

INTERNAL COMMUNICATION

In accordance with 2/2017 Office of the General Manager Proceedings, concerning the *“Closing of centres and services during 2016 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:

CHRISTMAS 2017	WORKING DAYS 2,3,4 and 5 January 26 th Dec	WEEKENDS & PUBLIC HOLIDAYS 25 th December 1st January
Access to buildings	From 08:00 to 21:30h, as any other workday, opening of the head building and the other external doors which access is controlled through cards. Rest of the workday, as public holidays.	Authorised staff, access controled with cards: - Main Door: general access, 24 h. - IFIC door: authorised staff IFIC, 24 h. - IATA door and other external doors: without access, except Saturdays (7:00h-15:00h) In any case, please sign the entry/exit registry sheets, available on the Hall desk
Access to car park	From 07:00 to 22:00, as any other workday.	Car park 1 will be open in the Saturdays 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, except: 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, except aforementioned labs.
Maintenance	from 07:30 to 21:00, on the third of personel 5 January: from 07:30 to 15:00 PHONE. 660 771 125 Night shift: 24-hour emergency service. PHONE. 902 350 365	24-hours emergency service: PHONE. 902 350 365
Cleaning	From 07:00 to 15:00, on the third of personel	Without service
Access control	From 08:00 to 21:30, as of existing contract. PHONE: Main door: 96 354 3470 SySBIO building: 96 354 4810	Without service. PHONE: Main door: 637 477 381 SySBIO building 637 477 450
Security	From 21:00 to 08:00, as of existing contract. Only one security guard. Main door: 637 477 381 SySBIO building 637 477 450 In case of lack of coverage or impossibility to contact PHONE. 902 702 359	24-hours service, as of existing contract. Main door: 637 477 381 SySBIO building 637 477 450 In case of lack of coverage or impossibility to contact PHONE. 902 702 359
Restaurant Service	Opened, 08:00 to 15,00	Closed

Paterna, 19 December 2017