

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

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