



SMART GUIDE REAL ESTATE

The intent of this guide is to provide a summary of real estate and facilities information so that companies are aware of the contacts and processes to facilitate their set-up in the Park.

**Reception of EPFL Innovation Park opens
from 8.00 to 12.00 and from 13.00 to 17.00**

Location: EPFL Innovation Park, Building C (ground floor), 1015 Lausanne
Tel.: +41 21 353 80 00

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ORGANIZATION

OVERVIEW

EPFL Innovation Park

Founded in 1992, the EPFL Innovation Park manages 16 buildings and offers a location for national and international companies in the heart of the campus of the Swiss Federal Institute of Lausanne (EPFL). It promotes collaborations with researchers from EPFL and technology transfer. In this modern world, coexist about thirty large companies and over 140 start-ups. More than 2'600 people work together with skills as diverse as biotechnology, micro and nanotechnology, information technology and communication.

They all benefit from collaborations with laboratories and researchers at EPFL that initiates and maintains geographic proximity. Innovation is naturally favored in this environment where the technology of the future is created. Bright ideas born in the laboratories of the campus quickly resonate with businesses and industries www.epfl-innovationpark.ch.

The EPFL Innovation Park is an active member of Switzerland Innovation Park Network West, a dense and rich research hub in Western Switzerland, which nurture innovation.

For more information: www.switzerland-innovation.com/network-west/

LEASE MANAGEMENT

Aside from a few exceptions, the EPFL Innovation Park has two types of lease agreements:

- Those for start-ups – the landlord being the Fondation EPFL Innovation Park (FEIP)
- Those for large companies – the landlord being Société pour le Quartier de l'Innovation de l'EPFL (SQIE)

Please refer to your own lease agreement if you wish to check under which contract you operate. Both entities are handled by our team at EPFL Innovation Park.

YOUR REAL ESTATE CONTACTS

Contract management & Services



Emma Dorée

Head of Sustainability & Real Estate Services: supervising sustainable activities and the team of real estate & services.

doree@epfl-innovationpark.ch • 021 353 80 21



Théo Bouchardy

Real Estate Administrator: administrating the lease agreements for FEIP (Lausanne/Geneva) and the coordination for 'Le Garage' incubator.

bouchardy@epfl-innovationpark.ch • 021 353 80 23



Julian Bruno

Real Estate and Digital Projects: administrating the lease agreements for SQIE (large companies) and responsible for digital projects (i.e EIP portal).

bruno@epfl-innovationpark.ch • 021 353 80 22



Roxane Meyer

Services Coordinator: interfacing with resident companies for all types of general requests related to life on the Park and providing support to sustainability projects.

meyer@epfl-innovationpark.ch • 021 353 80 29



Nikolina Maric

Services Coordinator: in charge of the reception of the Park at the welcome desk of building C and Camipro cards / Gaspar account administration.

reception@epfl-innovationpark.ch & camipro@epfl-innovationpark.ch • 021 353 80 00

Technical support *(All technical requests should be addressed through the web portal except in case of emergency)*



Jean-Luc Menetrey

Infrastructure Manager: supervising the EPFL Innovation Park infrastructures.

menetrey@epfl-innovationpark.ch • 021 353 80 13



Gaviota Motta

Architect / Project Manager: project management for SQIE buildings, external infrastructures and the Campus Biotech in Geneva.

motta@epfl-innovationpark.ch • 021 353 80 11



Vincent Mahé

Architect / Project Manager: project management for new buildings, new Innovation Ecotope and other existing areas.

mahe@epfl-innovationpark.ch • 021 353 80 17



Manon le Pezenec

Interior designer / Project manager: project management for the interior design of buildings

lepezenec@epfl-innovationpark.ch • 021 353 80 16



Julien Bidlingmeyer

Maintenance Manager

maintenance@epfl-innovationpark.ch • 021 353 80 12



Micaël Ferreira

Maintenance Technician

maintenance@epfl-innovationpark.ch • 021 353 80 15

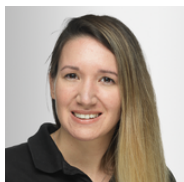
Accounting *(In case of urgent matter and should your contact person be absent, you can send an email to comptabilite@epfl-innovationpark.ch)*



