on the right.

EI is a unique business centre and innovative coworking space that provides crucial support services to startup businesses in Melbourne's East and South East. EI is a not-for-profit company which supports a leading Australian community for founders of successful, high-growth, future-focussed businesses. It provides the culture, places and spaces, experiences, programs, partners and networks to enable its clients to achieve maximum success.

Facilities include:

- furnished office suites
- workstations
- hot desks
- laboratories

- support services and facilities
- 24/7 access
- well-appointed event spaces and meeting rooms complete with screen, whiteboard, flipchart and complimentary tea, coffee and water
- ample, free off-street parking
- supportive community.

EI is perfectly located in the heart of the hi-tech, scientific zone and Monash National Employment Cluster which contains:

- CSIRO Australia
- Monash University
- Australian Synchrotron
- Monash Science and Technology Park
- Monash Medical Centre
- Melbourne Centre for Nanofabrication.

EI accepts bookings online at space.eibc.net.au, by email events@eibc.net.au or over the phone 1300 462 822.

[Community membership](#) is available. Receive

updates on Eastern Innovation news, programs and events to support Founders and Professional Service Experts.

Book a [tour](#).

View [work spaces](#).

External catering is available.

Access and Inclusion Policy and Action Plan can be found on the City of Monash [website](#).

To provide feedback go to <https://eibc.net.au/contact/>.

Getting there

Eastern Innovation is located at 5a Hartnett Close, Mulgrave.

See Google Maps reference [here](#).

The nearest bus stop is 950 metres from EI on the corner of Miles Street and Springvale Road, Mulgrave. The walk from this bus stop involves some steep inclines.

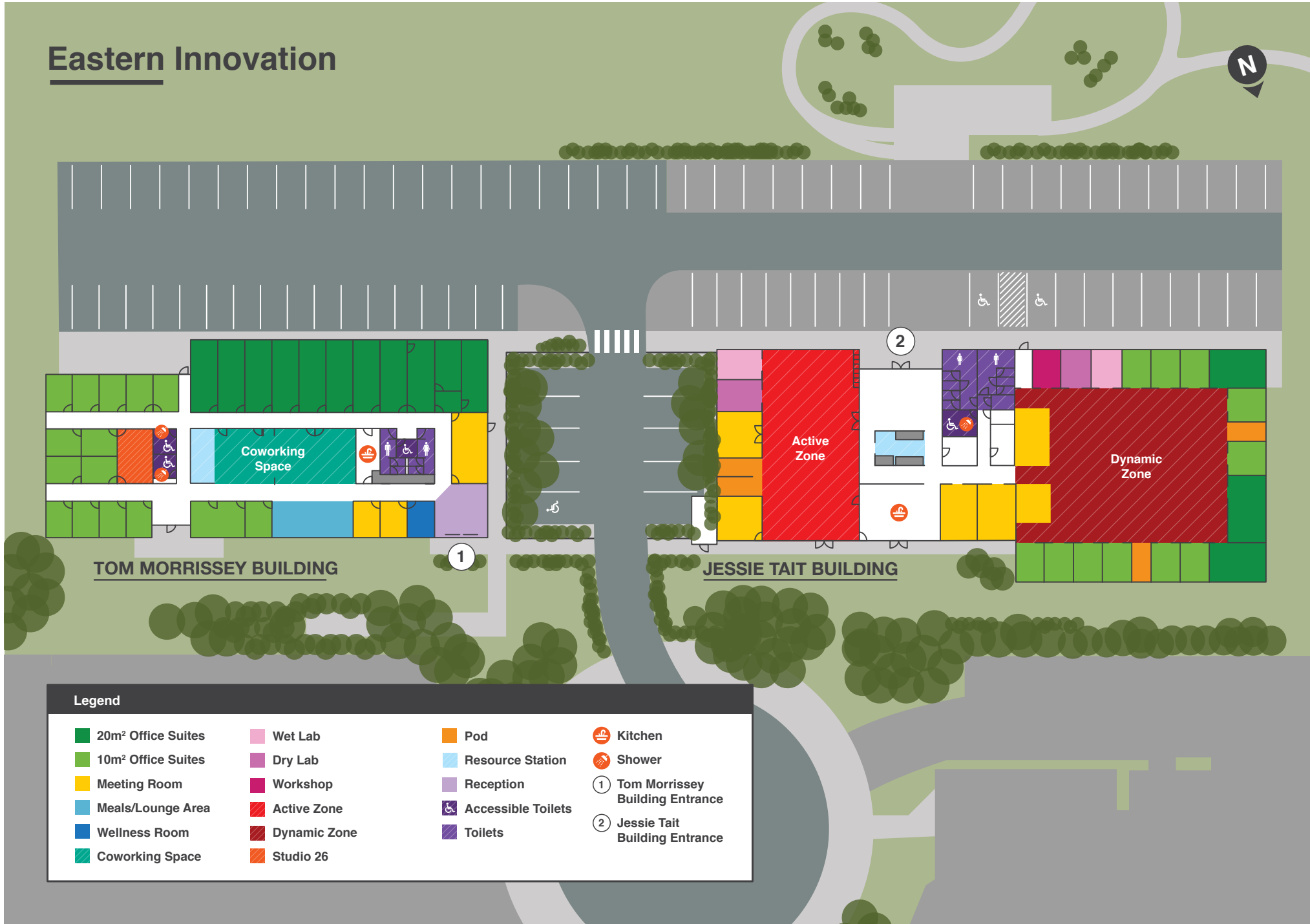
Bus services 900 and 902 are convenient services to EI.




Springvale Railway Station is a 3.7km walk.

For further information on how to get to the EI, please visit [Public Transport Victoria](#).



