

# Administration - Office Facilities Guide

## OFFICE FACILITIES GUIDE

### 1. Office Hours

- Building access: 6 AM - 10 PM on weekdays - Weekend access: 8 AM - 6 PM (requires prior approval)
- Reception desk: 8 AM - 6 PM Monday-Friday - Security: 24/7 on-site security personnel

### 2. Meeting Rooms

- Book via company calendar system - Maximum booking: 4 hours per session - Cancel if not needed (24 hours notice)
- Available rooms: Conference A (20 people), Conference B (10 people), Small meeting rooms 1-5 (4-6 people each)

### 3. Parking

- Underground parking: 200 spaces available - First-come, first-served basis - Electric vehicle charging stations: 10 spots
- Visitor parking: 20 spaces (register at reception)

### 4. Cafeteria

- Breakfast: 7:30 AM - 9:30 AM - Lunch: 12 PM - 2 PM - Snacks and beverages: All day
- Free coffee, tea, and water
- Subsidized meals for employees

### 5. Gym and Wellness

- On-site gym: 6 AM - 9 PM
- Yoga classes: Tuesday and Thursday 6 PM
- Meditation room available
- Health checkup: Annual free health screening

**Facilities Manager:** facilities@company.com | Ext: 5678