

RULES OF THE HOUSE – BUILDING OF EXACT SCIENCES (EXWi)

Purpose

Based on the general regulations of the University of Bern, these house rules shall give the framework for efficient operations and service in the building of exact sciences.

Opening hours

With the exception of public holidays, the building is open as follows:

- Monday – Friday, 06:00 h – 20:00 h
- On days preceding public holidays, the building generally closes at 18:00 h
- During exams and conferences, the opening hours can be adapted as required
- The opening hours of the library are individually regulated and are published in a suitable form

Access to the building outside opening hours

With the approval of their institute's director, employees can be issued a 24/7 access. A request form that has to be filled in and signed by the institute directors applies for the necessary activation of the UniCard. The signed form has to be returned to the reception of the building of exact sciences.

Outside normal working hours, the following persons are allowed access to the ExWi building:

- Employees of the following institutes and departments: Mathematics, Statistics, Computer Science, Physics, and Astronomy
- Members of institutes which (permanently) occupy rooms in the building ExWi.
- Employees of the department "Betrieb und Technik" of the University of Bern (on standby duty, repair and emergency services)

Further persons only have access to the building when accompanied by an authorized person. Unfounded sojourn in the building is not permitted. Facility management is authorized to ask trespassers to leave the building.

Key issuance

Handing out and taking back of institute keys are in the responsibility of the according institutes. These entities are also issuing the corresponding promissory letter, signed by the institute director and the receiving employee.

Safety

The functionality of emergency exits and fire doors shall not be affected at any times. All persons present have to obey to the security rules regarding escape routes, emergency organizations, etc. Authoritative are the following rules:

- Escape routes are well signposted throughout the building and documented with posted escape plans. The escape routes shall not be covered nor blocked in any way.
- Safety installations (especially fire doors) shall always be accessible and fully functional.
- Emergency instructions shall always be followed and strictly observed. Evacuation requests shall be followed immediately.
- Individuals who are in the ExWi building on a frequent basis are requested to inform themselves autonomously about the alarm system concept, fire-extinguishing devices and escape routes.

Behavior in the building

The entire ExWi building, including its inner courtyards, is a non-smoking facility.

Any littering of the rooms is prohibited. For any reckless or willful littering or damage to the walls, floors or inventory the causer shall be made liable for. Damages or defects shall be reported immediately to the housekeeping.

When leaving the rooms, all windows are to be closed and the lighting is to be turned off. Any possible rearrangement of the seating and tables in the seminar rooms has to be reversed to the original setting. Any furnishing taken out of another room shall be returned. Rooms, which are not accessible publicly, shall be locked upon leaving.

Eating and drinking is forbidden in the lecture halls, seminar rooms as well as in the library. The preparing of food is only allowed in designated rooms with the necessary ventilation equipment.

The use of skateboards, roller skates and the like is prohibited.

The sale or distribution of goods as well as executing promotions have to be approved by the housekeeping. Peddlers as well as any acquisition activities are not allowed in the ExWi building.

Prevention of noise

Noise and disturbances of any kind are to avoid. Foreseeable temporary noise emissions shall be communicated well ahead to the facility management. The house committee may allow music rehearsals if the rehearsal will not disturb the operations in the building. At least one person from an institute in the building must be present to assume responsibility. The university's administration will set the amount of the remuneration.

Bulletin boards and flyers

The bulletin boards are mainly for information on lectures and laboratory training and are in the responsibility of the individual institutes.

Notices of general interest are allowed only on bulletin boards designated for that purpose. All notices must be dated; the facility management will remove those that are not dated immediately. Old notices will be removed when space is needed on the bulletin boards. The house committee reserves the right to remove any notices that are deemed inappropriate.

Flyers, brochures and similar printed matter may be deposited only in the places designated for handouts. The facility management will remove this material as needed. It is forbidden to hang up flyers, stickers, etc.

Laboratories

Alarm procedures should be coordinated with the facility management.

Complex laboratory equipment that must remain in operation outside the normal working hours should be clearly marked. In emergencies, these will be shut down by the facility management or by the fire brigade.

Warning signs must be posted on the doors to rooms with dangerous contents (e.g. combustible or radioactive substances, dangerous chemicals, high voltage, laser, etc.). Additional emergency information should also be posted.

Pets

It is prohibited to bring pets into the building, with the exception of guide dogs for the blind.

Lost and found

Found items can be handed over to the facility management or the receptionist; lost items can also be reported there. The facility management assumes no responsibility for lost articles, including items in the coat racks.

Parking

The statutory and university regulations as well as the instructions alluded at the parking lots apply.

Short-term parking is possible on the northeast side of the building for deliveries and service. Parking cards for these vehicles can be requested in the mechanical workshop. Vehicles and bicycles that obstruct accessibility to and from the building will be removed at the cost of the owner.

Bicycles, motorcycles and other large two-wheeled vehicles are not allowed in the building and must be parked in the designated areas.

Penalties

The facility management may set appropriate penalties for violations against the rules of the house.

The rules of the house were approved by the house committee of the building of exact sciences on 25 February 2019 and take effect on 1 June 2019.

President of the house committee
Building of Exact Sciences

Administrative Director of the
University of Bern

Prof. Dr. Thomas Wihler

Markus Brönnimann

(original signatures in German version)