Eastern Innovation



Legend			
■ 20m ² Office Suites	■ Wet Lab	■ Pod	 Kitchen
■ 10m ² Office Suites	■ Dry Lab	■ Resource Station	 Shower
■ Meeting Room	■ Workshop	■ Reception	1 Tom Morrissey Building Entrance
■ Meals/Lounge Area	■ Active Zone	 Accessible Toilets	2 Jessie Tait Building Entrance
■ Wellness Room	■ Dynamic Zone	■ Toilets	
■ Coworking Space	■ Studio 26		



Parking

The most convenient parking is located within a designated park onsite.

There are:

- three accessible parking bays. One is located 15 metres from the Tom Morrissey reception door
- two other accessible carparks are located 15 metres away from the main entrance to the Jessie Tait Building
- general car park spaces for up to 84 cars with no restrictions.

There is also nearby street parking with no restrictions.

Welcome

Welcome to Eastern Innovation.

The Tom Morrissey (TM) Building is located on the left as you enter the carpark and the Jessie Tait (JT) Building on the right.

Reception hours are 8:30am to 4:30pm, Monday to Friday.

The JT Building does not have a staffed reception area. Visitors to the JT Building need to report to reception in the TM Building.

Permanent onsite clients have 24/7 access. Onsite clients have access to a digital key on the Proximity app.

For casual onsite clients, the digital keys on the Proximity app are visible 15 minutes prior to and 15 minutes after their allocated booking time.

Visitors need to check in by one of the following options:

- scanning a QR code on their phone
- checking in at the TM Building via a laptop at the reception desk
- speaking with reception staff.

Operating hours may vary, depending on meetings and events.



Events at EI

The Jessie Tait Building has the capacity to host events in the Active Zone.

The events area is an open space. Partitions may also be used, depending on booking requirements.

This area can have a variety of seating configurations including:

- theatre style seating up to 120 people
- round table seating up to 96 people
- cabaret style seating up to 60 people
- classroom or u-shape style seating up to 30 people.

Bookings include:

- 90" monitor screen
- stage
- lectern
- microphones
- projector and mobile monitor
- tea and coffee making facilities
- the option to set this area up with round or rectangular tables and chairs with backrests.

Toilets are conveniently located past the kitchen.

There is an exit door from the Active Zone function area to the outside area. Exit is through a manual door opening outward with a clearance of 1000mm. This door can open into a double door with a clearance of 2060mm.

This leads to an undercover outdoor area with two long tables and bench seating. During events, this door may be left open for attendees to easily go between the indoor and outdoor areas.

Contact the Marketing and Event Co-ordinator for any additional access requirements.



Feel

Heating/Cooling
Shared personal space



Sounds

Amplified voice
Announcements
Applause
Entertainment
Heating/Cooling
Music | People



Sights

On screen presentations
People



Smells

Food/Drink

SENSORY GUIDE

Bookings

To book coworking space, meeting rooms, or pods:

1. [Register](#) as an ETRIBE member. ETRIBE membership is at no extra cost
2. An ETRIBE membership is required to allow a client to make their own bookings online, however, administration can take bookings over the phone and guide the booking client through the process at a convenient time
3. A payment card can then be registered through the system. Payment card details are entered by members and are not kept by EI
4. Bookings can be made [here](#).

To book an office suite, workstation or dedicated hot desk:

1. Prospective onsite clients need to fill out an [Office Space Membership Application form](#) which is then processed by the Technical Administrator
2. Payment for office suites is a month in advance on the first of each month
3. Public liability insurance with coverage of up to \$10 million may be required depending on the zone an onsite client occupies
4. Bookings can be made [here](#).

To book the Active Zone event space, call the Marketing and Events Coordinator on 1300 462 822. Alternatively you can book [online](#).

Contact the Marketing and Event Co-ordinator for any additional access requirements.



Tom Morrissey Building

The Tom Morrissey Building is the original building. It is located on the left as you enter the carpark.

Formerly the Monash Enterprise Centre or Monash Incubator, the Tom Morrissey Building opened in 1999 and provides office space and business support services for innovative businesses and the businesses that support them. It is a supportive environment which nurtures businesses to grow.

Coworking spaces, private office suites, meeting rooms and a wellness room are available for bookings.

The building was named after Cr Tom Morrissey (1945-2013), after his sudden passing in 2013. Cr Tom Morrissey was a passionate and respected business leader and contributor to local government.

Tom was also one of the founding Board Members of the Monash Enterprise Centre.



Cr Tom Morrissey

Tom Morrissey entry

The main entrance to the TM Building is adjacent to the entry driveway, on the left.

Entry is via an automatic sliding door with a clearance of 1110mm.

The reception desk is located directly ahead of the entrance. A laptop is located on the reception desk to the right for visitors to check-in to the building.

There is a visual Communication Board at reception to support confident communication.

Staff at reception are available to provide assistance with enquiries, bookings or directions.

Seating options in the reception area include a double couch with back and armrests as well as seats with back and armrests.

There is a small undercover area outside the main entrance.



Feel

Change in ground surface
Heating/Cooling
Shared personal space



Sounds

Automated doors
People
Telephones



Sights

Glare
On screen presentations
People

Tom Morrissey toilets

The Tom Morrissey Building has two sets of public toilets.

Set One

Location: Left at reception, past the coworking space, within a hallway on the right.

Includes:

- one male, accessible toilet with artificial lighting
- manual door opening inward. Door clearance of 820mm. Twist lock at 1030mm AFFL
- cubicle space 2340mm x 2100mm
- grab bars to the right and behind toilet
- toilet height 450mm AFFL with right-hand transfer
- sink height 790mm AFFL with lever tap 1020mm AFFL
- roll-in shower with HHSH, curtain, shower bench and grab bars.