Rosario Bouzan

Head of finance, administration & HR

bouzan@epfl-innovationpark.ch • 021 353 80 41



Anne Morel

Accountant

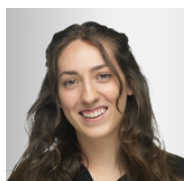
morel@epfl-innovationpark.ch • 021 353 80 42



Christelle Tagan

Finance manager & personnel management assistant

clerc@epfl-innovationpark.ch • 021 353 80 45



Erita Kadiri

Accountant

kadiri@epfl-innovationpark.ch • 021 353 80 44

How to contact us

EPFL Innovation Park office location: ground floor of building C

FEIP post address: Fondation EPFL Innovation Park
Bâtiment C
1015 Lausanne

SQIE post address: SQIE-Société pour le Quartier de l'Innovation de l'EPFL
p.a. Fondation EPFL Innovation Park
Bâtiment C
1015 Lausanne

FACILITIES

FACILITIES LINKED TO YOUR OWN LEASE AGREEMENT

Premises

Your lease agreement specifies the premises your company is renting as well as specific and general conditions. Aside from the office space, you may rent some additional facilities such as parking spaces, storage rooms or, for start-ups only, computer racks.

Parking spaces

- **Private parking spaces:** in view of their limited number, EPFL Innovation Park allocates a quota to each company according to the size of its rented premises.

Price list per month excluding VAT

- | | |
|---|------------------------|
| • Underground parking space | CHF 150.- |
| • Outdoor parking space | CHF 120.- |
| • Underground parking space with charging station | CHF 250.- + 0,25 c/kWh |
| • Underground parking space for motorbike | CHF 30.- |

Our lease agreements are issued only in the name of the company settled in the Park.
If you are an employee, please inquire with your manager or administrative officer.

Your contacts: Théo Bouchardy (start-ups) or Julian Bruno (large companies)

- **Aside from your lease agreement, other parking spaces are available at the car park of the SwissTech Convention Center:**

Rate is CHF 200.- excluding tax

Please contact:

Comptoir Immobilier

021 313 23 33 • locationlausanne@comptoir-immo.ch

- **Usurpation of your parking space:** please contact Securitas agents at 021 693 89 79 at 079 857 41 68 and let them know the brand, colour and plate number of the vehicle which occupies your place in order for them to come and fine it. They will as well allow you to exceptionally park for free in green zone. In case it happens again, Securitas can have the vehicle towed away.

- **Parking spaces in green zone for start-ups (*parking in green zone is not allowed for large companies*):**

As for private parking spaces, a quota of annual parking authorizations is allocated to each company depending on the size of its rented premises.

Companies must let the reception of EPFL Innovation Park know the name of a collaborator who will be in charge of managing the authorizations on behalf of all the employees of the company. Only this person should contact the parking office of EPFL to register collaborators or to contact Théo Bouchardy at EPFL Innovation Park if having any question regarding the quota.

For further information on the process to authorize people to park in green zone:
<https://www.epfl.ch/campus/mobility/fr/mobilite/vehicules/parking/places-vertes/epfl-parc-innovation/>

Your contact: Théo Bouchardy

Computer racks rental (*for start-ups only*)

Start-ups have the possibility to rent computer racks in our server room located in building D. The server room has a cooling system, access control by camipro badge and video surveillance. However, we do not provide electrical redundancy.

Your contact: Théo Bouchardy

Storage rooms

You can rent some additional space in the basement of our buildings, please note that it is subject to availability.

Your contacts: Théo Bouchardy (start-ups) or Julian Bruno (large companies)

OTHER FACILITIES AND PROCESSES

Meeting rooms

Please refer to our Smart Guide Services for information regarding the meeting rooms and the booking conditions.

