



**wework**

# **WeWork SEA Office Add-ons Catalogue**

2022



From office accessories to new finishes, these handpicked products are curated by WeWork design experts—specifically sized and formatted to fit your WeWork office.





# How to place an order

## Step 1

Submit a Support Request through the Members Network.

## Step 2

Specify your Item/s in the support request

**For example:** *Medium Floor Planter*

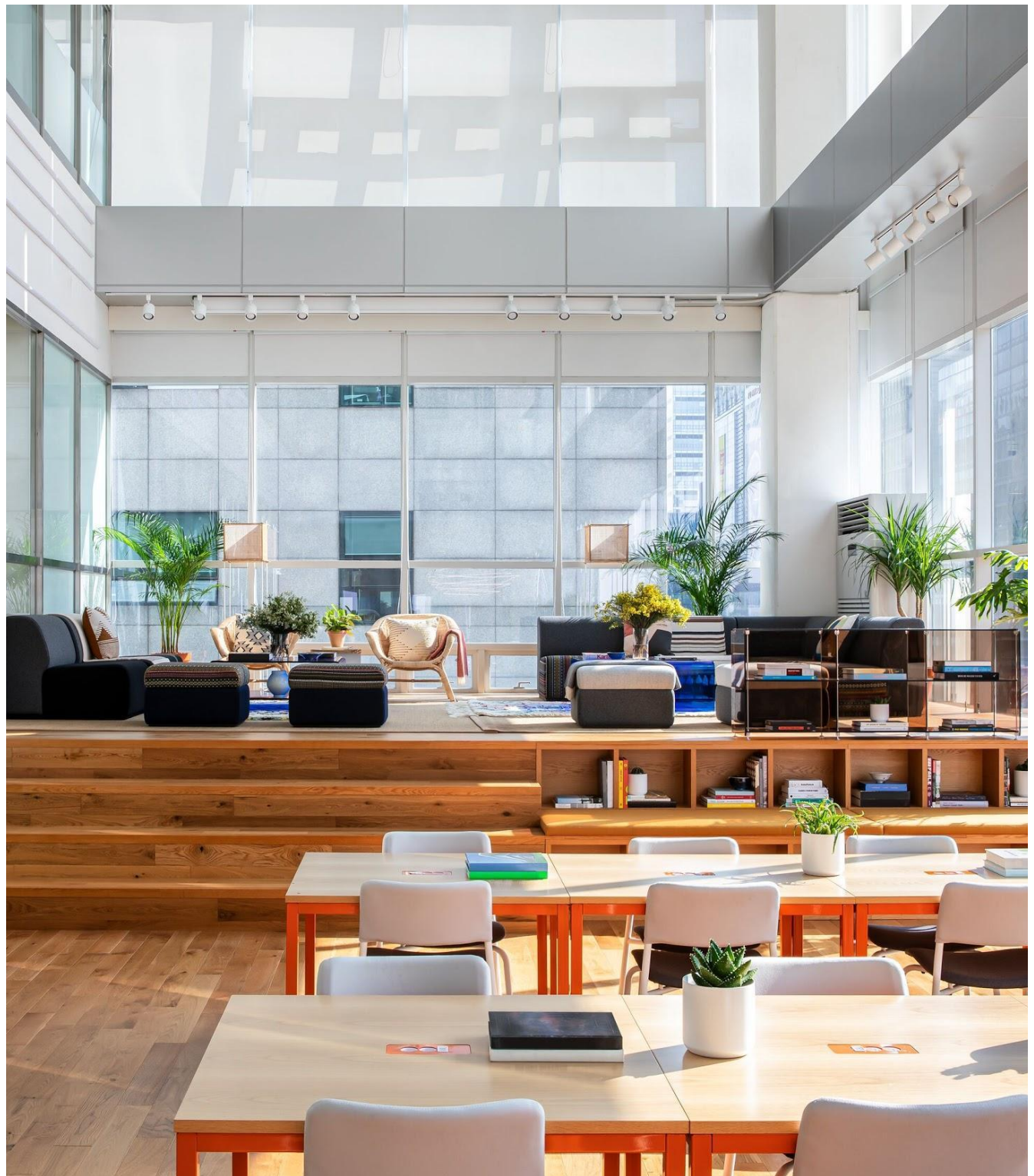
## Step 3

Approve quote price through amendment membership agreement sent to you via email, which will ensure the cost gets added to your upcoming invoice.

