



Director's Order

6/2012

Vacating the NE Wing of Building "A" before Its Reconstruction

In connection with the reconstruction of the NE wing of building "A",

I charge

the team leaders with formally handing the vacated areas over to Václav Mžourek **by June 30, 2012**. The handover will consist in the delivery of all the room keys.

Further conduct depreciation on all the property that has been left in the rooms concerned by the user first offering it to those that may be interested **for transfer via the intranet**. If this option is not utilized, the property needs to be written off. The respective forms are available on the intranet via the link "Forms" – "Property". As an appendix to the proposal for discarding property, it is possible to add an attachment prepared using the materials from "Albína" (the list of the property may be transferred into Excel and further worked with).

Special attention needs to be paid to the removal of all the chemicals including solvents. Chemicals left in the NE wing of building "A" after June 30, 2012 will be liquidated by a specialized company, namely at the cost of the respective teams.

The chemicals that the respective leader decides should be discarded will be prepared for liquidation pursuant to Director's Order 10/2010, which contains the precise procedure. I bring to your attention that attempts to dispose of chemicals by leaving them e.g. in the courtyard or hallways are **a serious breach of labor discipline** and steps will be taken against the culprit in accordance with the valid regulations.

The list of contact persons:

- ❖ For the liquidation of chemicals and dangerous waste – Petr Šimek, tel.: 731447856
- ❖ For the depreciation of the furniture and movables from the accounting records – Irena Eisenreichová, I. 278
- ❖ For the moving – Karel Šobíšek, tel.: 739 221 495
- ❖ For the protocol handover of the vacated rooms – Václav Mžourek, tel.: 731153775
- ❖ Should you have any questions, do not hesitate to contact Tomáš Němec, tel.: 774 798 101

Prague, June 14, 2012

RNDr. PhDr. Zdeněk Hostomský, CSc.
Director