Includes:

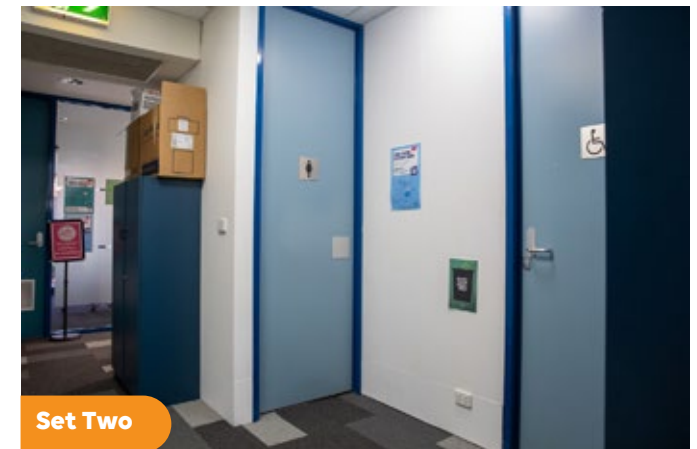
- one female, accessible toilet with artificial lighting
- manual door opening inward. Door clearance of 820mm. Twist lock at 1020mm AFFL
- cubicle space 2340mm x 2100mm
- grab bars to the left and behind toilet
- toilet height 450mm AFFL with left hand transfer
- sink height 800mm AFFL with lever tap 1020mm AFFL
- roll-in shower with HHSH, curtain, shower bench and grab bars.

Set Two

Location: past reception, left into second hallway.

Includes:

- one unisex, accessible toilet with artificial lighting
- manual door opening inward. Door clearance of 760mm. Twist lock at 1020mm AFFL
- cubicle space 1770mm x 1890mm
- grab bars to the right and behind toilet
- toilet height 490mm AFFL with right hand transfer
- sink height 790mm AFFL with lever tap 930mm AFFL
- bench
- separate male and female toilets.



SENSORY GUIDE



Feel

Change in ground surfaces
Heating/Cooling



Sounds

Echo
Fans
Hand dryers
People (excl accessible)
Toilets flushing
Water running



Sights

Mirror/Reflection



Smells

Air freshener
Bathroom smells
Disinfectants

Tom Morrissey

coworking space

The coworking space is an open area with various configurations of tables and chairs for individual work or group collaboration.

Includes:

- hot desks
- rectangular tables with electrical sockets
- round tables with power outlets
- sit/stand desks
- variety of chairs - some with back and armrests and some with backrests only
- large informal table - this table is generally used for onsite clients to dine at or chat informally. It has tall stools with back and partial armrests
- social area for relaxing – this includes a round coffee table with chairs as well as a couch with a partial back rest
- multipurpose storage table
- resource station which includes a photocopier/scanner/printer, staplers, sticky tape and shared equipment of binder, laminator and guillotine (that may move between buildings). Onsite clients require an account to access photocopier
- whiteboards
- cleaning equipment.

Staff can provide assistance to access equipment and consumables such as office supplies.

Desks can be booked casually on a daily or monthly basis. Onsite clients also have the option to pre-purchase bookings which can be used throughout the year.

For information on bookings visit our [website](#).



Feel

Change in ground surface
Chair movement
Heating/Cooling
Shared personal space



Sounds

Computers
Heating/Cooling
Keyboard clicks
Mouse clicks | People
Photocopier/Printer
Telephones



Sights

People



Smells

Food/Drink

SENSORY GUIDE

Tom Morrissey office suites

The TM Building has eighteen 10sqm office suites and ten 20sqm office suites available for booking. Some suites have a connecting door which allows for a larger office or meeting space if required.

Suites are located around the outer edges of the TM Building. Door access to suites is located within the interior of the building.

Entry to the TM suites is via a manual door opening inward with varying clearances from 770mm to 820mm.

Suite 15 is a 20sqm office suite with a door opening inward and a wider clearance of 885mm.

TM 10sqm office suites:

- seating for two people
- one sit/stand desk
- one standard desk
- office chairs with backrests
- drawers or filing cabinets.

TM 20sqm office suites:

- seating for five people
- one sit/stand desk
- three standard desks
- office chairs with backrests
- drawers or filing cabinets.

Vacant offices can also be used as hourly or daily meeting spaces.



Tom Morrissey kitchen

The TM Building has a kitchen available for onsite clients and visitors.

Location: Turn left at reception, on the right, just prior to the coworking space.

Access is via a manual door opening inward with a clearance of 780mm.

Includes:

- stove
- oven
- microwave
- dishwasher
- fridge/freezer
- kitchen bench at height 900mm AFFL
- sink at a height of 900mm AFFL
- boiling water tap at operating height of 1470mm AFFL
- toaster
- sandwich maker
- tea and coffee making facilities
- mini fridge.



Feel

Change in ground surface
Enclosed space
Shared personal space



Sounds

Crockery/Cutlery
Hot water urn
Kitchen appliances
People



Sights

People



Smells

Food/Drink

SENSORY GUIDE



Tom Morrissey meeting rooms

The TM Building has two meeting rooms available for booking space.eibc.net.au/calendar.

Meeting Room 7:

Purpose	Meetings or conferences
Capacity	Up to twelve people
Location	After reception, on the right
Access	Two interior entry doors opening inward with a clearance of 770mm Exterior glass exit door to the carpark opening outward with a clearance of 880mm. This door also opens up to a double door with a clearance of 1770mm
Inclusions	Four rectangular tables. Flexible configurations TV with HDMI and Chromecast connection Chairs with back and armrests Whiteboard Tea and coffee making facilities Portable heater Separate multipurpose storage table for presenter's convenience.

Wellness Room:

Purpose	Relax, reflect, refresh or pray
Capacity	Up to four people
Location	Left at reception, first door on the left
Access	Manual door opening inward with a clearance of 770mm
Inclusions	Three-seater lounge with chaise Two chairs with back and armrests Cushions and throw rug.