## Step 4

Await timely updates from your community team and get ready to enjoy your new add-on purchase.

If you have any questions along the way, please reach out to your Community Team.



# WeWork Office Add-ons

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SECTION

# FINISHES

# 01

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# Privacy Vinyl

**Cost:** Price upon request  
**Lead time:** 1-2 weeks

## Notes

This add-on requires a technician to verify the space and take dimensions. This does not require the member to be out of the space.

Only the banded option can be installed along the corridor panels..

\*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.



Corridors and meeting rooms



Between offices

## Corridor Panels

### Dimensions

900mm band. Top of Privacy Vinyl installed at 1700mm Above Floor Finish Level (AFF). Scope of work dimensions to be taken by Third Party

### Color

White Visible Reflectance 79% & Visible Light Transmittance 85%

### Material

Frosted Vinyl

## Adjoining Office Panels

### Dimensions

Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF). Scope of work dimensions to be taken by Third Party

### Color

White Visible Reflectance 79% & Visible Light Transmittance 85%

### Material

Frosted Vinyl

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# Paint

**Cost:** Price upon request

## Notes

This add-on requires a technician to verify the space and take dimensions. Depending on the scope of work, this could require the member to be out of the space for 1 - 2 days.

Upon vacating the space, the member is to make good the walls to original condition.

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Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.



## General white paint

**Color** DULUX White on White

**SKU** DULUX - 5W



## Member selected accent paint

**Color** TBD by Member  
(Subject to WeWork approval)

**SKU** TBD by Member  
(Subject to WeWork approval)

**Finish** TBD by Member  
(Subject to WeWork approval)

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# Carpet Offering

**Cost:** Price upon request  
**Lead time:** >10 weeks

## Notes

This add-on requires a technician to verify the space and take dimensions. The carpet scope of work must be a wall-to-wall application. Depending on the scope of work, this could require the member to be out of the space for 1 - 2 days.

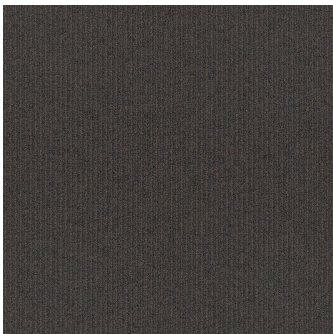
As part of the regular cleaning service provided, the carpet will be vacuumed in lieu of mopping the wood floor. Any requests for a deep cleaning will be an additional cost.

Upon vacating the space, the member is to make good the floors to original condition

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Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.

## High Traffic Areas: Bark



## Conference Rooms: Straw



## Dimensions

500mm x 500mm per tile (Single direction install only, no quarter turn)  
Scope of work dimensions to be taken by Third Party

## Material

BCF Nylon Type 6 - 100% Recycled content

## Compatibility

All meeting rooms & offices (colour selection via WeWork approval)

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SECTION

ACCESSORIES

02

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# Small Planter

Lead time: 2-4 weeks

- IDN: IDR 80,000 + VAT / month
- MYR: MYR 25 + SST / month
- HCM: VND 65,000 + VAT / month
- SGP: SGD 15 + GST / month
- PHP: PHP 550 + VAT / month
- BKK: THB 245 + VAT / month

- Price includes bi-weekly maintenance
- Minimum 6-month commitment
- Min order: 2 - 5 pots (subject to WeWork Operations purview depending on Office size)

## Notes

Breathe life into your indoor areas with a small sized plant.

- Light Level - Low
- Difficulty - Easy

\*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.



## Table Model Mixed Bowl

### Dimensions

Table Pot

## Aglaonema table model plants

### Dimensions

Table Pot

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# Medium Floor Planter

**Lead time:** 2-4 weeks

**IDN:** IDR 100,000 + VAT / month

**MYR:** MYR 30 + SST / month

**HCM:** VND 170,000 + VAT / month

**SGP:** SGD 20 + GST / month

**PHP:** PHP 550 + VAT / month

**BKK:** THB 430 + VAT / month

- Price includes bi-weekly maintenance
- Minimum 6-month commitment
- Min order: 2 - 5 pots (subject to WeWork Operations purview depending on Office size)

## Notes

A medium floor planter makes a stunning addition to any room. It's lovely big green leaves give an instant jungle feel to the space!

