

# Workplace

## Yamaha Motor Europe N.V.

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In order to keep our offices representative we ask you to respect the following rules/standards:

- We offer you a desk, chair and cabinets; these are placed according to approved floorplans.  
In case you would like a change of layout, please send a request to [Facility Helpdesk](#). We will consider the request and if it's in line with our office standards. Do not move furniture in the offices and meeting rooms yourself.
- For instructions of installing your desk chair please check [here](#).
- You can adjust the height of your desk by pulling out and then turning the handle below the right side of your desk. Turning left is lower and turning right is higher.
- For ergonomic advises about setting up your workplace please check [here](#).
- To keep the walls & windows representative please leave them empty. If you want to hang up posters, please send a request to Facility Helpdesk as we have designated areas to put them up.
- Do not eat lunch behind your desk but use the restaurant, also if you bring your own food.
- Plants are placed at designated areas and need to stay at these areas.
- All desks and cabinets are numbered by Facilities, please leave these numbers on it. With your desk number it is easier to notify Facilities and or IS about questions/issues.
- Remote heaters are not allowed and removed from the floors due to fire and safety regulations.
- Keep windows closed at all times to not disturb our Heat and Ventilation System.
- During sunny and warm summer days; please close all sunblind's.  
Make sure you use the darkest side top down and not the transparent side.  
Please check the instructions [here](#).