Tom Morrissey

studio 26

The TM Building has a 20sqm production studio available for booking named Studio 26.

Studio 26 is a collaboration between professional production experts, Animason and Eastern Innovation. The room is a payable resource and can be booked with reception or through the standard booking system. The equipment is a payable resource that can be booked through Animason. Clients may book the room and bring their own equipment.

Details:

Purpose	To record or photograph people or products
Location	Suite 26
Access	Via a manual door opening inward with a clearance of 810mm
Inclusions	Lighting Black, white, blue, green screen Whiteboard Monitors Tables and chairs (Equipment can vary according to client's needs).

Jessie Tait Building

The Jessie Tait Building was built in 2015 with a federal government grant. It is a modern, tech-focussed facility that is home to a wonderful community of collaborative, inspired, innovative entrepreneurs preparing their ideas for market. It includes a vibrant function and event space.

The Jessie Tait Building suits businesses developing new products, designs or services for commercialisation and offers onsite clients outstanding opportunities to learn, exchange ideas and collaborate.

Meeting rooms, offices, laboratories, hot desks, a workshop and a function area are available for booking.

The Jessie Tait Building is located on the right as you enter the carpark.

The building is named after Jessie Tait (1852-1916), a pioneering businesswoman in Mount Waverley in the early 1900s.



Jessie Tait's Shop

Jessie Tait entry

The main entrance to the Jessie Tait Building is located at the end of the driveway, on the right.

Entry is via an automatic swinging door opening outward with a clearance of 1000mm. This doorway can also open to a double door with a clearance of 2045mm.

Onsite clients and visitors can also exit the JT Building via this door, by pushing a green button located on the left-hand wall at an operating height 1100mm AFFL.

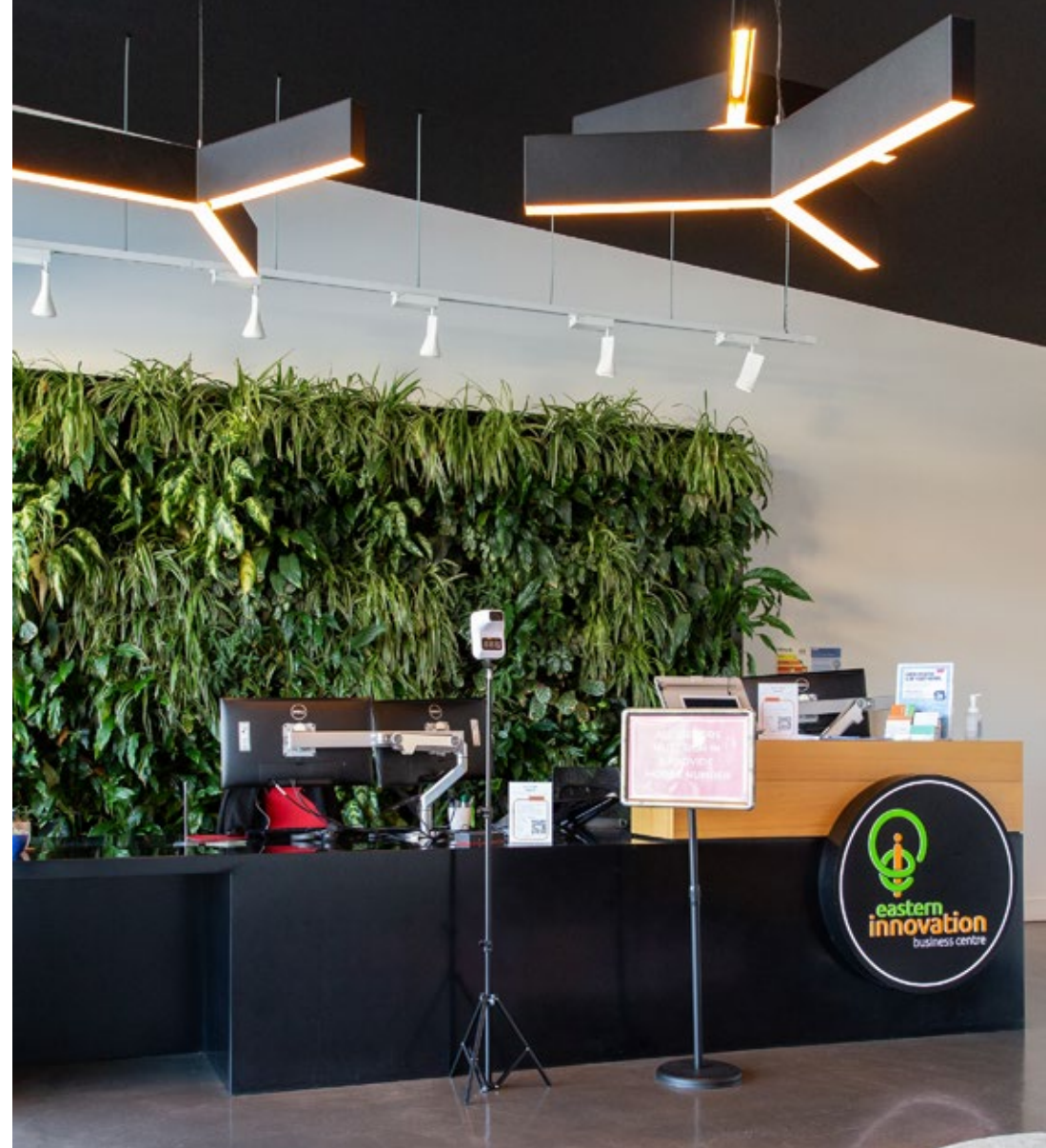
The JT Building does not have an official reception area. Visitors need to report to reception in the TM Building.

