



RE: The Clearance of Building C Prior to its Reconstruction

In connection with the commencement of the planned reconstruction of Building C, we request that all users of this building vacate the areas they use in the building **no later than 30th June 2010**.

The team leaders are responsible for the turnover of the vacated laboratories to Mr Mžourek no later than this date. The turnover will consist of the physical inspection of the state of the laboratory and the subsequent submission of all of the keys to the room.

Special attention must be paid to the removal of all chemicals including solvents. I emphatically remind all of the users of the cooling room on the third floor of Building C that the necessity of clearance also concerns this room. Chemicals left in Building C after 30th June 2010 will be removed by a professional company at the expense of the relevant teams.

Chemicals which the relevant leaders decide to discard will be prepared for liquidation in accordance with Director's Order No. 10/2010. I warn that attempts to dispose of chemicals by laying them aside (e.g. in the courtyard or in the hallways of the institute) are a gross breach of discipline and the culprit will be proceeded against in accordance with the valid regulations.

The list of contact persons:

- ❖ For ensuring the liquidation of chemicals and hazardous waste – **Petr Šimek**, tel.: 731447856
- ❖ For the deletion of furniture and moveable items from the accounting records – **Irena Eisenreichová**, l. 278
- ❖ For ensuring the move – **Tomáš Němec**, tel.: 774 798 101
- ❖ For the protocol turnover of vacated rooms – **Václav Mžourek**, tel.: 731153775

Should you have any questions, do not hesitate to contact Tomáš Němec, tel.: 774 798 101

Prague, 14th June 2010

RNDr. Zdeněk Havlas, DrSc.
Director