

**INTERNAL COMMUNICATION**

In accordance with 3/2019 Office of the General Manager Proceedings, concerning the "Closing of centres and services during 2019 Easter, summer and Christmas",

I WOULD LIKE TO COMMUNICATE that, as previously established, by the Office of the General Manager of the UV, the access to the facilities and the operation of the services, in the Research Institutes of the Science Park, will be the following during 2019 August:

AGOST 2019	WORKING DAYS	PUBLIC HOLIDAYS AND WEEKENDS
Access to buildings	From 08:00 to 22:00, as any other workday, opening of the <b>head building</b> and the other external doors which access is controlled through cards. Rest of the workday, as public holidays.	Authorised staff, access controlled with cards: -Main Door: general access, 24 h. -IFIC door: authorised staff IFIC, 24 h. -Other external doors: without access, except Saturdays (7:00h-15:00h) <b>In any case, please sign the entry/exit registry sheets, available on the Hall desk</b>
Access to car park	From 07:00 to 22:00, as any other workday.	<b>Car park 1</b> will be open in the Saturday mornings, entry and exit must be done by the Catedràtic José Beltran Street. Rest of the time, car parks are closed.
Air conditioning	From 08:00 to 15:00 with general character. Rest of the workdays without service, <b>except:</b> Those labs in which research work which cannot be put off are carried out, or that requires a specific security temperature. These will be air-conditioned 24 hours a day.	Without service, <b>except</b> aforementioned labs.
Maintenance	From 08:00 to 15:00, <b>PHONE. 660 771 125</b>  Night shift: 24-hour emergency service. <b>PHONE. 902 350 365</b>	24-hours emergency service: <b>PHONE. 902 350 365</b>
Cleaning	From 08:00 to 15:00 (Monday to Thursday) From 08:00 to 14:00 (Friday)	Without service.
Security	From 8,00h to 21:00h, daily service <b>PHONE. 637 477 400</b>  From 21:00 to 08:00, as of existing contract . Only one security guard. <b>PHONE. 637 477 381</b> <b>PHONE. 637 477 450 (SysBIO)</b>  In case of lack of coverage or impossibility to contact <b>PHONE. 902 702 359</b>	24-hours service, as of existing contract.  <b>PHONE. 637 477 381</b> <b>PHONE. 637 477 450 (SysBIO)</b>  In case of lack of coverage or impossibility to contact <b>PHONE. 902 702 359</b>
Access control	<b>Head Building PHONE. 96 354 3470 / 43470 – 08:00 to 21:30 h</b> <b>SysBIO - PHONE. 96 354 4810/ 44810 08:00 to 22:00 h</b>	Without service.  24-hours service security <b>PHONE. 637 477 381</b> <b>PHONE. 637 477 450 (SysBIO)</b> <b>PHONE. 902 702 359</b> (lack of coverage)
Restaurant and coffee service	8,00h to 15:00 h	Without service