

Leipzig University of Applied Sciences

## Facility Regulations

- Haus0 -

Last amended 28 October 2005

For improved legibility, this document uses the male gender for female and male individuals alike. When used in these regulations, words of male gender refer to the female gender as well.

### **§ 1**

#### **Scope**

- (1) The facility regulations apply to all buildings and offices as well as the corresponding roads/pavements and grounds including car parks and garages (used areas) which belong to the Free State of Saxony and are used by the HTWK Leipzig.
- (2) The facility regulations apply to all persons who visit, work or study in the facilities.
- (3) In case of doubt concerning the interpretation of these facility regulations, the final decision lies with the rector.

### **§ 2**

#### **Administration of the right to control access to the premises**

- (1) The administration of the right to control access to the premises is the rector's responsibility under the state regulations of the university.
- (2) The rector confers the administration of the right to control access to the premises (these rights may be revoked at any time) for the HTWK Leipzig buildings listed below, to the following persons :

Building	Person
Eichendorffstr. 2, 04277 Leipzig	Chancellor
Eichendorffstr. 8, 04277 Leipzig	Dean of the Faculty of Civil Engineering and Architecture
Föppl Building Kochstraße 85, 04277 Leipzig	Dean of the Faculty of Civil Engineering and Architecture
Geutebrück Building Karl-Liebknecht-Str. 132, 04277 Leipzig	Dean of the Faculty of Civil Engineering and Architecture
Gutenbergplatz 2-4 Rabensteinplatz (if rented), 04103 Leipzig	Dean of the Faculty of Media
University Library Gustav-Freytag-Str.42, 04277 Leipzig	Director of the University Library
Koburger Str. 62, Riquetstr. 8 (if rented), 04416 Markkleeberg	Dean of Faculty of Mechanical and Energy Engineering
Lipsius Building Karl-Liebknecht-Str. 145, 04277 Leipzig	Dean of the Faculty of Applied Social Sciences
Lipsius Building Gustav-Freytag-Str. 41A, 04277 Leipzig	Head of Chemistry Department
Sport Center Arno-Nitzsche-Str. 29, 04277 Leipzig	Sport Coordinator
Wiener Building Wächterstr. 13, 04107 Leipzig	Dean of the Faculty of Electrical Engineering and Information Technology
Zuse-Building Gustav-Freytag-Str. 42 A, 04277 Leipzig	Dean of the Faculty of Computer Science, Mathematics and Natural Sciences

The above mentioned persons are also entitled to temporarily confer the administration of the right to control access to the premises to other full-time employees of the HTWK Leipzig.

(3) If the HTWK Leipzig temporarily utilizes other buildings or grounds, the right to control access to the premises will be conferred to the Chancellor. The facility regulations of the landlord apply.

(4) If facilities are made available from third parties to the HTWK Leipzig for classes, exhibitions, seminars etc. the person in charge of the event is responsible for ensuring that the rooms are used in an orderly fashion.

### **§ 3**

#### **Contents of the right to control access to the premises**

(1) The individual who has the right to control access to the premises in accordance with § 2 is responsible for the following tasks, in the HTWK Leipzig buildings delegated to him:

- assuring and guaranteeing safety, cleanliness and order,
- upholding of labor, health and safety standards and fire protection measures,
- initiating and/or taking appropriate steps in case of emergency and other exceptional circumstances,
- preparing, implementing and supervising evacuations in case of fires, bomb scares or similar, including carrying out fire practices in cooperation with the Coordinator for Health, Safety and Environmental Protection.

(2) The persons mentioned under § 2 are empowered to implement the provisions of these facility regulations to all persons who enter and stay in the individual buildings. They are within their right and are indeed obliged to expel from the building such persons who endanger or limit safety, cleanliness and order and if necessary to permanently bar them from the building.

### **§ 4**

#### **General obligations**

(1) All individuals to whom these facility regulations apply, are to behave in such a way that lecture, research and study as well as general operations are not adversely affected. HTWK Leipzig resources are to be handled in an economic manner and with due care and attention.

(2) Hygiene, cleanliness and order within the scope of these regulations are to be upheld at all times. Offices and work spaces are to be kept in a tidy state. The work of the cleaning staff may not be hindered in any way.

(3) Access to the buildings, as well as paths and steps, are to be kept clear at all times. Fire extinguishers and other emergency equipment may not be placed in these areas.

(4) All individuals using the facilities are expected to take reasonable steps to ensure that accidents are prevented and damage is avoided or minimized. Anyone who has to use potentially dangerous elements such as electricity, gas, open fire or dangerous materials or systems and equipment is required to exercise caution and adhere to the respective security regulations (e.g. operational instructions for use of dangerous materials) or instruction manuals/operating instructions.

(5) Facilities, systems, materials and equipment may only be used by authorized persons. The Deans are responsible for ensuring that students and employees in their faculties have received an adequate safety briefing before use thereof. The date of the briefing must be recorded in writing.

