

INTERNAL COMMUNICATION

In accordance with 2/2019 Office of the General Manager Proceedings, I WOULD LIKE TO COMMUNICATE:

The access to the facilities and the operation of the services, in the Research Institutes of the Science Park, will be the following:

CHRISTMAS 2019	WORKING DAYS 30 Dec 2,3 January Campus day: 23 December	WEEKENDS & PUBLIC HOLIDAYS 24,25,31 December 1 and 6 January
Access to buildings	From 08:00 to 21:30h, as any other workday, opening of the head building and the other external which Access is controlled through cards. Rest of the workday, as public holidays	Authorised staff, access controlled with card: <ul style="list-style-type: none"> ✓ Main Door: general access, 24 h. doors ✓ 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 Catedratic 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.	24, 31 December from 07:30 to 15:00 without service, except aforementioned labs
Maintenance	From 07:30 to 21:00, on the third of personel PHONE. 660 771 125 Night shift: 24-hour emergency service. PHONE. 902 350 365	24, 31 December from 07:30 to 15:00 25th December, 1st January without service 24-hours emergency service: PHONE. 902 350 365
Cleaning	From 07:00 to 15:00, on the third of personnel	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	Main door: without service <u>SySBIO Building: Open 24 and 31 December (08:00-18:00) Phone. 96 354 4810 / 44810</u>
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: Phone: 637 477 381 <u>SySBIO Building (24 and 31 December only at night time) Telf. 637 477 450</u> In case of lack of coverage or impossibility to contact PHONE. 902 702 359
Restaurant Service	Opened, 08:00 to 15:00	Closed