

## BICMR Duty Schedule for 2020 Winter Vacation

Duty Schedule	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Accountant Xiaoyu Hao Duty Schedule:
January	13	14	15	16	17	18	19	Jan 16 - 17 , Feb 12 - 14
	Yuhua You	Yuhua You	Yuhua You	Yuhua You	He Liu			Contacts:
	Xiaoni Tan	Meng Yu	Meng Yu	Meng Yu	Meng Yu			Xiaoyu Hao (Tel: 62744123)
			Qiaoming Wu					Ying Hao (Tel: 62744130)
	20	21	22	23	24	25	26	He Liu (Tel: 62744134)
	Qiaoming Wu	Qi Liu	Qi Liu	Qi Liu	Junjie Li	Junjie Li	Junjie Li	Junjie Li (Tel: 62744127)
	Li Yang	Li Yang	Li Yang	Li Yang	Jin Lai	Jin Lai	Jin Lai	Jin Lai (Tel: 62744140)
February	27	28	29	30	31	1	2	Qi Liu (Tel: 62744118)
	Junjie Li	Junjie Li	Junjie Li	Junjie Li	Kai Shi	Junjie Li	Junjie Li	Ningbo Lu (Tel: 62744129)
	Jin Lai	Jin Lai	Jin Lai	Jin Lai	Ningbo Lu	Jin Lai	Jin Lai	Kai Shi (Tel: 62744119)
	3	4	5	6	7	8	9	Qiaoming Wu (Tel: 62744148)
	Kai Shi	Kai Shi	Ningbo Lu	Ningbo Lu	Ying Hao	Junjie Li	Junjie Li	Xiaoni Tan (Tel: 62744132)
	Qiaoming Wu	Ningbo Lu	He Liu	He Liu	He Liu	Jin Lai	Jin Lai	Baobao Wang (Tel: 62744133)
	10	11	12	13	14	15	16	Li Yang (Tel: 62744120)
	Ying Hao	Ying Hao	Ying Hao	Xiaoni Tan	Xiaoni Tan	Junjie Li	Junjie Li	Yuhua You (Tel: 62744122)
	Qiaoming Wu	Baobao Wang	Baobao Wang	Baobao Wang	Baobao Wang	Jin Lai	Jin Lai	Meng Yu (Tel: 62744121)

### Leaders in charge:

Donglin Li: Jan 13 – 16      Hao Ge: Jan 17 – 22      Ruo Li: Jan 23      Lei Zhang: Jan 24 – 26  
 Bin Dong: Jan 27 – 31      Hao Ge: Feb 1- 2      Bin Dong: Feb 3 – 9      Lei Zhang: Feb 10 - 16

- (1) From January 13<sup>th</sup> to February 14<sup>th</sup> , the work time for the administrative staff will change 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