

B I C M R

Duty Schedule for 2018 Summer Vacation

Duty Schedule	Mon	Tue	Wens	Thurs	Fri	Sat	Sun	
July	16	17	18	19	20	21	22	Accountant Xiaoyu Hao Duty Schedule: July 17/18/19 (pm) /23 (am) /24/26 (pm) /27 August 21/22/23 (pm)
	Xiaoni Tan	Xiaoni Tan	Xiaoni Tan	Xiaoni Tan	Xiaoni Tan			
	Yuhua You	Yuhua You	Xiaoxiao Jin	Xiaoxiao Jin	Xiaoxiao Jin			
			Meng Yu	Meng Yu	Meng Yu			
	23	24	25	26	27	28	29	Contact Information: Xiaoyu Hao (78104N, Tel: 62744123) Ying Hao (78106N, Tel: 62744130) Xiaoxiao Jin (78102, Tel: 62744120) Qi Liu (78103-1, Tel: 62744118) Ningbo Lu (78106S, Tel: 62744129) Kai Shi (78103-2, Tel: 62744119)
	Xiaoxiao Jin	Xiaoxiao Jin	Xiaoxiao Jin	Xiaoxiao Jin	Yuhua You			
	Meng Yu	Meng Yu	Meng Yu	Meng Yu	Qi Liu			
	30	31						
	Yuhua You	Yuhua You						
	Qi Liu	Qi Liu						
August			1	2	3	4	5	Qiaoming Wu (78102, Tel: 62744133/4148) Xiaoni Tan (78105E, Tel: 62744132) Yuhua You (78104S, Tel: 62744122) Meng Yu (78105E, Tel: 62744121)
			Yuhua You	Yuhua You	Qiaoming Wu			
			Qi Liu	Qi Liu	Qi Liu			
	6	7	8	9	10	11	12	
	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu	Qiaoming Wu			
	Qi Liu	Kai Shi	Kai Shi	Xiaoni Tan	Xiaoni Tan			Leaders in charge July 16 - 20: Xiaobo Liu July 23 - 27: Jiping Zhang July 30 - August 3: Zhaojun Sun
	13	14	15	16	17	18	19	
	Qiaoming Wu	Ningbo Lu	Ningbo Lu	Ying Hao	Ying Hao			
	Kai Shi	Kai Shi	Kai Shi	Kai Shi	Kai Shi			
	20	21	22	23	24	25	26	August 6 - 10: Donglin Li August 13 - 17: Zhaojun Sun August 20 - 24: Donglin Li
Ningbo Lu	Ningbo Lu	Ningbo Lu	Ningbo Lu	Ningbo Lu				
Ying Hao	Ying Hao	Ying Hao	Ying Hao	Ying Hao				

- (1) From July 16th to August 24th, 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