



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

CONTENTS

Organization

- 3** Overview
- 3** Lease management
- 4** Your real estate contacts

Portal

- 13** Ticketing

Facilities

- 6** Facilities linked to your own lease agreement
 - 6** Premises
 - 6** Parking spaces
 - 7** Computer racks rental
 - 7** Storage rooms
- 7** Other facilities and processes
 - 7** Meeting rooms
 - 7** Access to buildings with Camipro card
 - 7** Keys handover and request for extra keys
 - 8** Signage
 - 8** Waste management
 - 8** Fairmove
 - 11** Procedure in case of fire, flood or explosion

Financial details

- 14** Rent
- 14** Billing for conference rooms
- 14** Billing for garbage bags
- 14** Other chargeable services

Check list upon arrival

- 16** List dedicated to new comers settling at EPFL Innovation Park

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 startups. More than 2'800 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 startups – 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.

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

YOUR REAL ESTATE CONTACTS



Jean-Luc Menetrey

Head of Infrastructure: supervising the EPFL Innovation Park infrastructures.
menetrey@epfl-innovationpark.ch • 021 353 80 13



Kristian Jelusic

Real Estate Administrator: administrating the lease agreements for FEIP (Lausanne/Unlimitrust) and the coordination for 'Le Garage' incubator.
jelusic@epfl-innovationpark.ch • 021 353 80 23



Lino Baccini

Real Estate Manager: administrating the lease agreements for SQIE (large companies). Responsible for digital projects (i.e EIP portal).
baccini@epfl-innovationpark.ch • 021 353 80 22



Manon Reis

Architect/Project manager: project management for the interior design of buildings
reis@epfl-innovationpark.ch • 021 353 80 16

Technical support

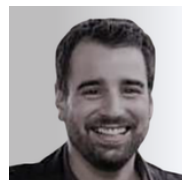
(All technical requests should be addressed through the web portal except in case of emergency)



Julien Bidlingmeyer

Maintenance Manager

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



Micaël Ferreira

Maintenance Technician

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

Services & Park experience



Emma Dorée

Head of Marketing & Park experience: supervising sustainable activities and the team of Marketing & services.

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



Sophie Amy

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

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



Nikolina Maric

Front Office Supervisor: in charge of the reception of the Park at the welcome desk of building C and Camipro cards / MyCamipro account administration.

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



Christine Prudente

Receptionist: in charge of the reception of the Park at the welcome desk of building C and Camipro cards / MyCamipro account administration.

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

Accounting

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



Thomas Winteler

Finance Director

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

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 startups 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.

Type of place we have for rent:

- Underground parking space
- Outdoor parking space
- Underground parking space with charging station
- Underground parking space for motorbike

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: Kristian Jelusic (startups) or Lino Baccini (large companies)

- **Usurpation of your parking space:** please contact Securitas agents at 021 693 89 79 or 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. Warning, Securitas does not operate in the car park of building L and in the car park of buildings M and N.

For tenants renting parking spaces there and having their space usurped, we kindly ask you to send an email with the following information to jelusic@epfl-innovationpark.ch:

1. A picture of the front and rear of the vehicle with the plate number and brand of the vehicle
2. A picture with the number of the parking space

Computer racks rental *(for startups only)*

Startups 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: Kristian Jelusic

Storage rooms

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

Your contacts: Kristian Jelusic (startups) or Lino Baccini (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.

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



- **Signage 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 uno.
- **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 startups:** 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. Contact Sophie Amy for any questions.

Waste management

Containers available in every building basement for large companies and startups:

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

Additional containers available for startups:

- Consumables (batteries, light bulb and coffee capsules)
- Tinplate (containers available in buildings B, C and D)
- Electronic equipment (all startups can use the container in building C)
- Printer cartridges (all startups can use the container in building C)
- Sagex (machine for white sagex in building D)

Other type of waste for which there is no container available must be evacuated from the site by tenants themselves.

For exceptional needs related to greater quantity of bulky items (moving in or out, stock cleaning,...) startups are granted access to the Retripa waste disposal center under the EPFL Innovation Park account. The Park will then re-invoice the startup.

