4.304 (MCHE)(2)	4.305 (MCHE)(2)	4.306 (MCHE)(12)					4.307 (MCHE)(2)	4.308 (MCHE)(2)	4.309 (MCHE)(2)	4.310 (MCHE) (1+ 6 meeting table)	4.311 (MCHE) (1+ 6 meeting table)	4.312 (Division Admin)(9)	
Hot Desk 1 (no **dock**-USB C wire connects to a very large screen, keyboard and mouse)	Desk 1 Allocated Desk- not bookable	**Hotdesk 1** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	Desk 4 Allocated Desk-not bookable	**Hotdesk 7** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	**Hotdesk 10** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	Stationery Cupboard	Desk 1 Allocated Desk-not bookable	**Hotdesk 1** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	Desk 1 Overflow hot desk - allocated, but usable if owner is not using (USB C cable connects to dock with 2 monitors, keyboard and mouse)	**Hotdesk 1** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	**Hotdesk 1** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)		
Hot Desk 2 (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	*Small meeting table*	**Hotdesk 2** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	**Hotdesk 5** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	**Hotdesk 8** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	**Hotdesk 11** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	Stationery Cupboard		*Small meeting table*	*Printers*		*large meeting table *		
Small meeting table	**Hotdesk 2** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	**Hotdesk 3** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	**Hotdesk 6** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	**Hotdesk9** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	Desk 12 Allocated Desk-not bookable	Printers/ Stationery Cupboard	**Hotdesk 2** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	Desk 2 Allocated Desk- not bookable	**Hot desk 2** (USB C cable connects to **dock** with 2 monitors, keyboard and mouse)	*large meeting table *	**Desk 2** (Not bookable- no equipment)		
4.321		4.320 (1 + Table)	4.319 Meeting room with table Shared Meeting room for corridor (used for staff hotdesking)	4.318 Division Admin (2)	4.316 Overflow area. This space is not allocated to MCHE but can be used as an overflow space on Mondays if no bookable hot desks are available.						4.314 Kitchen	4.313	Division Admin