Klewel Station

This is a webcasting solution which allows you to shoot, record and upload your live presentations.

It can be booked via our online booking system Book a room at the rate of CHF 180.- per hour excluding VAT.

Our reception can send you a presentation brochure and/or a user guide.

For further information about the service developed by the company Klewel: www.klewel.com

Access to buildings with Camipro card

Main access doors of the buildings of the Park are open from 7.00 am to 7.00 pm from Monday to Friday. Please note that buildings are closed for Christmas holidays. When closed, access is possible with a Camipro card to badge with onto the smart-card readers at entrances.

Kindly refer to our Smart Guide Services for further information regarding the Camipro card.

Keys handover and request for extra keys

We will give you the keys of your premises during your move-in inspection.

You can make a ticket through your portal to order extra keys from our maintenance department. Please note that only portal profile types Facilities, Company Administrator and Company Supervisor allow to use the ticketing service.

Extra keys are invoiced CHF 50.- per unit.

Signage



- **Signs at the entrance:** in order to have your company logo on the signage of your building, we will contact you to ask for your logo (.JPEG, .AI or .PSD). For large companies, signage fees are to be covered by the tenant.
- **Logo of your company on the Totem at the entrance of the Park:** should you wish to know the cost to have your company displayed, please contact Julian Bruno.
- **Parking spaces signage:** it is managed directly by us by respecting the format of the plates located in front of each parking space (especially do not remove the plates to replace them by others). For large companies, signage fees are to be covered by the tenant.
- **Mailbox plate:** in order to respect the harmony of mailbox blocks, please log on to <http://www.pentogravo.ch/form/> to place your order. The cost is around CHF 30.-. You will receive the plate by post so that you can put it in the notch of your mailbox.

- **Mailbox plate for start-ups:** it is handled by the landlord.
- **Web referencing:** the EPFL Innovation Park website releases the presence of your company on its « company list » by creating your company profile. This webpage allows to filter companies by type or branch of industry but also to do a search by keywords. Upon arrival and thereafter, we invite you to complete and update it.

You can access it through your portal if you have a portal profile type as Company Supervisor or Company Administrator: <https://epfl-innovationpark.ch/login>

Please note that the general information about your company (contact, activities) get public on our website as soon as filled in your profile.

Your contact: Roxane Meyer

Waste management

Containers available in every building basement for large companies and start-ups:

- Cartons - empty and properly folded
- PET bottles - emptied and crushed
- Paper
- Glass

Additional containers available for start-ups:

- Consumables (batteries, light bulb and coffee capsules)
- Tinsplate (containers available in buildings B, C and D)
- Electronic equipment (all start-ups can use the container in building C)
- Printer cartridges (all start-ups can use the container in building C)

Other type of waste for which there is no container available must be evacuated from the site by tenants themselves. Please note that Sagex can be put in the blue garbage bags.

Shops are required by law to take back devices of the same type as those they offer in their assortment, regardless of their brand, place and date of purchase, without obligation to purchase. Printer cartridges are to be picked up by your printer cartridge vendor.

We remind you that it is strictly forbidden to store private or personal equipment in the corridors and in the common premises including in basements.

For more information, you can contact maintenance@epfl-innovationpark.ch

ParkShare

ParkShare enable companies of the Park to put at disposal their unused private parking spaces in order for collaborators of other companies to take advantage of them.

The reservation of available parking spaces is allowed for all portal profiles whereas offering parking spaces is to be managed by collaborators with profile types as Company Administrator or Company Supervisor.

In both situations, you will have to log onto your portal account and then click on the appropriate icon, namely "Access ParkShare" if you wish to book a slot or "Manage ParkShare" if you wish to put parking spaces at disposal.