Onsite clients can enter the JT Building by using their digital key on the Proximity app.

There is a desk in the entry area and a laptop for check-in on the right of this desk.

JT foyer has chairs with back and armrests as well as a three-seater couch with back and armrests.

There is an undercover area outside the main entry door.



Feel

Change in ground surface
Heating/Cooling
Shared personal space



Sounds

Echo
People
Telephones



Sights

On screen presentations

Jessie Tait toilets

The Jessie Tait Building has one set of public toilets.

Location: After the main entry desk, turn left then left again into the first hallway. Toilets are located at the end.

Includes:

- unisex, accessible toilet with sensor lighting
- manual door opening inward. Door clearance of 870mm. Twist lock at 1060mm AFFL
- cubicle space 2590mm x 3500mm
- grab bars to the right
- toilet height 470mm AFFL with right hand transfer
- colour contrast toilet seat
- sink height 820mm AFFL with lever tap at 990mm AFFL
- roll in shower with HSH, shower bench and grab bars.

Separate male and female toilets, including ambulant toilets.



Feel

Change in ground surfaces
Heating/Cooling



Sounds

Echo
Fans
Hand dryers
People (excl accessible)
Toilets flushing
Water running



Sights

Bright lights
Mirror/Reflection



Smells

Air freshener
Bathroom smells
Disinfectants

Jessie Tait

workstations and hot desks

The Jessie Tait Dynamic Zone has workstations and hot desks.

Location: After the main entry desk, turn left into a hallway. The Dynamic Zone is at the end of this hallway.

Access is via a automatic glass sliding door with a clearance of 1680mm. This door is sensor operated. It is locked between 7pm and 7am for added security, with Proximity app access only available between these times.

The Dynamic Zone has an open area with various configurations of furniture.

The partitioned areas are called workstations. Desks can be adjusted to various heights. Office chairs with back and armrests are available.

Workstations are booked on a month-by-month license agreement. For information, please go to our [website](#).

The round tables in the Dynamic Zone are hot desks. They are available for client bookings only. To book, go to our [website](#).

A resource station is located after reception. It includes a photocopier/scanner/ printer, staplers, sticky tape and shared equipment of binder, laminator and guillotine (that may move between buildings). Onsite clients require an account to access photocopier.



Feel

Heating/Cooling
Shared personal space



Sounds

Computers | Echo
Heating/Cooling
Keyboard clicks
Mouse clicks | People
Photocopier/Printer
Telephones



Sights

People



Smells

Food/Drink

SENSORY
GUIDE

Jessie Tait office suites

There are twelve 10sqm and three 20sqm office suites around the outer edge of the Dynamic Zone.

JT 10sqm office suites:

- access via a manual sliding door with a clearance of 910mm
- seating for two people
- one standard desk
- a sit/stand desk
- office chairs; some with back and armrests and some with only backrests
- drawers.

JT 20sqm office suites:

- access via a manual sliding door with a clearance of 1045mm
- seating for five people
- two standard desks
- one sit/stand desk
- office chairs; some with back and armrests and some with only backrests
- drawers.

The 10sqm and 20sqm office suits are booked on a month-by-month license agreement. For information, please go to our [website](#).

Other JT office spaces available for booking include:

- two laboratories in the Dynamic Zone
- two laboratories in the Active Zone
- one workshop in the Dynamic Zone.