See below for the procedure for disposing of your waste:

- Place the vehicle on the entrance scale
- Intercom: Announce "*Fondation EPFL Innovation Park, customer no. 11014513*" and then announce the name of your company
- Announce the material(s), then follow the caller's instructions
- Empty the material(s)
- Place the vehicle on the exit scale
- Go to the office to collect the weighing ticket

Large companies that would like to have access to the Retripa waste disposal centre can contact our maintenance team at maintenance@epfl-innovationpark.ch

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

Fairmove

Fairmove is our web-app for companies and their employees to access pre-paid daily parking spaces with or without charging point in our parkings in Lausanne and Saint-Sulpice.

How does it work?

All users with access to the [tenant portal](#) can log in to the Fairmove application and create an account using the same email address as for their tenant portal access. It will be necessary to register a credit/debit card for future payments.

The Fairmove offer is available at the following parking places:

- The indoor parking O "Parking Ouest"
- The indoor parking N "Parking Nord"
- Outdoor parking spaces around the Park, including building L

And for the tenants of our buildings in Saint-Sulpice:

- The indoor parking of building M
- The outdoor parking of building N

The plan of the parkings can be found [here](#).

You can pick the parking that is the most convenient for you. Please take note that you will need your [camipro](#) card to access the indoor parkings O and N.

Once the parking selected and the payment proceeded, a specific parking spot will be reserved for you for the selected day and parking.

The prices are the following:

- Parking space : CHF 14.-per day
- Parking space with charging station: CHF 18.- per day + 44cts per kWh

Should you find a trespassing vehicle on your parking spot, we thank you to follow the procedure that you can find directly on Fairmove or [here](#).

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.



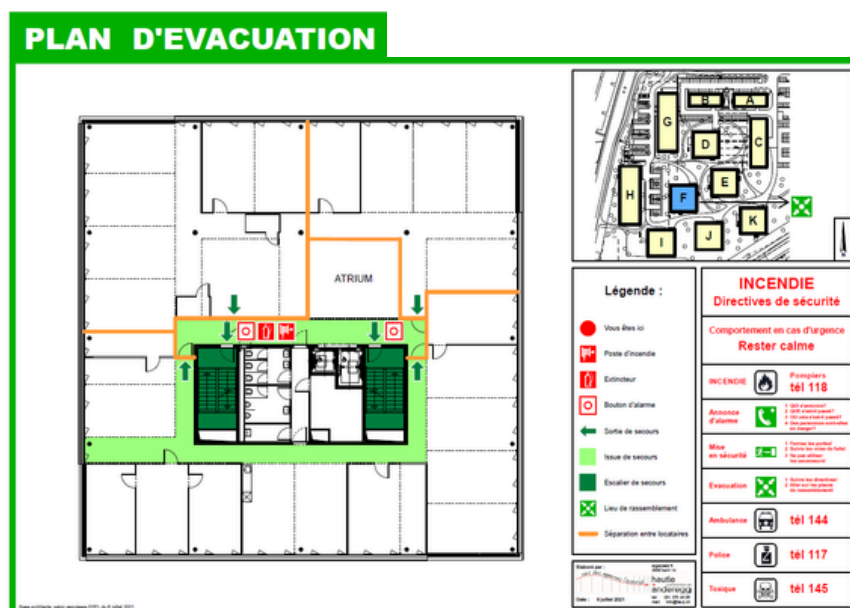
Fire extinguishers are located in the cabinets in the hallways near the lifts (red signs in picture on the left).

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.)

