

Lurdy Ház – Tenant Information Guide

1. Important Contacts

Facilities Management & Maintenance

For facilities management, maintenance, and maintenance request (cooling-heating, lighting, window repairs, etc.):

- **During office hours:**
 - Monday: 8:00 AM – 3:00 PM
 - Tuesday–Wednesday: 8:00 AM – 5:00 PM
 - Thursday: 8:00 AM – 3:00 PM
 - Friday: 8:00 AM – 1:00 PM

🔗 Maintenance request via the APFM system: <https://lurdy.apfmhelpdesk.com/>
(Registration required: muszak@lurdyhaz.hu)
- **Evening & weekend:** ☎ Security Service +36 70 457 1583
- **Other requests (e.g., mailbox, staff restroom keys):** muszak@lurdyhaz.hu
- **Technical Manager:**
Benjamin Kövér, ☎ +36 30 678 5495 | ✉ kover.benjamin@lurdyhaz.hu

Marketing

- **Exclusive discounts for tenants/employees.** 🔗 Lurdy VIP Program Info: [Lurdy VIP Guide](#)
🔗 Current discounts: <https://lurdyhaz.hu/lurdyvip>
Registration: ✉ lurdykedvezmeny@lurdyhaz.hu
- **Lurdy Newsletter:** Stay updated with the latest news & events.
✉ Subscribe: <https://mailchi.mp/lurdyhaz/lurdyvip>
- **Advertising inquiries:** ✉ marketing@lurdyhaz.hu

Finance & Billing

For invoice-related requests and inquiries:

✉ penzugy@lurdyhaz.hu

Leasing

For office and retail space leasing inquiries:

✉ sales@lurdyhaz.hu

Parking

- **Parking Hours:**
 - Surface Parking: 24/7
 - Underground Garage: 5:30 AM – 10:00 PM
- **Parking Administration:**
 - Monday: 8:00 AM – 3:00 PM
 - Tuesday–Wednesday: 8:00 AM – 5:00 PM
 - Thursday: 8:00 AM – 3:00 PM
 - Friday: 8:00 AM – 1:00 PM ✉ parkolas@lurdyhaz.hu / Parking invoice: szamla.parkolas@lurdyhaz.hu

- **Parking Assistance Request:** ☎ +36 70 457 1583
- **Secure Bicycle Storage:** Located in the underground garage, accessible with a magnetic card.
Card request: ✉ parkolas@lurdyhaz.hu (Fee: 1,000 HUF/month)

Security Service (Dispatcher Office)

24/7 Service: ☎ +36 70 457 1583

2. Events & Conferences

- 🔗 **Event Calendar:** <https://lurdyhaz.hu/esemenyek/>
- **Event Center:** ✉ info@lurdkonferencia.hu | ☎ +36 70 674 2920
🔗 [Lurdy Conference Center](#)

3. Services

- **Restaurants & Cafés:** Ground & 1st Floor (Mon-Sun 10:00 AM – 8:00 PM)
- **ATMs:** OTP, Erste, K&H (located under escalators near surface parking entrance)
- **Post Office:** Ground Floor (Mon-Fri 9:30 AM – 6:00 PM, Sat 10:00 AM – 4:00 PM)
- **Pharmacy:** Ground Floor (Mon-Fri 9:00 AM – 8:00 PM, Sat 10:00 AM – 3:00 PM)
- **Gym:** Scitec Gold Fitness (24/7)

4. Emergency Contacts

- **Fire:** ☎ Security Service +36 70 457 1583, then call 112 or 105
- **Medical Emergency / Ambulance:**
 - ☎ Medical Service: +36 1 215 1644
 - ☎ Ambulance: 112

5. Other Important Information

- **Building Hours:**
 - The building is open daily from **6:00 AM – 10:00 PM**.
 - Office access outside of these hours is available through the entrance next to the surface parking dispatcher office.
- **Waste Management:**
 - Central waste collection bins: **Blue-labeled containers**
 - **Basement level (-1):** Behind the double doors at the loading ramp (accessible from the underground garage behind the blue stairwell) / Outside the building on the Pékerdő Street side
 - **1st Floor:** Behind the double doors near the red elevators and Moncremi
- **Cleaning:**
 - Common area cleaning is conducted daily from 6:00 AM – 9:00 AM
- **Suggestions, requests or complaints:** ✉ info@lurdyhaz.hu

📍 **Address:** 1097 Budapest, Könyves Kálmán krt. 12–14, Lurdy Ház (Blue Elevator, 4th Floor)

✉ **Email:** info@lurdyhaz.hu | 🌐 www.lurdyhaz.hu

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📅 **Updated:** 6th March 2025