Light Level - Low

Difficulty - Easy

\*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.



## Dracaena Deremensis

**Dimensions** 1.3 - 1.4m pot

## Pattaya Beauty

**Dimensions** 1.3 - 1.4m pot

## Sansevieria

**Dimensions** 1.3 - 1.4m pot

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# Large Floor Planter

**Lead time:** 2-4 weeks

**IDN:** IDR 200,000 + VAT / month

**MYR:** MYR 40 + SST / month

**HCM:** VND 210,000 + VAT / month

**SGP:** SGD 30 + GST / month

**PHP:** PHP 550 + VAT / month

**BKK:** THB 475 + VAT / month

- \_ Price includes bi-weekly maintenance
- \_ Minimum 6-month commitment
- \_ Min order: 2 - 5 pots (subject to WeWork Operations purview depending on Office size)

## Notes

Looking to create a bold statement indoors, but with minimal fuss? A large glossy leaves and intriguing growth habit, it's the perfect statement plant for indoors or in a protected spot on your floor.

Light Level - Medium

Difficulty - Easy

\*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.



## Money Plant

**Dimensions** 1.5 - 1.7m pot

## Ficus Lyrata

**Dimensions** 1.5 - 1.7m pot

## Yellow Palm

**Dimensions** 1.5 - 1.7m pot

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SECTION

BRANDING

03

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# Branded Logo on Door

**Cost:** Price upon request  
**Lead time:** 2-4 weeks

**Notes**  
Logo files to be issued by member and shop drawing to be approved prior to fabrication.

\*Product specification is subject to change based on availability, pricing and regional variances.  
  
Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.



Swing Door



Sliding Door

Description	(1) Colour vinyl logo on swing or sliding door. Logo size will be scale within a maximum print size of 410mm x 305mm
	Door Logo: Colour Vinyl
	Vinyl Film

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# Branded Privacy Vinyl Band Multi-Panel Logo 2 Panels

**Cost:** Price upon request  
**Lead time:** 2-4 weeks

**Notes**

Logo files to be issued by member and shop drawing to be approved prior to fabrication.

This item will require a technician to field verify the scope prior to fabrication.

\*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.

<hr/>	
Description	(1) die cut logo across (2) fixed panels. Logo will be a maximum print size of 1520mm x 710mm across all panels. 750mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF).
<hr/>	
Color	Die cut: Clear Frosted Vinyl
<hr/>	
Material	Vinyl Film
<hr/>	

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# Branded Privacy Vinyl Band Multi-Panel Logo 3 Panels

**Cost:** Price upon request  
**Lead time:** 4 weeks

## Notes

Logo files to be issued by member and shop drawing to be approved prior to fabrication.

This item will require a technician to field verify the scope prior to fabrication.

\*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.

## Description

(1) die cut logo across (3) fixed panels. Logo will be a maximum print size of 1520mm x 710mm across all panels. 750mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF).

## Color

Die cut: Clear  
Frosted Vinyl

## Material

Vinyl Film



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# Branded Privacy Vinyl Band Multi-Panel Logo 4+ Panels

**Cost:** Price upon request  
**Lead time:** 4 weeks

### Notes

Logo files to be issued by member and shop drawing to be approved prior to fabrication.

This item will require a technician to field verify the scope prior to fabrication.

\*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.



Description	Top of Privacy Vinyl installed at 1680mm (Above Floor Height) x 850mm (Width).
	(1) die cut logo across (4) or more fixed panels. Logo shall be proportioned within maximum print size of 1520mm x 710mm across all panels.
Color	Die cut: Clear Frosted Vinyl
Material	Vinyl Film

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# Wall Signage

## Custom Vinyl Wall Logo:

**Cost:** Price upon request  
**Lead time:** 4 weeks

## Custom Dimensional Wall Logo:

**Cost:** Price upon request  
**Lead time:** 4 weeks

### Notes

Logo files to be issued by member prior to final quote. Member to review and approve shop drawing prior to fabrication.