To put a parking space at disposal:

- Identify and click on the number of your space highlighted in green on the map showing the location of the different car parks in the Park. That will open a window shown in the screen print thereafter;
- Fill out the start date of availability and select the daytime "Morning" or "Afternoon" for which you wish to make the parking space available;
- Make it available for one or more days or reproduce a weekly template by choosing among the options "Only once", "Every day" or "Every week" of the field "Recurrence";
- Click on "Save".

Here is a print screen of the window that pops up when clicking on a parking space number:

The screenshot shows a window titled "QIO -1 135" with a close button (X) in the top right corner. The window contains a calendar for December 2020. The calendar grid shows days from 29 to 09. The date 24 is highlighted in green. To the right of the calendar, there are fields for "Date:" (12/24/2020), "Available:" (Morning selected with a green checkmark, Afternoon unselected), "Recurrence:" (Every day selected from a dropdown), and "Until:" (2020-12-24 with a calendar icon). A green "Save" button is located at the bottom right of the window.

Procedure in case of fire, flood or explosion



- Call the fire brigade immediately on 118 and activate the building's fire alarm system so that your call can be located

Or

- Dial 021 693 30 00 (EPFL units can dial directly 115)

- If possible, assist any person in immediate danger to safety, but do not put yourself at risk
- Close all doors
- Turn off gas, electrical, laboratory equipment and remove any flammables from hazardous area
- Use a nearby fire extinguisher to control and extinguish the fire.



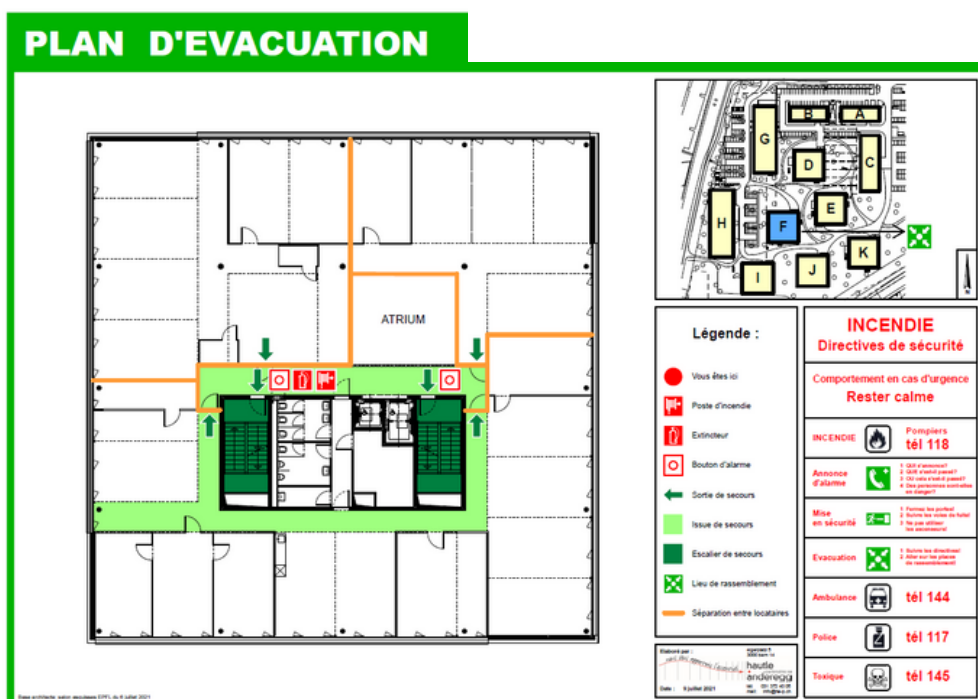
Fire extinguishers are located in the cabinets in the hallways near the lifts (red signs in picture on the left).