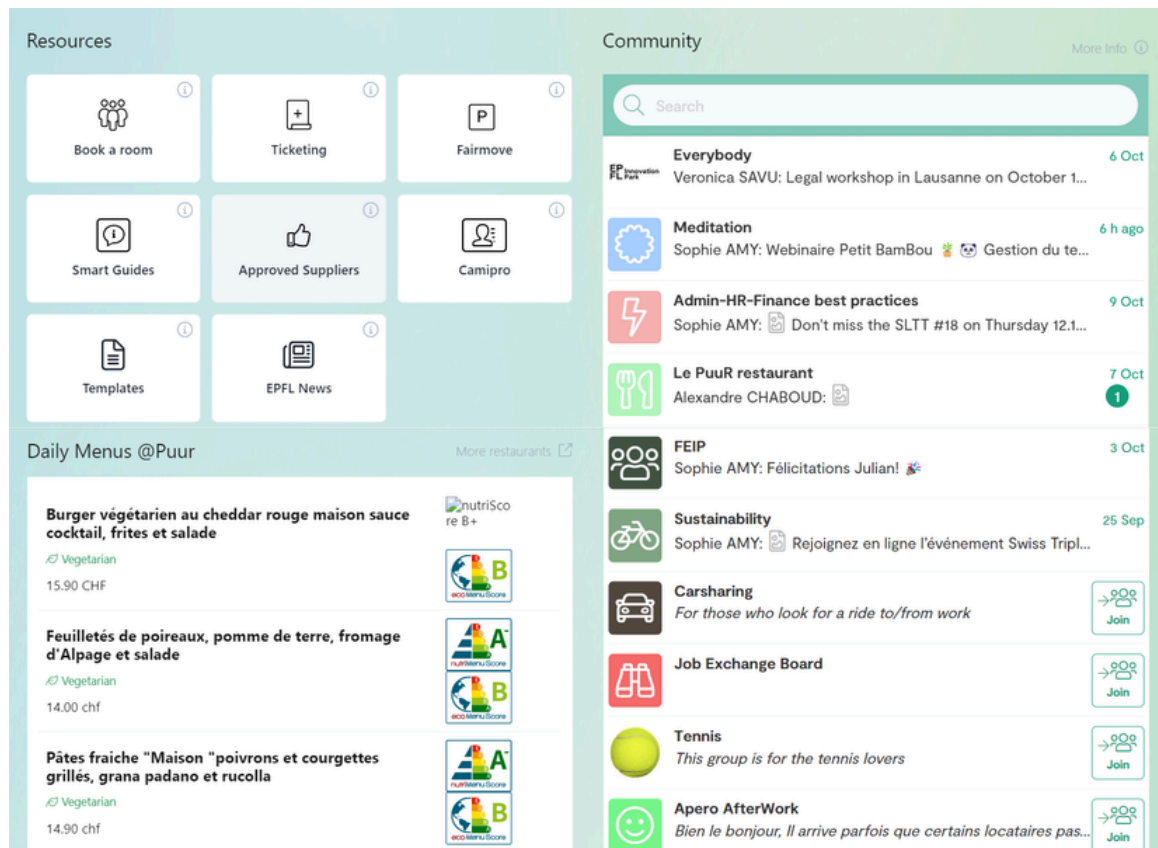
An emergency shower for laboratories accidents is available in building L, entrance south-west, 1st floor.

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 startups only), or booking an available parking space in Fairmove.
- 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 Fairmove.
- 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 Fairmove.

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 contact 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:

- Ana Henriques for FEIP lease agreements (startups)
- Brandon Quennehen for SQIE lease agreements (large companies)

Billing for conference room Uranus

Should you need any particular set-up, please let us know 2 weeks before so that we can plan it. Like rental cost, set-up fees are invoiced on a quarterly basis and at cost price of CHF 200.-. Please note that these fees include your set-up and the return to the original set-up.

The usual set-up of the room is in classroom for 35 people.

Billing for garbage bags

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

● Conditions:

- Payable in cash/twint on receipt or on invoice
- Can be purchased by the roll or box
- For box purchase, please send an email to reception@epfl-innovationpark.ch
- Price:
 - CHF 19.50 (HT) for a roll of 35 litres (10 units)
 - CHF 30.00 (HT) for a roll of 110 litres (5 units)
 - CHF 390.00 (HT) for a box of 35 litres (20 rolls)
 - CHF 600.00 (HT) for bags of 110 litres (20 rolls)

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 2.- per unit 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.

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

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

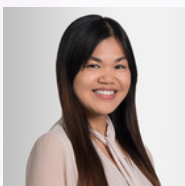
Rates (HT) : CHF 0.30 per colour printout; CHF 0.10 per black and white printout.

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, Fairmove)
- ☐ 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.

Sophie Amy - Community Manager
amy@epfl-innovationpark.ch • 021 353 80 29