

LSI Facilities



LSI TEM Policies

General Policies

May 2011

1. The normal hours of operation for the LSI TEM will be 9 am – 4 pm, Monday through Friday. The TEM will be closed for statutory holidays and weekends, as well as all days that UBC is closed (e.g. between Christmas and New Years). The TEM will allow highly qualified personnel access after hours Monday through Friday and may be granted access on weekend and statutory holidays.
2. The client is solely responsible for logging time spent in the log provided in the TEM room. In case of discrepancies between the online booking and the log clients will be billed as follows:
 - a. Based on the time entered on the log if actual usage has exceeded the online booking.
 - b. Exact time reserved through the online booking if actual usage is less than the time originally booked.