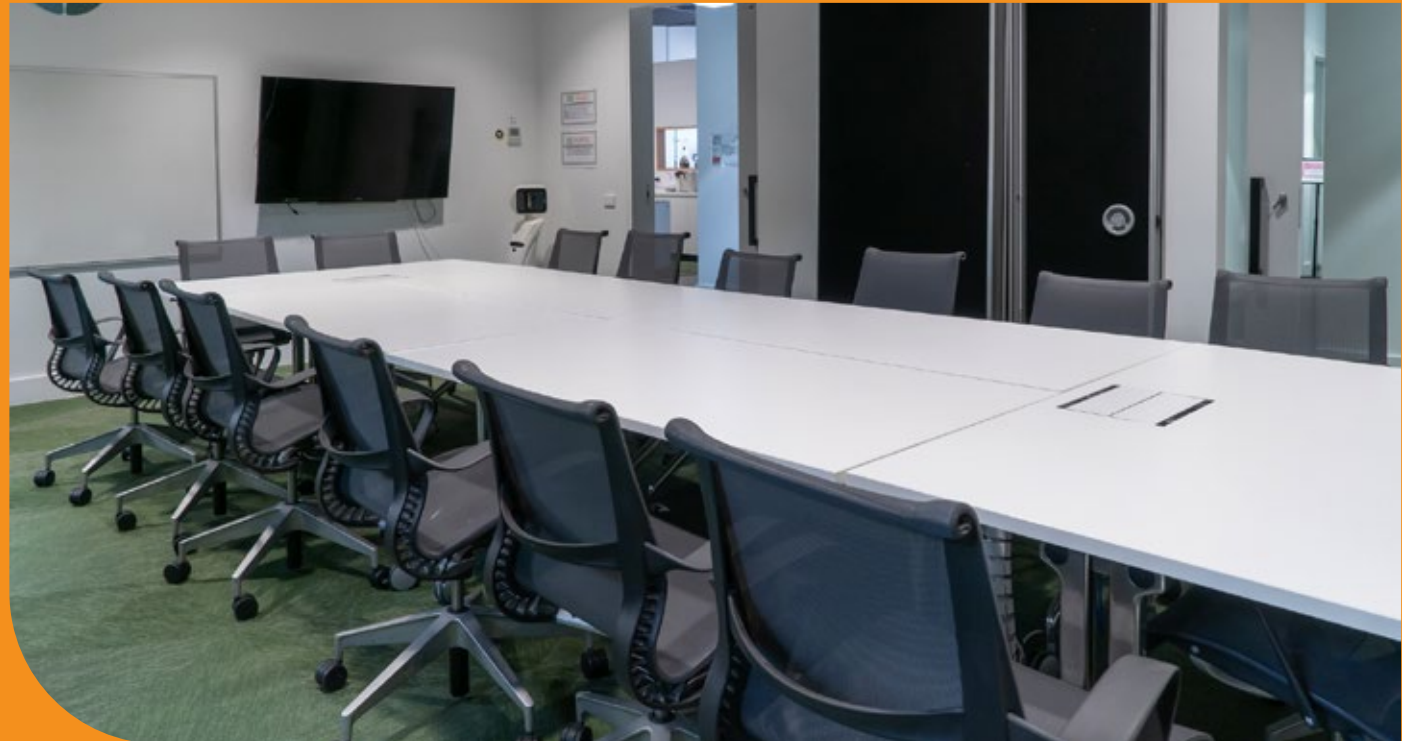
Jessie Tait meeting rooms 1 and 2

Jessie Tait meeting rooms are side-by-side modern meeting rooms for small meetings.

Rooms 1 and 2 can be combined via a sliding partition in the middle to make a larger boardroom. Bookings must be made to both rooms to reserve the larger space.

Details:

Purpose	Meetings or conferences
Capacity	Room 1 or 2, one to eight people Combined boardroom, one to twenty people
Location	After the main entry desk, turn left Meeting rooms 1 and 2 are on the right, just before the Dynamic Zone
Access	Manual sliding doors with a clearance of 925mm.
Inclusions	Three rectangular tables. Flexible configurations Chairs with back and armrests Whiteboard Monitor Power point, HDMI and Chromecast connections Separate multipurpose storage table for presenter's convenience.





Meeting room 3



Meeting room 4

Jessie Tait meeting rooms 3 and 4

The Jessie Tait Building has a variety of additional meeting spaces available.

Details:

Purpose	Meetings
Capacity	Room 3, one to twelve people Room 4, one to six people
Location	Dynamic Zone. Room numbers are clearly signed
Access	Yellow PVC strip curtains
Inclusions	<p>Meeting room 3</p> <ul style="list-style-type: none"> Four rectangular tables. Flexible configurations Chairs with backrests Whiteboard Monitor HDMI Chromecast connection Access to power <p>Meeting room 4</p> <ul style="list-style-type: none"> One round table Chairs with backrests Whiteboard Monitor HDMI Chromecast connection Access to power.

Meeting Rooms 3 and 4 are available for onsite client bookings only.

Jessie Tait

meeting room 5

Meetings room 5 is located in the JT Active Zone .

The Active Zone is located past the main entry desk and through the first door on the right

Access is via a manual door opening inward with a clearance of 1160mm. This door can open up to a double door with a clearance of 2045mm.

Details:

Purpose	Meetings
Capacity	One to eight people
Location	Active Zone. Room numbers are clearly signed
Access	Manual door opening inward with a clearance of 930mm
Inclusions	Three rectangular tables. Flexible configurations Chairs with backrests Whiteboard / Whiteboard Wall Monitor HDMI Chromecast connection Access to power Multipurpose table.

Directions to meeting room 5 may change when events are occurring in the Active Zone of the JT Building. Partitions may be used to create a hallway, or onsite clients may need to walk through the kitchen entry to access the meeting rooms. Staff will be available to direct.





Jessie Tait pods

The Jessie Tait Building has four pods (booths).

Two pods are located in the Dynamic Zone and two in the Active Zone.

Dynamic Zone pods W and N:

Purpose	Informal meetings
Capacity	One to eight people
Location	Dynamic Zone
Access	Pods are not accessible for wheelchair users due to the enclosed space of the table and seats
Inclusions	Bench table Padded bench seating PVC coated foam sound baffling 32" monitor HDMI Chromecast connection Access to power.

Active Zone pods 1 and 2:

Purpose	Informal meetings
Capacity	One to eight people
Location	Active Zone
Access	Yellow PVC strip curtains. Pods are not accessible for wheelchair users due to the enclosed space of the table and seats
Inclusions:	Bench table Padded bench seating PVC coated foam sound baffling 32" monitor HDMI connection Access to power.

These pods can only be [booked](#) by onsite clients and are not available for casual bookings.

Jessie Tait kitchen

There is a spacious kitchen in the Jessie Tait Building.

