



Z-RE-General house rules

Disclaimer

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General House Rules

The following House Rules are based on the Canton of Zurich Fachhochschulgesetz FaHG (law governing the universities of applied sciences) of 2 April 2007 and the current versions of the legal provisions set by the Canton of Zurich and the municipalities (police, fire department, etc.)

1 Purpose and validity

The purpose of these General House Rules is to ensure efficient and safe operations in all buildings and on all sites.

These regulations apply to all sites and buildings used by the ZHAW, notwithstanding whether they are the property of the Canton of Zurich or rented from a third party.

Supplementary regulations specific to certain locations and/or buildings may be issued by the Schools, the President's Office or Finance & Services. These must be approved by the managing director.

2 General house rules

2.1 Infrastructure

The ZHAW infrastructure must be used with due care and in accordance with its intended purpose. In the case of damage to infrastructure and resulting costs being incurred by the ZHAW, the person responsible is liable for damages.

Any alterations to sites, buildings, equipment or installations must be authorised by Facility Management.

Damage or defects related to the infrastructure must be reported immediately to the ZHAW Service Desk (ServiceDesk@zhaw.ch/Tel. 058 934 6677).

2.2 Personal appliances and furnishings

Personal electrical appliances such as refrigerators, air conditioners, etc. are not permitted in ZHAW buildings. Small mobile appliances for personal use (e.g. electronic devices, electric fans, etc.) are allowed.

Personal furnishings (e.g. pictures, decorations) are permitted only in employees' immediate personal working areas.

Unauthorised appliances or objects (e.g. furniture) will be removed by Facility Management after consultation with the President's Office, Finance & Services or the School concerned, unless Facility Management has issued an exemption authorisation.

2.3 Opening hours and use

ZHAW buildings can be freely accessed during opening hours. These opening hours are published on the Internet.



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Extended opening hours for certain buildings apply to students who hold a valid ZHAW campus card. These opening hours are published on the Intranet, and access is provided via campus card. Outside the regular opening hours, students are not permitted to take any accompanying person into ZHAW buildings.

ZHAW staff can access their working areas at any time and may be accompanied by guests.

A person's entitlement to enter a ZHAW building can be checked at any time. He or she is required to provide identification on request. In the case of unauthorised access, the person's name will be registered and he or she will be required to leave the premises.

It is not permitted to stay in ZHAW buildings overnight. Exceptions in connection with university-related activities or operations must be agreed with Facility Management.

Regular university activities and operations take precedence with regard to the use of buildings and infrastructure. Use by external clients (e.g. room rentals) is only possible if it does not conflict with the interests of the university and is coordinated with Facility Management. The regulations for room rentals (Benutzerreglement Raumvermietung) apply.

Room rental requests must be addressed to the ZHAW Registrar's Office (via ZHAW Internet portal or info@zhaw.ch).

2.4 Cleanliness and tidiness

Recreation areas both inside and outside ZHAW buildings must be left in an orderly condition. Doors and windows must be closed and electrical equipment, lights, etc. must be switched off.

Before leaving meeting rooms or classrooms, users must ensure that the furniture and/or equipment in these rooms is returned to the position indicated on the noticeboard in each room. Chalk and white boards must be wiped clean, and pin boards and flipcharts must be cleared away. Any borrowed material or devices must be returned.

If appliances and testing facilities must remain switched on, this must be clearly indicated by means of a written sign. If no such sign is in evidence, security staff may switch off these appliances and testing facilities when they make their rounds.

2.5 Lockers

Students may store personal effects related to their studies in the lockers provided. Since the number of lockers is limited, a student may not use more than one locker at a time.

On the instruction of the ZHAW, all lockers must be emptied. If, contrary to this instruction, any lockers remain locked or if any lockers are used for a purpose other than that intended, they will be opened by Facility Management and, as far as this is possible and reasonable, the contents will be kept for a short time.

The use of the lockers is at the users' own risk.

2.6 Notices/collections for donations or signatures/surveys/advertisements

Activities with a religious or political background and information, sales or advertising activities by a third party are not permitted on ZHAW sites.

Notices may only be placed in designated locations in ZHAW buildings. Any notices with content inappropriate for a university will be removed immediately.

Collections for donations or signatures may only be carried out with the approval of the managing director.

Surveys and image and/or sound recordings by a third party must be authorised by the School concerned, the President's Office or Finance & Services.



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2.7 Parking spaces/parking areas

The use of parking spaces for private vehicles on ZHAW sites is subject to a charge and governed by the parking regulations. Bicycles and motorcycles can be parked in the designated places free of charge.

The ZHAW accepts no liability for damage or theft.