In the event of an emergency necessitating evacuation of the premises, a siren will sound intermittently, please take the following steps:

- Calmly leave the building immediately taking your Camipro card and keys
- Use staircases only and follow the emergency exit signs. The use of the lifts is strictly forbidden. Emergency exits or escape roads are marked by illuminated signs or pictograms. You will find an evacuation plan in the hallways of each floor (an example is shown hereafter).
- Go to a designated assembly point (see plan hereafter with green symbols) where headcounts can be taken. Evacuation will be supervised by members of the fire brigade.
- Once first aid team is on site: report anyone suspected of remaining in the building and any particular danger (products, installations, etc.)

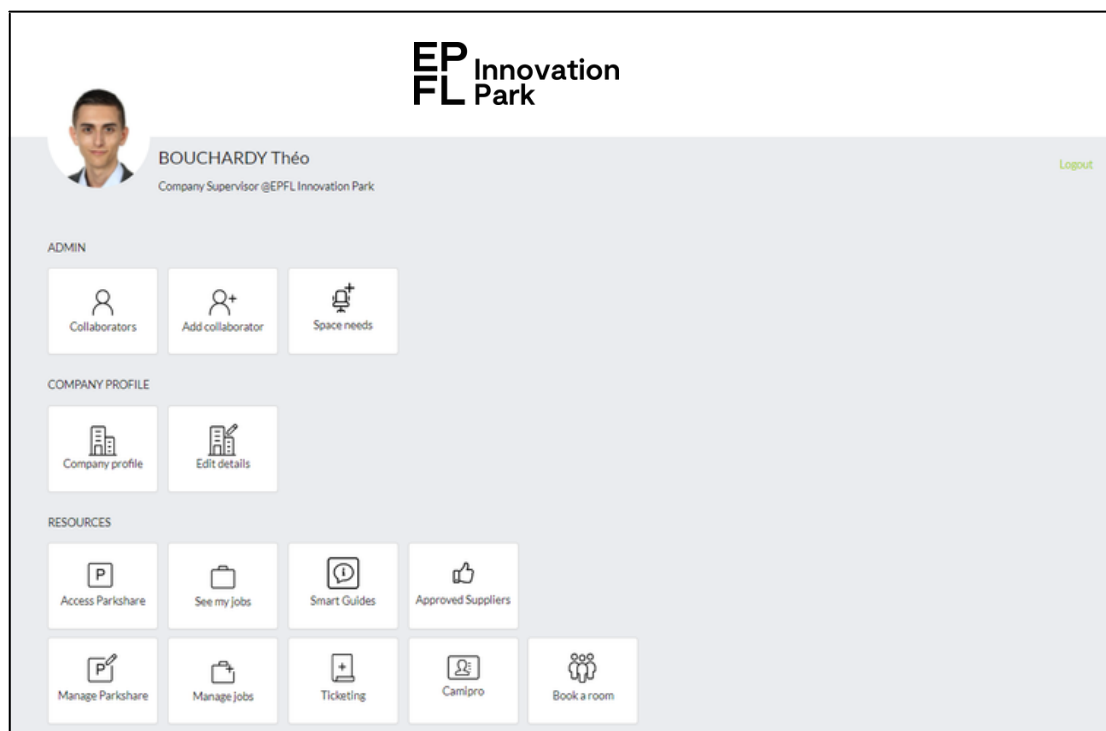
An emergency shower for laboratories accidents is available in building L, entrance south-west, 1st floor.

Example of an evacuation plan



PORTAL

The portal allows you to access the online services offered by EPFL Innovation Park. Your access rights will depend of your profile type. Here is below a print screen that shows the portal homepage of a profile Company Supervisor with icons representing the available functions.



4 types of profile are available:

- 1 Company Supervisor:** provides access to all functions including all existing Smart Guides and lets you change any Employee profile type to Company Administrator. It is the only type created on our side.
- 2 Company Administrator:** provides access to all existing Smart Guides, allows to create an employee profile type and to use managing functions such as modifying the online company profile, booking a conference room, posting a job ad, requesting additional space (for start-ups only), or putting at disposal a parking space in ParkShare (see page 10 for details).
- 3 Facilities:** provides access to all existing Smart Guides and allows to book a conference room, to make a ticket for an intervention of our maintenance team and to use online services such as viewing the job vacancies within the company or booking an available parking space in ParkShare.
- 4 Employee:** provides access to the Smart Guides Services, Sustainability and Mobility and allows to use online services such as viewing the job vacancies within the company or booking a parking space in ParkShare.

