



# Revs+

## Yamaha Motor Europe N.V. Facilities & GA Update

Juli 2025

### RESTAURANT & BANQUETING

We still notice a lot of last-minute catering requests. Please be informed all banqueting (incl. lunch vouchers) must be done via [Jira](#) **at least 3 days in advance** before 14:00.

For groups **larger than 20 persons, please order 2 weeks before** the event date.

If you want to increase the number of guests, you must request this at least 1 week in advance. This has to do with purchasing. A decrease in the number of people can be requested 48 hours before the meeting.

Already placed orders can be cancelled free of charge up to 24 hours prior to delivery.

On Wednesday, July 16, after lunch, we will begin preparing the kitchen for the installation of a second industrial oven. This upgrade will help us better meet the growing banqueting & lunch demands. The kitchen will be partially out of use due to the necessary installation of a water connection and drainage system for the new oven.

As a result, on Thursday 17 and Friday 18 of July, the kitchen will only be serving sandwiches and meal salads.

Extra note: On Friday, July 18, burgers & fries will not be available.

### POLICIES & JIRA

Our Facilities & General Affairs policies can be found on [Sharepoint](#) and [Confluence](#). The policies are made to help you find more information about our services and standards.

In case you have questions / requests / complaints, please create a ticket via the [Facility Jira platform](#).

### FLEX PILOT

On 21 May, 2 phone booths and 1 meeting booth were installed at the main office as part of a pilot.

We see that these are already being used frequently and we would therefore like to hear your opinion through a short [survey](#), by clicking on the link before July 21. After we have the results we can summarize these and discuss about possible further steps.

Also a part of this pilot is to test acoustic panels at IS Division, the installation will take place in the beginning of August. Once we have the final date, we will inform you.

### AFTER WORK DRINKS PLANNING

The dates for the upcoming After Work Drinks in 2025 are known:

- Wednesday September 24
- Thursday November 27

Outlook invitations will be sent out this week. We hope to see you there!

The Sinterklaas celebration will be on Wednesday November 26. More information and invitations will follow in September.

### AFTER SUMMER CLEAN-UP

In the upcoming months we will organize a 'After Summer clean-up' for the offices; the opportunity to check cabinets/drawers and throw away items you don't need. We would like to minimize the number of cabinets and will remove the ones which are not used.

We will plan this clean-up for each floor and inform your Division by e-mail which dates it will take place. During this clean-up containers will be available.



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### PREVENTION OFFICER

I would like to introduce myself to you as the health and safety officer within our organization. My name is Kim Reijntjes, and in my role I am committed to promoting safety, health and well-being in the workplace. Together with you, I want to ensure a safe and pleasant working environment in which we prevent risks as much as possible and identify problems in time.

As Prevention officer my responsibilities include:

- Identifying risks in the workplace;
- Advising on preventive measures;
- Supporting the preparation and execution of the Risk Inventory & Evaluation (RI&E);

Do you have questions about work pressure, workplace design or other health & safety related topics?

Please do not hesitate to contact me via [Jira](#).

### VARIOUS PROJECTS

Last month two pedestrian walkways were created at the parking lot area at Bellsingel. The crosswalks will be painted as soon as possible.



In May the small orange first aid kits and separate plaster dispensers have been replaced for the wound care dispenser, as illustrated below. In the wound care dispenser you can find everything you need to deal with minor wounds. It contains wound wipes (left), soft foam bandage (middle) and plasters in different sizes (right).



For larger incidents/wounds we still have the big blue first aid kits. These kits contain different modules for treating a particular type of injury. Locations can be found [here](#).

The wound care dispensers and blue first aid kits are checked monthly. But if you do see that something needs refilling, please report it via [Jira](#).