

DELIVERIES TO THE EIB'S KIRCHBERG CAMPUS



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Access procedure

Where access to the Campus is required, Security must be notified in advance via your EIB link person coordinating the delivery.

The spiral access ramp at the junction of boulevard K. Adenauer and rue Hammes must be used for deliveries, on-site supplies and the collection of goods.

Small packages may be delivered directly to the reception desk.



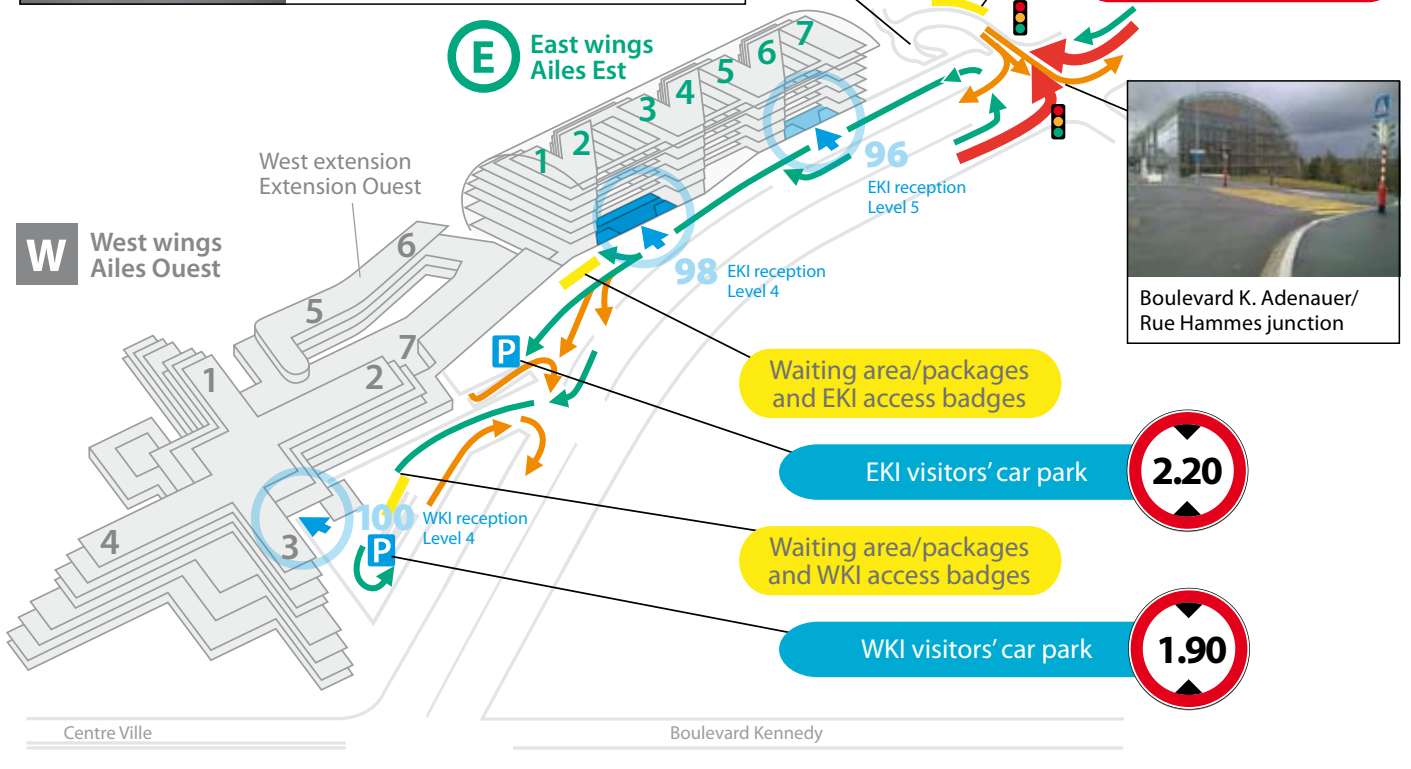
Spiral ramp entrance

Maximum vehicle size:

4.00 (height limit)

<10.20 m (width limit)

<16.50 m (length limit)



Delivery to unloading bays:

Two delivery bays (East and West) are accessible via the underground ramp to the car parks. Access is from the junction on the East Building side. Ensure that you do not continue driving down the spiral ramp and heed the height limits indicated above. Traffic rules must be complied with, including in the underground areas.

SWITCH ON YOUR LIGHTS

10 (speed limit)

Prohibitory sign for pedestrians

LPG (fuel type)

Warning sign for traffic lights

Switch off engine when you stop!

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Pre-delivery waiting area:

For all deliveries to bays, park in the waiting area located on the upper part of the spiral ramp. The driver must present a delivery note and ID card to the security guard at the entrance to the ramp below the waiting area.

Delivery times:

The main reception desks on level 4 of both buildings are open 24 hours a day, 7 days a week, and the reception desk on level 5 is open from 7.00 – 20.00.

Deliveries to bays are allowed between 7.00 and 17.30, at the following times only:

07.00 – 08.30 9.30 – 11.30 12.30 – 13.30 14.30 – 17.30

If absolutely necessary, a request for authorisation to deliver outside these times may be made to your EIB link person at least 48 hours prior to delivery, specifying the desired time slot and explaining why.

For deliveries to the reception desks, vehicles may stop in the areas provided for and packages are to be handed over at the reception desk. Access must be kept clear at all times.

Delivery to one of the three reception desks:

Access to the three reception areas in the East and West Buildings is allowed only after authorisation has been granted by Security and only for objects below a certain size (maximum: L=1 m; W=0.6 m and H=0.4 m) and weighing less than 15 kg.



Access inside the buildings:

If access is required inside a building – i.e. beyond the bays or reception areas – an access authorisation request is mandatory. It must be submitted by your EIB link person at least 24 hours before any visit to the site.

For any work to be carried out on the Campus, a technical staff access request is mandatory. The form and conditions governing such work are available from the EIB link person.

The EIB link person must be notified in advance in writing of any dangerous product or sensitive equipment.

Delivery addresses:

For deliveries to reception desk (small packages):

96, 98 or 100 boulevard Konrad Adenauer - (depending on which reception desk) • L-2950 Luxembourg

For delivery to the bays:

100 boulevard Konrad Adenauer - East or West bay (as necessary) • L-2950 Luxembourg

Useful contacts :

For further information, please contact your EIB link person. Otherwise or in the event of an emergency, you may contact Security at (+352) 4379-40010 (East Building, desk always manned). It is also possible to download this **“Deliveries Guide”**, together with the **access map** and the **“General Security and Safety Rules”** for the Kirchberg Campus (intended for external companies) via the link www.eib.org/offices.