\*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.



## Custom vinyl wall logo

Dimensions	Logo width not to exceed 915mm wide.
	Top of logo to be installed at 1675mm above finished floor.
Color	Multicolor
Material	Vinyl



## Custom dimensional wall logo

Dimensions	Logo width not to exceed 915mm wide.
	Top of logo to be installed at 1675mm above finished floor. Three-dimensional logo not to exceed a thickness of 50mm
Color	Multicolor
Material	PVC or Acrylic

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SECTION

# HEALTH & SAFETY

# 04

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# Office Fogging

## One time cost

### IDN:

From min. IDR 12,000 per sqm + VAT

### MYR:

From min. MYR 5.56 per sqm + SST

### HCM:

From min. VND 4,000 per sqm + VAT

### SGP:

From min. SGD 13 per sqm + GST

### PHP:

From min. PHP 58 per sqm + VAT

### BKK:

From min. THB 5.20 per sqm + VAT

## Notes

Please note the scope and price are subject to change due on customisation and office space demands.

All cleaning solutions used are approved locally.

Please allow for up to 4 business days for your additional cleaning to take place.

No minimum commitment.

\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

## Description:

The Office Fogging service will provide an even 360 disinfection coat that is effective from 7 to 30 days, adhering to all surfaces within the office space.

## Example of Cleaning Scope:

> Misting of the entire space including walls, floorings, partitions and all surfaces

> Wiping all areas with disinfectant (including workstations, counter tops, partition tops, furniture & fittings, switches, door handles, glass panels etc.)

## Notes:

There can be no access to the office space 24 hours after the service.

## < 100 SQM

### Specifications

Misting of the entire office including walls, floorings, partitions and all surfaces, as well as hard-to-reach areas such as around desks and soft furnishings within the office.

## > 100 SQM

### Specifications

Misting of the entire office including walls, floorings, partitions and all surfaces, as well as hard-to-reach areas such as around desks and soft furnishings within the office.

Larger offices may be subjected to lower rates with economy of scale.



# Daily Office Clean

\*Price based on headcount

## IDN:

Detailed Clean with disinfecting solutions

**Price\*** IDR 3,400,000 + VAT / month

## MYR

Disinfection service using approved chemical by Ministry of Health

**Price\*** MYR 530.00 + SST / month

## HCM

Detailed Clean with disinfecting solutions (Cloramin B)

**Price\*** VND 3,250,000 + VAT / month

## SGP

Disinfection service using approved chemical by Ministry of Health

**Price\*** SGD 480 + GST / month

## PHP

Disinfection service including disinfecting solution

**Price\*** PHP 10,800.00 + VAT / month

## BKK

Detailed Clean with disinfecting solutions

**Price\*** THB 7,800 + VAT / month

## Notes

Please note the scope and price are subject to change due on customisation and office space demands.

All cleaning solutions used are approved locally.

\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

## Description:

This Daily Office Cleaning add-on ensures that your office is cleaned every weekday, after working hours.

## Example of Cleaning Scope:

- > Empty all bins, clean and reline as needed - daily
- > Wipe down outside of glass entry door - daily
- > Remove boxes which are flat packed by members - daily
- > Damp wipe of desks if clear, keeping them mark free
- > Full vacuum and mop all flooring
- > Vacuum and wet wipe floor tracks
- > Carefully dust all light fixtures under 2M
- > Carefully dust computer on both sides
- > Carefully dust any WW cabinetry if clear
- > Spot clean all non-marked glass with no writing
- > Dust ledges in all directions, both internal side and hallway side.
- > Wipe door handle and light switches
- > Wipe dust from chair legs



## < 20 Desks

1 x Community Service Associate

## Specifications

Clean conducted every weeknight, after working hours.  
Minimum one month commitment.

## > 20 Desks

2 x Community Service Associates

## Specifications

Clean conducted every weeknight, after working hours.  
Minimum one month commitment.

## 40+ Desks

Price upon request

## Specifications

Clean conducted every weeknight, after working hours.  
Minimum one month commitment.

