

## House Rules Campus Zug-Rotkreuz

### 1. General information

All the facilities and equipment are to be used with care. Users are liable for any damages caused by negligence by or fault of the user. The Lucerne University of Applied Sciences and Arts cannot be held liable for the theft or loss of personal effects or valuables (notebooks, mobile phones etc.). Students / employees have 24-hour access to the buildings on the Zug-Rotkreuz campus, but spending the night on campus is not permitted.

The present house rules apply to Suurstoffi 1, 4, 12 and 41.

### 2. Opening hours

Building Suurstoffi 1, House A	Monday to Friday Saturday	07:00 – 22:00 07:00 – 18:00
Building Suurstoffi 4, House B	Monday to Friday	07:00 – 17:00
Building Suurstoffi 12	Monday to Saturday	07:00 – 18:00
Building Suurstoffi 41	Monday to Saturday	07:00 – 18:00
Reception	Monday to Friday	08:00 – 12:00 13:00 – 17:00
Library	Monday to Friday	09:00 – 17:00
Administration Services IT & International Office	Monday to Thursday Friday	08:00 – 12:00 13:00 – 17:00 08:00 – 12:00 13:00 – 16:00
Secretariat IFZ	Monday to Friday	08:00 – 17:00
Restaurant «Food-Stoffi»	Monday to Friday	Lunch time

### 3. Rooms and equipment

Users are responsible for order in the rooms. It is prohibited to deposit anything in the emergency exits and routes.

When leaving the classrooms, the lights at the room's entrance must be switched to the automatic mode. In addition, any equipment must be switched off using the touch panel at the lecturer's desk. The permanently installed technical equipment on the lecturer's desk may not be moved or removed.

For technical reasons, the blinds in Suurstoffi 1, House A, cannot be operated in the case of strong winds and low temperatures.

All classrooms are equipped with power sockets for students, these may not be removed.

The whiteboards and blackboards must be cleaned at the end of each lesson. Labelled and used sheets of paper must be removed from the flipchart and disposed of in the designated waste paper containers (blue boxes).

The classroom seating arrangement must be preserved. When changing the seating, the original seating arrangement must be restored at the end of the lesson.

#### **4. Waste disposal**

Appropriate waste disposal points for PET and aluminium as well as general waste are stationed in Suurstoffi 1 and 4, and on the ground floor of Suurstoffi 12. In the self-catering area Suurstoffi 4 and 12, students / employees are responsible for keeping order and dirty dishes must be washed and put away.

#### **5. Smoking**

Smoking is not permitted in any of the rooms on campus (classrooms, corridors, lecture halls, toilets etc.). Smoking areas are located outside House A on the ground floor and on the roof terrace of House A (only in the covered area).

#### **6. Roof terrace**

The roof terrace on the sixth floor of House A may be used by both employees and students. Those using the roof terrace are requested to leave it clean and in order.

#### **7. Infrastructure/printer**

For fire safety reasons, the operation of electrical appliances (coffee machines, kettles) on campus is prohibited. Illegally installed devices will be removed by the facility management team.

Multifunction devices for printing/copying/scanning are available on 2<sup>nd</sup> and 3<sup>rd</sup> floor of House A, 3<sup>rd</sup>-9<sup>th</sup> floor of House B as well as in the foyer of Suurstoffi 12. These devices are located in a designated copy room. All the devices are equipped with a "Follow-Me function". Further information can be found here: [Multifunction Devices | Lucerne University of Applied Sciences and Arts](#)

The devices are operated with the HSLU-card, which must be validated annually. The validation machine and cash loading machine for HSLU-cards are located on the second floor, by the Secretariat Information Technology.

Any printing and copying is to be done exclusively on these devices, the use of personal printers is not permitted. Copying machines, printers, notebooks, and PCs

may be used for private, but not for commercial purposes. Office supplies can be purchased in cash at the reception.

Licence restrictions applying to the software must be respected. In the case of IT resources, the [user regulations](#) of the Lucerne University of Applied Sciences and Arts apply.

## 8. Lockers

Lockers for students are located in Suustoffi 1, House A, and in the foyer Suurstoffi 12. Padlocks must be purchased by the students themselves. At the end of the spring semester (July), the lockers must be cleared to allow for the annual cleaning during the summer.

## 9. Food

Students bringing their own meals are asked to eat in the self-catering area (House B, second floor).

## 10. Pets and animals

Pets and animals are not allowed on campus.

## 11. Behaviour in the case of emergency

In general, in the case of an emergency, the following steps are to be followed:

1. Alert
2. Secure and rescue
3. Close doors and windows
4. Take appropriate measures

Escape and rescue routes are located in the public areas. Further information on how to proceed in the case of an emergency can be found in the emergency concept of the Campus Zug-Rotkreuz. The document is available for students on the MyCampus platform.

## 12. Fire alarm

The buildings are equipped with a fire alarm system. The extensive formation of smoke, heat or dust must be avoided. Triggering a false alarm will result in a fine.

Rotkreuz, September 14, 2023

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