

B I C M R

Duty Schedule for 2017 Summer Vacation

Duty Schedule	Mon	Tue	Wens	Thurs	Fri	Sat	Sun	
July			12	13	14	15	16	Accountant Duty Schedule: July 18、19、25、26; August 17、18、23
			He Liu	He Liu	He Liu			
			Kai Shi	Ying Hao	Ying Hao			Contact Information:
				Qi Liu				Ying Hao (78106N, Tel: 62744130)
	17	18	19	20	21	22	23	He Liu (78105E, Tel: 62744134)
	Kai Shi	Kai Shi	Kai Shi	Ningbo Lu	Ningbo Lu			Qi Liu (78103-1, Tel: 62744118) (Duty out of office on July 13)
	Ying Hao	Ying Hao	Ying Hao	Xiaoni Tan	Xiaoni Tan			Ningbo Lu (78106S, Tel: 62744129)
	24	25	26	27	28	29	30	Kai Shi (78103, Tel: 62744119)
	Ningbo Lu	Ningbo Lu	Ningbo Lu	Ningbo Lu	Ningbo Lu			Yuan Wei (78104N, Tel: 62744123)
	Xiaoni Tan	Xiaoni Tan	Qiaoming Wu	Ying Hao	Qi Liu			Qiaoming Wu (78102, Tel: 62744133/44148)
August	31	1	2	3	4	5	6	Xiaoni Tan (78105E, Tel: 62744132)
	Qi Liu	Qi Liu	Qi Liu	Qi Liu	Qi Liu			Meng Yu (78105E, Tel: 62744121)
	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu			Yuhua You (78104S, Tel: 62744122)
	7	8	9	10	11	12	13	Leaders in Charge:
	Xiaoni Tan	Xiaoni Tan	Xiaoni Tan	Kai Shi	Kai Shi			July 12-14: Jiping Zhang
	Qiaoming Wu	He Liu	He Liu	He Liu	He Liu			July 17-21: Donglin Li
	14	15	16	17	18	19	20	July 24-28: Donglin Li
	He Liu	Meng Yu	Meng Yu	Meng Yu	Meng Yu			July 31-August 1: Gang Tian
	Kai Shi	Yuhua You	Yuhua You	Yuhua You	Yuhua You			August 2-4: Zhaojun Sun
	21	22	23					August 7-10: Donglin Li
	Meng Yu	Meng Yu	Meng Yu					August 11\14-18: Zhaojun Sun
	Yuhua You	Yuhua You	Yuhua You					August 21-23: Zhaojun Sun

(1) From July 12th to August 23th, 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: 62744221, 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