IMPORTANT CONTACT DETAILS :

Housekeeping, F&B and any other assistance

Extn – 4848, Direct no /9769294945/9819314050
Email – floyde.dsouza@lodhagroup.com

Pantry extn. Nos:
8th Floor: 4672
9th Floor: 4676
10th Floor: 4272
L1/L2 Floor: 4677

IT Assistance (Projector, VC, Networking)

Extn – 4514/4515
Email – lodhait@lodhagroup.com

CONFERENCE ROOM GUIDELINES :

You are kindly requested to comply the following:

- Occupy the conference room only after confirmation of booking from HRMS.
- Call extn.4224 to inform closure of your meeting.
- Handle the company assets with extreme care.
- Switch off the projector & lights when not in use.
- Do not leave behind your files, papers or any other material in the meeting room.
- Inform pantry for clearance, if F&B service is availed.
- Re-arrange the chairs to its original position.
- Service is available between 9.15am to 6.30pm on all working days.

For any feedback please write to floyde.dsouza@lodhagroup.com

Regards,

Team HRMS