SECTION

OPERATIONS

05

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# Handyman Labour

- IDN**  
IDR 250,000 + VAT/hr (weekdays)  
IDR 500,000 + VAT/hr (weekends)
- MYR**  
MYR 150.00 + SST/hr (weekdays)  
MYR 200.00 + SST/hr (weekends)
- VND**  
VND 350,000 + VAT/hr (weekdays)  
VND 500,000 + VAT/hr (weekends)
- SGP**  
SGD 100 + GST/hr (weekdays)  
SGD 200 + GST/hr (weekends)
- PHP**  
PHP 6,200 + VAT/hr (weekdays)  
PHP 12,500 + VAT/hr (weekends)
- BKK**  
THB 250 + VAT/hr (weekdays)  
THB 500 + VAT/hr (weekends)

\*(minimum of 1 hour works)

**Notes**  
At the end of your Membership, your workspace will need to be reverted back to its original condition. Make Good costs will be quoted and charged to you upon your move out.

\*Product specification is subject to change based on availability, pricing and regional variances.  
Taxes not included but will be charged on final invoice.

## Furniture Assembly

Description	Our maintenance team can assemble any additional furniture you would like to bring in, including shelving, cabinets, and other items. All you need is to confirm that all supplies/parts are on-site.
Price	Price dependent on scope of works
Material	Any additional labour costs/supplies will be charged.

## Mounting Items

Description	Do you have art, a tv, whiteboard, small neon signs, etc that you would like to be mounted on a wall in your office? Once you provide dimensions and necessary materials, our team can assist in mounting.
Price	Price dependent on scope of works
Material	Any additional labour costs/supplies will be charged

# After Hours HVAC

**Cost:** Price upon request

**Lead time:** 48 business hours notice required

Working late, have an after hours event on? We will ensure the temperature is just right for you!

Description

Let us know the finer details of your event including the location, date and time, and we will work with our facilities team to keep you comfortable.

Price

Price dependant on request

\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



SECTION

# SECURITY & REPORTING

# 06

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# Security Services & Hardware

**Extra Security Services:**  
Price upon request  
(min. 4hr shift)

**Security Hardware**  
Price upon request

## Extra Security Services

Description	Security guards and RSA Officers (Marshalls) on attendance
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## Security Hardware

Description	Self managed CCTV Systems. Install and supply Keycard readers/Access control units
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\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

# Guest & Access Control Reports

Guest check-in reports present data on the guests who check in for a either an individual member or a single company on a single day.

Access control reports present data on the swipes of WeWork members' keycards across the site and/or specific office.

Access control report fees are to be paid upfront in full.

*Data disclosed will be subject to any applicable data privacy laws and regulations.*

\*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.

## Guest Check-In Report: One Time

Description	A single or regular report of your guests check-ins (reported per day)
Price (one time)	IDN: IDR 1,425,000 + VAT MYR: MYR 390 + SST HCM: VND 2,200,000 + VAT SGP: SGD 130 + GST PHP: PHP 5,200 + VAT BKK: THB 3,150 + VAT

## Access Control Report: One Time

Description	Access Control Report (30 days of data)
Price (one time)	IDN: IDR 1,805,000 + VAT MYR: MYR 495 + SST HCM: VND 2,800,000 + VAT SGP: SGD 165 + GST PHP: PHP 6,600 + VAT BKK: THB 4,000 + VAT

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## Access Control Report: Weekly

Description	Access control report
Price (per year)	IDN: IDR 32,275,000 + VAT MYR: MYR 10,225 + SST HCM: VND 57,550,000 + VAT SGP: SGD 3,405 + GST PHP: PHP 136,250 + VAT BKK: THB 82,600 + VAT

## Access Control Report: Monthly

Description	Access control report
Price (per year)	IDN: IDR 8,590,000 + VAT MYR: MYR 2,350 + SST HCM: VND 13,262,500 + VAT SGP: SGD 765 + GST PHP: PHP 31,400 + VAT BKK: THB 18,000 + VAT

## Access Control Report: Quarterly

Description	Access control report
Price (per year)	IDN: IDR 2,845,000 + VAT MYR: MYR 780 + SST HCM: VND 4,392,500 + VAT SGP: SGD 260 + GST PHP: PHP 10,400 + VAT BKK: THB 6,300 + VAT

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