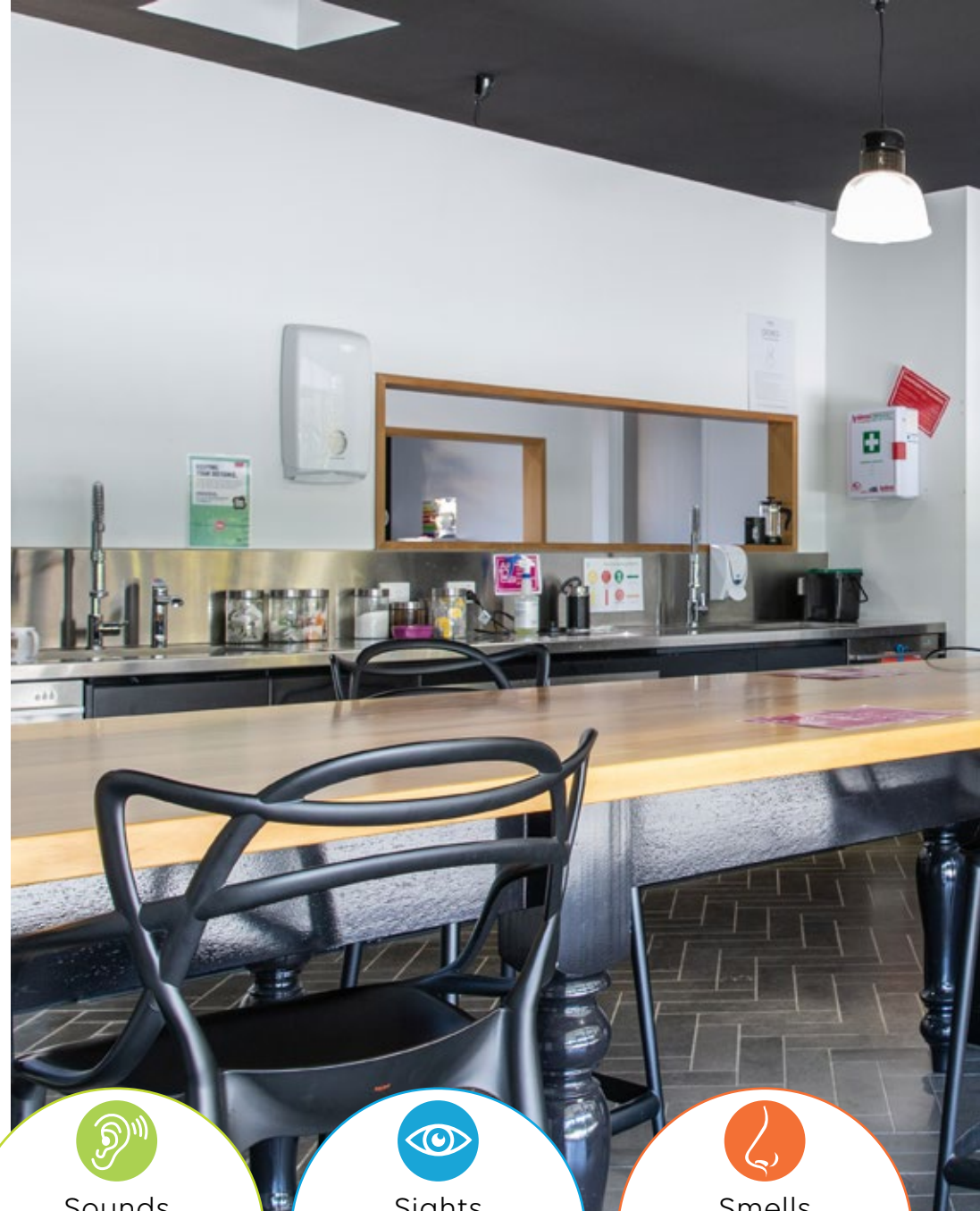
Location: After the main entry desk, proceed straight ahead and past the resource station.

Kitchen facilities include:

- a kitchen table with eight stools
- Nespresso coffee machine. Coffee cards can be purchased to use on this machine
- two sinks
- four dishwasher drawers
- two microwaves
- toaster
- sandwich maker
- drawers with cups and cutlery
- notice board with function information
- soft plastics recycle bin near coffee machine
- bins in drawers between sinks
- complimentary tea and coffee making facilities
- fridge
- food recycle bin for worm farm.

An exit door is available from the kitchen to the outdoor area. Exit is via an automatic door, swinging outward, with a clearance of 1000mm. This door also opens into a double door with a clearance of 2060mm. To exit this door, push the green button on the wall to the left of the door at an operating height 1085mm AFFL.

This door can also be used as an alternative entry to the kitchen for onsite clients, and may be open to visitors during events.



Feel

Change in ground surface
Shared personal space



Sounds

Crockery/Cutlery
Hot water urn
Kitchen appliances
People



Sights

People



Smells

Food/Drink

**SENSORY
GUIDE**

Accessibility

Throughout

- Phone and online bookings.
- Provision of Wi-Fi.
- Wheelchair accessible.
- Pen and paper available for exchange of information. Please report to the reception desk in the TM Building.
- Protection from weather outside entrances of both buildings.
- Wayfinding signage from carpark to TM reception and in the entry area of JT Building.
- Bike racks near main entrance doors.
- Under cover scooter parking at entrance doors.
- Sensor lights in hallways. Manual lights throughout working areas.
- Spaces for a person using a wheelchair to sit with colleagues.
- All accessible toilets signed in Braille.

TM Building

- Carpark 5m walkway to main entrance with gradient 1:37 (2.7%).
- Varied internal terrain of carpet, vinyl and non-slip textured concrete.
- Wide hallways throughout.
- Reception desk height 720mm AFFL.
- Reception registration laptop operating height 820mm AFFL.
- Courtyard area door opening inward with clearance of 860mm.
- Outdoor area with bench table and bench seating. Table height 720mm AFFL and knee clearance 600mm AFFL.

- Emergency exit to rear carpark door opening outward with clearance of 810mm. Door difficult to open wide.
- Rear carpark walkway width of 1010mm and length 5090mm Gradient 1:15 (6.6%).
- Rear carpark entrance with overhead branches.

TM coworking space

- Rectangular desks with electrical sockets - height 720mm AFFL, width 1600mm, depth 320mm, knee clearance 690mm AFFL.
- Round tables with electrical sockets - height 720mm AFFL, width 1200mm, knee clearance 690mm AFFL.
- Sit/stand desks - highest height 1020mm AFFL. Lowest height 700mm AFFL. Both with width 1800mm.
- Dining table at height 900mm AFFL, width 3200mm, depth 890mm, knee clearance 800mm AFFL.
- Multipurpose storage table height 700mm AFFL.
- Photocopier with operating button height 1000mm AFFL.

TM 10sqm and 20sqm office suites

- Sit/stand desk height 990mm AFFL, width 1800mm, depth 700mm.
- Standard desk height 720mm AFFL, width 1800mm, depth 700mm, knee clearance 700mm AFFL.