Ticketing

A ticketing service is available in the portal for Company Supervisors, Company Administrators or Facilities to advise about the technical issues occurring in the private premises or in the common spaces.

Your contacts in case of urgent matters: maintenance@epfl-innovationpark.ch • 021 353 80 10

FINANCIAL DETAILS

Rent

The invoices for our rent will be sent out by:

- Anne Morel for FEIP lease agreements (start-ups)
- Christelle Tagan for SQIE lease agreements (large companies)

Billing for conference rooms Luna & Jupiter

Rental cost and set-up fees are invoiced on a quarterly basis. Set-up fees are charged at cost price and include your set-up and the return to the original setup of the room before change.

Our supplier ISS rates for set-up requests in 2022: CHF 41.55 per hour and per needed agent.

Billing for garbage bags

As per policy of the canton of Vaud, it is mandatory to use specific taxed garbage bags, EPFL ones being blue. The use of these specific bags is mandatory for all companies of the Park.

- **Conditions for start-ups:** blue 'EPFL' trash bags of 35L or 110L are available for free at the reception (building C).
- **Conditions for large companies:** payable blue 'EPFL' garbage bags of 35L or 110L are available at the reception (Building C).

Please order them in advance by opening a ticket on our portal. Costs are as follows:

- CHF 35.00 (HT) for bags of 110 litres (200 pieces)
- CHF 28.00 (HT) for bags of 35 litres (400 pieces)

These supplies will be invoiced to your company at the end of the semester (end of June and end of December) on the basis of receipts you signed when you picked up the bags at our reception.

Please take into consideration the quantities needed by the cleaning company in charge of maintaining your premises.

Other chargeable services

- **Coffee:** Nespresso coffee capsules are on sell at our reception at the price of CHF 7.- the ten or CHF 35.- the box of fifty capsules.

● **Printers with functional copiers/scanners available in the following buildings:**

- Building A (3rd floor)
- Building C (1st floor)
- Building D (2nd floor)
- Building I (2nd floor)

They are networked printers, allowing you to print from your desktop in safe mode. You can access them by introducing the ID code and PIN communicated to the site manager upon arrival of your company. As each company has its own, you should not disclose them to third parties.

The installation guides are online: <https://epfl-innovationpark.ch/working-here/printers/>

The supply of paper and cartridges is delivered on odd weeks.

Rates: CHF 0.30 per colour printout; CHF 0.10 per black and white printout.

CHECKLIST UPON ARRIVAL

This list is dedicated to new comers settling at EPFL Innovation Park. We are looking forward to hosting you and wish you continued success within our vibrating ecosystem!

- ☐ Reading of the Smart Guides (Services, Real Estate, Mobility and Sustainability) *
- ☐ Familiarization with the portal of the website of EPFL Innovation Park (ticketing, job board, ParkShare)
- ☐ Filling in of your online company profile on the company list available on the website of the Park
- ☐ Sending the requested information needed for the signage of your company in the Park
- ☐ Downloading of the app EPFL Inno Park: <https://epfl-innovationpark.ch/working-here/inno-park-app>
- ☐ Subscription to the newsletter of EPFL Innovation Park

() The Smart Guide Services and the Smart Guide Sustainability are available on every portal profiles. So is the Smart Guide Mobility which is available additionally [here](#). The Smart Guide Real Estate is only available to the portal profiles as Company Administrator, Company Supervisor and Facilities.*



You may find this guide not exhaustive or wish to make some comments. If so, please do not hesitate to contact me, I will take into consideration any suggestion.

Roxane Meyer - Services Coordinator
meyer@epfl-innovationpark.ch • 021 353 80 29