

BICMR Duty Schedule for 2019 Winter Vacation

Duty Schedule	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Accountant Duty Schedule:
January	21	22	23	24	25			Xiaoyu Hao 1/21-1/25 (Tel: 62744123)
	Qi Liu	Qi Liu	Qi Liu	Qi Liu	Xiaoni Tan			Contact Information:
	Ningbo Lu	Xiaoni Tan	Xiaoni Tan	Xiaoni Tan				Ying Hao (Tel: 62744130)
				Qiaoming Wu				Qi Liu (Tel: 62744118)
	28	29	30	31				Ningbo Lu (Tel: 62744129)
	Li Yang	Li Yang	Li Yang	Kai Shi				Kai Shi (Tel: 62744119)
		Kai Shi	Kai Shi	Qiaoming Wu				Qiaoming Wu (Tel: 62744148)
February					1			Xiaoni Tan (Tel: 62744132)
					Li Yang			Li Yang (Tel: 62744197)
					Kai Shi			Meng Yu (Tel: 62744121)
	4	5	6	7	8			Leaders in Charge:
	Spring Festival Holiday							Donglin Li: 1/21-1/25
	11	12	13	14	15			Bin Dong: 1/28-1/30
	Ying Hao	Ying Hao	Ying Hao	Ying Hao	Ningbo Lu			Lei Zhang: 1/31, 2/1
	Qiaoming Wu	Qiaoming Wu	Meng Yu	Meng Yu	Meng Yu			
		Meng Yu	Ningbo Lu	Ningbo Lu				Zhaojun Sun: 2/11-2/15

(1) From January 20th to February 17th, the work time for the administrative staff will be changed to 9:00am - 12:00pm, 1:00pm- 4:00pm.

(2) The security staff in BICMR, Tel: 62744127, 62744140

(3) Security Department of PKU, Tel: 62751321

Fire Alarm, Tel: 62752119

Police Station in PKU, Tel: 62751331

24-hour on-duty office of PKU, Tel: 62751201, 62751301