TM Meeting Room 7

- Table height 730mm AFFL, width 1800mm, depth 580mm, knee clearance 690mm AFFL.
- Multipurpose storage table height 710mm AFFL.

Jessie Tait Building

- Varied internal flooring of carpet, tiles and polished concrete.
- Reception desk height 750mm AFFL.
- Reception registration laptop operating height 1130mm AFFL.
- Wide hallways throughout.
- Photocopier with operating button height 1000mm AFFL.
- DZ workstation adjustable table maximum height 1030mm AFFL, width 2610mm, depth 540mm. Minimum height 760mm AFFL, width of 2610mm, depth of 540mm, knee clearance 725mm AFFL.
- DZ round table height 720mm AFFL, width 1200mm, knee clearance 700mm AFFL, depth 410mm.
- Office suites rectangular desk height 720mm AFFL, width 1740mm, knee clearance 700mm AFFL, depth 320mm.
- Sit/stand desk width 1800mm, depth 500mm. Maximum height 1055mm AFFL. Minimum height 860mm AFFL.
- Meeting room 1 and 2 table height 720mm AFFL, width 1600mm, depth 320mm, knee clearance 700mm AFFL.
- Presenter's multipurpose storage table height 700mm AFFL.
- Meeting room 3 table height 720mm AFFL, width 1800mm, depth 300mm, knee clearance 680mm AFFL.
- Meeting room 4 table height 720mm AFFL, width 1800mm, depth 700mm, knee clearance 680mm AFFL.
- Meeting room 5 table height 720mm AFFL, width 1600mm, depth 300mm, knee clearance 680mm AFFL.

- Meeting room 5 multipurpose table height 700mm AFFL.
- AZ event space stage height 440mm AFFL, podium height 1010mm AFFL and step to stage 240mm AFFL.
- AZ event space with tea and coffee making facilities on a table at height 710mm AFFL.
- AZ event space round tables at height 710mm AFFL, width 1500mm, depth 300mm, knee clearance 700mm AFFL.
- AZ event space rectangular tables height of 720mm AFFL, width 1600mm, depth 320mm, knee clearance 690mm AFFL.
- AZ event space with amplification for speakers available.
- Kitchen table height 900mm AFFL.
- Nespresso coffee machine at operating height 1270mm AFFL.
- Two sinks at height 870mm AFFL.
- Quiet breakout room available for function attendees if required.
- Five external power outlets available. These can be used as a recharge station. Four located in the undercover area 550mm AFFL. One located on the outdoor deck at front of building 250mm AFFL.

EI Events

- Large print name tags provided. Name tags can be either pinned or clipped.
- Agendas provided ahead of time.
- Events Coordinator alerted to the needs of attendees and can offer additional assistance.

Safety

Throughout

- Hand sanitiser stations available at entry points and kitchens.
- Varied outdoor terrain including pavers, bitumen, grass, concrete and stones.
- Audible alerts for emergencies, including loudspeaker alerts and alarms.
- Illuminated exit signs.
- Smoke free venue, alcohol only permitted during events.
- Assistance animals welcome.
- Children must be supervised at all times.
- Patrolled pathways and carparks. After hours only.
- Buildings alarmed after hours.
- Eastern Innovation's COVID policy can be found [here](#).
- Other COVID preventions include access to facemasks, sanitiser, alcohol tissues. Surface contact cleaning is done each day.
- Contactless payment encouraged.
- Clear signs in each working area regarding number of people permitted due to COVID restrictions.
- If first aid is required during business hours please see EI staff.
- In the event of an emergency, staff and volunteers will help and direct onsite clients and visitors. If there is to be an evacuation, onsite clients and visitors will be directed to the nearest exit and designated assembly area.

TM Building

- Raised pavers outside on the ground near bike racks.
- No TGSi at end of pathways, before carpark areas.
- Reception area glass doors and windows without contrast.
- Cupboards, signs, bins, trolleys and chairs placed throughout the building against walls in hallways.
- Meeting room 7 with cable tray on floor. Colour contrasted.
- Coworking space has four overhead electrical sockets hanging from ceiling.
- Coworking space with vertical structural beam in the middle of the room. No colour contrast.
- Coworking space with no contrast on windows.
- Kitchen with Cardio Pulmonary Resuscitation (CPR) instructions.
- Kitchen with first aid kit at lock height of 1580mm AFFL. Key permanently in lock.
- Kitchen with fire blanket on wall at grab height of 1390mm AFFL.
- Door to courtyard area with contrast band on door at 670mm AFFL.
- Fire alarm in coworking space.
- Evacuation map in reception, meeting room 7, coworking space and next to back emergency exit door.
- Nearest defibrillator in Jessie Tait Building on wall beyond entry desk. Grab height 1160mm AFFL.



JT Building

- TGSi at end of pathways to carpark areas.
- Entry with mat inside doorway. No colour contrast.
- Kitchen with first aid kit at 1660mm AFFL.
- Kitchen with fire blanket at 1280mm AFFL.
- Defibrillator located on wall beyond entry desk Grab height at 1160mm AFFL.
- CPR instructions on wall beyond entry desk above defibrillator.
- Entry with large mat in the middle of the floor. Colour contrasted.
- Kitchen mat at exit door. No colour contrast.
- Active Zone with mats on floor. Colour contrasted.
- Active Zone steps to stage, no handrail.
- Dynamic Zone after hours glass sliding door with contrast at 900mm AFFL to 1000mm AFFL.
- Carpark outdoor seating/socialising area with three steps. No handrail or TGSi.
- Evacuation map at main entrance, kitchen, next to the workshop in the Dynamic Zone and on wall next to the emergency exit door.

Contact

Eastern Innovation

5a Hartnett Close,
Mulgrave 3170
Phone 1300 462 822
eibc.net.au

