



## Revs+

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

April 2024

### After Work Drinks Poll

In February we had our first After Work Drinks of the year. Here we welcomed a number of colleagues but there is certainly room for other colleagues. In the spirit of making the After Work Drinks more attractive for everyone, we would like to receive some input from you. You can submit your answers [here](#). Please submit it before the 7<sup>th</sup> of May. We already planned the next After Works this Thursday the 25<sup>th</sup> of April, just before King's Day. The invitation has been send via e-mail. We will have some drinks & snacks and there is a possibility to play traditional old Dutch games.

### Meeting rooms

The Knowledge Hub in the SC is available again for meetings up to 15 persons. The Academy & The Knowledge Hub in SC and The Learning Hub at Bellsingel offices 1<sup>st</sup> floor can only be booked by Facility. You can make a reservation by sending an email to [facilitydesk@yamaha-motor.nl](mailto:facilitydesk@yamaha-motor.nl). All other meeting rooms are available via Outlook. See attached an updated Meeting Room overview which is also available on [Sharepoint](#).

### Reception

As of the beginning of April we've started working with a new supplier of employees for our reception. Currently we are working in a new pool of receptionist. We would like to ask you to give them a warm welcome to Yamaha Motor Europe N.V.

### Clean Desk / Pantries

To keep our office environment as clean, neat and hygienic as possible and also to help our cleaning company to clean your workplace at the best level we kindly ask you the following:

- Put your cups & glasses away in the dishwasher after using and do not leave them on your desk, the counter top or the sink.
- With the re-opening of the restaurant and larger opening hours during the day, we will remove the microwaves at the pantries. You can use the microwaves at the restaurant and eat over there; do not eat behind your desk. Also a perfect opportunity to get a break from your screen/desk.

### Spring/Summer clean-up

In May-June we will organize a 'Spring/Summer clean-up' for the offices; the opportunity to check closets/drawers and throw away items you don't need.

In case folders need to be placed in the SC Archive, please mail to [facilitydesk@yamaha-motor.nl](mailto:facilitydesk@yamaha-motor.nl).

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

### Policies

We have updated our Facilities & General Affairs policies on [Sharepoint](#).

The policies are made to help you finding more information about our services and standards.



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### Lockers HO

We have noticed new requests for lockers in the lockerroom at HO now that the weather is getting nicer. As we can't enhance the number of lockers, we're currently testing new locks for the lockers. The new locks will unlock daily at 00:00 hrs. So that the lockers can be used by other colleagues every day. As soon as we have news we will come back to you.

### Parking lot

- Please park your car within the lines of the parking space to give as much colleagues as possible the option to park their car. When the parking lot at HO/SC is full, you can always park your car at the Bellsingel 2.
- When you have an electric vehicle, please remove your car from the charger when fully charged.
- Parking lot Koolhovenlaan and Bellsingel are broomed/swept. The lining on the Bellsingel parking lot will be reapplied on the 26<sup>th</sup> of April (if the weather permits).

### Access control system / New profile pictures

As many of you might have already seen, there has a lot been done in and around the buildings with our access control system. The technical side of this project has been done for 95% and will be finalized when the old card readers will be removed.

Currently we are working on the software side of this project to minimize the impact for the users. When finalized we will inform you upfront.

As the access control system will be replaced, so do all the badges need to be replaced. Therefore we would like to give you the opportunity to update your (profile) picture.

Please find below the time slots to make a new picture.

29/4, 30/4, 2/5, 3/5, 6/5, 7/5 from 11:30 till 12:00 or 14:30 till 15:00.

### Lunchtime

The last couple of weeks we've started to see a trend of more and more people having lunch at exactly 12:00. The result is long waiting time and in the end waiting for a seat in our restaurant. We would like to inform you that restaurant is open for lunch from Monday till Friday from 11:45 – 13:30 and we would like to invite you to visit our restaurant more dispersed. If you feel that there is not enough choice left at lunch or that something has run out, you can address Vermaat about this and they will make sure it is refilled.

Good to know:

- Payment goes via Pin
- 150 seats available
- Milk and buttermilk are complimentary from Yamaha Motor Europe N.V.

Attached you will find a newsletter from Vermaat for those interested.