

**Announcement 通知**

Memo to: All staff  
收件人：全体员工

From: HR & Office Department  
发件人：人力资源及办公室部门

Subject: Disinfection and Insect killing on Jan18  
主题：2月15日的消杀通知

Date: Feb 13, 2025  
日期：2025年02月13日

Ref. No: FHC-Dept-2025  
咨询号：

Status: Approved  
状态：已批准

Dear all,  
大家好，

An overall four pests killing activity& termite control are to be carried out from 09:00AM to18:00PM on this Saturday (Feb 15, 2025). This Sat. will use residual spraying to deal with insect pests in the factory. Each Department needs to close the doors and windows to prevent flying insects from entering on this Friday before off work.

本周六（2025年2月15日）09:00-18:00期间，厂区进行灭四害及白蚁防治工作。本次施工将采用滞留喷洒施工方工来处理厂区内的虫害，本周五下班前，请各部门关好门窗，避免飞虫进入。

Disinfection time schedule  
消杀时间安排

Time 时间	Area 区域
9: 00~12: 00	Surroundings, Security guard, Green belts, Drains and Dumping site. 外围区域、保安亭、绿化、下水道及垃圾场
12: 30~13: 30	Canteen area 食堂区域
13: 30~15: 00	Workshop Office area 车间办公室区域
15: 00~16: 30	Quayside Office building 码头综合楼
16: 30~18: 00	The main Office Building 主办公楼

- If you work inside the office on this Saturday, kindly follow the indication from subcontractors to quick leave for half an hour accordingly. The pest control spray is low toxic base on national standard, to ensure the good effects, do not refuse the disinfection activity please, only overall pests killing can achieve effectiveness, thanks!  
如您本周六在办公室内加班，请在工作人员的指示下，中途离开半小时。所有的消杀药品均是符合国家要求的低毒产品，蚊虫高发期，为确保消杀效果，请不要拒绝工作人员的消杀服务，整体消杀方能达到成效，谢谢！
- For the empty offices, company cleaners will accompany with the subcontractor(s) to get into the rooms. Kindly keep your precious items properly beforehand.  
对于空无一人的办公室，由公司保洁带领工作人员入内。请提前存放好各自的重要物品。

The tentative disinfection yearly plan was drawn as below for your information, it might be slightly adjusted in time of some special situation such as high-incidence of pest, bad weather, company activities etc. Any question, welcome to contact Ms. Yan (607219) from Facility Management Dept.

以下为暂定的年度消杀时间表供您参考，如有特殊情况（如虫害突发、天气原因、公司活动等），消杀时间有可能进行微调。有任何疑问，欢迎联系设备管理部严女士(607219)。

Month 月份	Day 日期	
2024.06	2024.06.15	2024.06.29
2024.07	2024.07.13	2024.07.27
2024.08	2024.08.10	2024.08.24
2024.09	2024.09.07	2024.09.21
2024.10	2024.10.12	2024.10.26
2024.11	2024.11.16	
2024.12	2024.12.14	
2025.01	2025.01.18	
2025.02	2025.02.15	
2025.03	2025.03.15	
2025.04	2025.04.19	
2025.05	2025.05.10	2025.05.24
2025.06	2025.06.14	

HR & Office Department  
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