2.8 Eating and drinking

Food may only be consumed in the canteens (Mensa), cafeterias or specially designated catering areas. At the busiest time of day (11.30 – 13.30), these areas are reserved for food consumption.

Tableware in the canteens and cafeterias is the property of the catering companies and must be returned to collection points.

No food or drink may be consumed in classrooms or libraries, with the exception of drink from closed containers.

ZHAW staff may allow the consumption of food and/or drink at meetings. They are responsible for ensuring that the room is left in a clean and tidy condition.

Events involving the consumption of food and/or drink must be agreed with Facility Management and carried out in designated catering areas.

2.9 Animals

Animals may not be brought into ZHAW buildings. Exceptions are made for assistance and service dogs and for animals required for the purpose of teaching, research & development or business services. These animals must be kept in suitable conditions.

2.10 Smoking, alcohol and drugs

Smoking is forbidden in all buildings and in outside areas specifically identified as 'no smoking' zones.

Alcohol may not be sold or consumed on ZHAW sites. Exceptions are made for events authorised by the deans of the Schools, managing director or the president. Small events in offices or catering areas which are organised by and the responsibility of ZHAW staff are permitted.

The sale and consumption of drugs of any kind is forbidden on ZHAW sites.

2.11 Theft and lost property

Thefts must be reported by calling the ZHAW emergency number (Tel. 058 934 7070). Information on handing in and claiming lost property is available on the Intranet under *Finance & Services/Facility Management*.

Loss or theft of ZHAW campus cards or ZHAW keys must be reported immediately to the issuing office. A charge will be incurred for a replacement.

The ZHAW accepts no liability for theft of or damage to personal items.

2.12 Health and safety

Safety-related incidents or suspicious activities must be reported immediately by calling the ZHAW emergency number.

The ZHAW paramedic service can be alerted via the ZHAW emergency number.

Weapons, imitation weapons or weapon-like objects are forbidden on all ZHAW sites.



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In the case of an emergency, all persons must observe the escape routes and rescue plans posted on notice boards and follow the mandatory safety instructions in classrooms. Information on emergency situations is available on the Intranet under *Finance & Services/Safety* and/or on the ZHAW Internet portal under *About us/Emergencies*.

2.13 Fire safety and protection

Defects in fire detection and/or extinguishing devices must be reported to the ZHAW Service Desk immediately.

Fire safety regulations must be strictly complied with. Escape routes, extinguishing devices and rescue equipment must be freely available and accessible at all times. Fire extinguishers, fire doors, corridors and stairwells may not be moved, blocked or misused. In particular, no dangerous or flammable materials may be placed in these areas.

It is only permitted to light a fire or use highly flammable materials in connection with official university activities and in strict compliance with the corresponding protection and safety regulations. In the event of doubt, please call the ZHAW emergency number.

In order to reduce the danger of fire and to prevent false alarms, an advance permit is required from Facility Management for work involving sparks and heat and/or the development of dust or smoke. This includes activities such as welding, cutting, grinding, sharpening and drilling, but also barbecues. If these activities take place in areas of sensitive usage, such as laboratories or testing rooms, the technical personnel responsible for these areas must be consulted.

3 Sanctions

Violations of the General House Rules are dealt with by the managing director. Violations of regulations specific to a certain building or area are the responsibility of the dean of the respective School, the President's Office or the managing director. Sanctions comply with the Fachhochschulgesetz (federal law governing the universities of applied sciences) and/or statutory personnel regulations. In the case of disciplinary proceedings, responsibilities and sanctions in accordance with the Fachhochschulgesetz remain reserved.

4 Final provisions

These regulations are effective as of 1 September 2017 and remain in force until they are revoked by the issuing body or higher authority.

Zurich University of Applied Sciences
Finance & Services

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Erlassverantwortliche/-r	Leiter/-in Facility Management		Ablageort	1.04.01 Führungsgrundlagen
Beschlussinstanz	Verwaltungsdirektor/-in		Publikationsort	Public
Version	Beschluss	Beschlussinstanz	Inkrafttreten	Beschreibung Änderung
1.0	01.12.2002	Rektor	01.12.2002	Originalversion
1.0.1	01.06.2010	Rektor/VD	01.09.2010	ersetzt 6.4.2-02WE Allgemeine Hausordnung
1.0.2			31.08.2013	redaktionelle Korrekturen, Umstellung auf GPM Ablage
2.0	24.01.2014	VD/Leiter FM	01.02.2014	allgemeine Überarbeitung
3.0	01.09.2017	VD/Leiter FM	01.09.2017	Ersetzt die Allgemeine Hausordnung vom 01.02.2014