(6) Any incidents in the area of labor, health, safety and fire protection must be reported immediately to the Coordinator for Health, Safety and Environmental Protection. Recourse to action on one's own initiative is permitted in the face of imminent danger or a defect.

(7) Valuables and confidential documents must be locked away. Liability cannot be taken for any lost or stolen personal items, valuables and money.

(8) Every individual on the HTWK Leipzig premises is, on demand, obliged to show proof of identity to security personnel or staff.

(9) Information may only be publicized on designated job notice boards and information boards. Exhibitions may be authorized by the Chancellor. A written application is necessary. The Coordinator for Health, Safety and Environmental Protection is responsible for checking that the exhibitions comply with labor, health, safety and fire protection regulations.

(10) Security personnel must be notified if and when the emergency services are called. The security personnel will assume responsibility for guiding the services to the relevant part of the premises. If this is not possible, then the person who has placed the call will lead the emergency services, by waiting for them at the appropriate building entrance.

(11) Entry into empty offices, i.e. without the presence of the office occupant, is only permitted for urgent operational reasons.

The room occupant must ensure that data protection requirements are complied with during his absence from the office. Offices are to be locked when the occupant is not in residence, for reasons of protecting personal data or personal items, valuables and money.

(12) Fixtures and fittings belonging to the HTWK Leipzig must be recorded in inventories. The Deans of the (faculty) departments are responsible for designating their own coordinator for inventory purposes. This person carries out the inventory on behalf of the relevant (faculty) department.

## **§ 5**

### **Responsibility of the Department of Technology**

(1) The Department of Technology is responsible for the technical/organizational supervision and administration of all the rooms in the HTWK Leipzig buildings.

(2) The Department of Technology or companies which the department subcontracts must ensure that the following tasks in particular are performed:

- installing, supervising, maintaining, taking due care for and repairing of all utility systems, supply or waste disposal processes, telecommunication systems as well as office and other technical systems and equipment,
- compiling tailor-made regulations for labor, health, safety and fire protection valid at the HTWK Leipzig as well as implementing and supervising them,
- the marking of emergency exits and escape routes,

- the marking of buildings and rooms which require particular permission for access,
- the cleaning of grounds, buildings and rooms,
- the carrying out of general traffic safety obligations.

(3) Persons named under § 2 must inform the Department of Technology of any necessary measures as well as damage or defects. Unauthorized interventions/use of HTWK Leipzig operating technology and equipment is forbidden. Outside normal office and working hours an emergency service is available in case of urgency: tel. no. 0174 3413227.

## § 6

### Use of offices and car parks

(1) The Rectorate staff decide on all fundamental questions of room allocation within the university.

(2) The Department of Student Affairs or the faculty staff designated for study organization are responsible for the coordination of all scheduled use of offices for classes. The Chancellor in cooperation with the Department of Student Affairs decides on any extraordinary allocation of offices and useable areas to members of the university or third parties beyond the scope of regular classes.

(3) In general the Deans of the faculties are responsible for the coordination of laboratory use. Unauthorized use of non-assigned offices is not permitted.

(4) The use of offices, equipment, materials and fittings and fixtures is, as a rule, only permitted to members of the HTWK Leipzig for the fulfillment of their tasks. Exceptions to this rule must be granted by the Chancellor.

Offices which are used for discussions, presentations or classes must be tidied and returned to their original state following usage.

(5) The following general opening times are valid for all buildings of the HTWK Leipzig:

Building	Monday - Friday	Saturday
Eichendorffstraße	06:00 - 21:00	in accordance with the Department Student Affairs
Föppl Building (Föppl-Bau)	06:00 - 21:00	
Geutebrück Building	06:00 - 21:00	
Gutenbergplatz	06:00 - 21:00	
University Library	06:00 - 21:00	
Lipsius Building	06:00 - 21:00	
Markkleeberg	06:00 - 21:00	
Rabensteinplatz	07:00 - 20:00	

Sports Center	07:30 - 22:00	
Wiener Building	06:00 - 21:00	
Zuse Building	06:00 - 21:00	

The Chancellor must be notified of opening hours above and beyond these times for the use of lecture theaters and seminar rooms, at the latest one day in advance. The Department of Technology is to be informed accordingly.

(6) Bicycles may only be left in the designated areas. Parking of vehicles on the HTWK Leipzig car parks is subject to separate parking regulations.

### **§ 7 Final provisions**

(1) Violations to these facility regulations may led to labor, civil and criminal proceedings and sanctions may be imposed.

(2) Every member of the university is obliged to take note (to be recorded in writing) of the contents of these regulations at the latest at the start of his employment or course of studies.

(3) This facility regulation will take effect from 1 November. It is to be publicized in appropriate places in the (faculty) departments and/or be readily available for viewing on request.

Leipzig, 28 October 2005

Prof. Dr.-Ing. Nietner  
Rector

Prof. Dr. rer. nat. Ziegler  
Chancellor