

# General House Rules of ETH Zurich

1 October 2018

Under Article 4 para. 1 (b) of the ETH Zurich Organisational Ordinance of 16 December 2003 <sup>(1)</sup>, the Executive Board of ETH Zurich hereby decrees:

## 1 General provisions

### 1.1 Purpose

The purpose of the General House Rules is to ensure smooth internal operations for education, research, services and public events in the buildings used by ETH Zurich as well as the preservation, safety and security of these buildings.

### 1.2 Scope

Observing the restrictions under 1.3, the General House Rules apply to all buildings and sites used by ETH Zurich, regardless of whether they are owned by the Swiss government or ETH Zurich or are rented by ETH Zurich.

### 1.3 Relationship with other decrees

1 The regulations on room use specify the requirements and conditions under which members of ETH Zurich and third parties are permitted to use rooms at ETH Zurich.

2 If necessary, supplementary regulations shall be issued for individual buildings or groups of buildings in consultation with the users concerned. Insofar as these supplementary regulations supplement or modify the General House Rules, the supplementary regulations shall take precedence.

3 The usage and safety regulations issued by the institutions and departments in respect of the rooms allocated to them shall take precedence over the General House Rules insofar as they supplement them without being contradictory. The same applies to the rules of use for libraries, collections, data centres, etc.

4 The use of buildings and sites at ETH Zurich by motor vehicles and bicycles is governed by the Parking Ordinance. This shall take precedence over the General House Rules insofar as it supplements them without being contradictory.

### 1.4 Infringement

Users of buildings or sites at ETH Zurich who infringe the General House Rules or the decrees listed under 1.3 may be ejected from the building or site by the responsible authorities, banned from the building or site or held liable under the Personnel Ordinance for the ETH Domain, the ETH Zurich Disciplinary Code and, if applicable, under criminal law. In particular, users may be ejected by the building managers, the Uniformed Security Service staff or anyone acting under their instruction.

## 2 Opening hours and room use

### 2.1 Basic principle

1 The building opening hours published on the ETH Zurich homepage shall apply.

### 2.2 Use and events

1 As a basic principle, the use of buildings and sites at ETH Zurich is only permitted if the user demonstrates a legitimate interest. In particular, an interest is considered to be legitimate if the purpose for use relates to education, research, services or events conducted or approved by ETH Zurich.

2 The use of rooms is governed by the regulations on room use at ETH Zurich (Raumbenutzungsreglement) and the associated fee regulations.

3 Decisions on the hosting of events shall be made by the unit to which the rooms in question are assigned and in compliance with the regulations on room use <sup>(2)</sup>.

Events or activities not in line with the intended purpose of the room require prior authorisation.

All special events must be coordinated by the Services administrative department at ETH Zurich and communicated to the administration units involved well in advance.

### 2.3 Checking access authorisation

In order to ensure safety and maintain order, any persons using buildings, premises or sites at ETH Zurich must prove their identity if requested to do so by the building managers, the Uniformed Security Service staff or anyone acting under their instruction.

## 3 Locking plan and issuing keys

The basis for this is the plan for locking buildings and rooms at ETH Zurich and the processes of the Facility Management administrative department.

### 3.1 Locking plan

1 The locking plan for buildings at ETH Zurich is enforced by Key and Lock Management in consultation with the units involved.

2 No locks or lock cylinders may be replaced. This work may only be carried out or authorised by Lock and Key Management in consultation with the units involved.

### 3.2 Issuing keys

1 Building and room keys may only be issued by the responsible Info + Service Center (ISC) within the Facility Management administrative department and in consultation with the key managers from the units involved.

2 Keys are requested via the Real Estate Services Portal.

3 As a general rule, building and room keys are not issued to students.

### 3.3 Returning and replacing keys

1 Members of ETH Zurich must return keys they have acquired to the responsible ISC when they leave or no longer need the keys, without being requested to do so. For every key not returned, the person responsible shall be charged CHF 200 or, in cases of deliberate intent or gross negligence, the cost of replacing all affected lock cylinders.

2 Lost keys must be reported to the responsible ISC without delay. For every lost key, the person responsible shall be charged CHF 200 or, in cases of deliberate intent or gross negligence, the cost of replacing all affected lock cylinders.

3 Keys that have been issued may not be copied.

4 Keys that have been issued may not be passed on or loaned to third parties. The Facility Management administrative department may confiscate keys that have been passed on to a third party at any time without prior notice.

## 4 General rules of order

4.1 Order must be maintained inside buildings and on sites. Noise or any other disturbances, in particular those that disrupt courses or other events, must be avoided.

- 4.2 Carrying weapons or imitation weapons of any kind is prohibited. The Safety, Security, Health and Environment (SSHE) administrative department may allow exceptions in justified cases.
- 4.3 Smoking is not permitted in any buildings.
- 4.4 Eating is not permitted in lecture theatres except during examinations.
- 4.5 Leaving bicycles and scooters in ETH Zurich buildings is prohibited. Members of the Facility Management administrative department or the departments are only permitted to use bicycles and scooters inside the building if there is an operational need to do so, third parties are not at risk and the premises are sufficiently spacious to do so (e.g. construction hall).  
Premises with specific hazards must be inspected beforehand by the Safety, Security, Health and Environment (SSHE) administrative department.
- 4.6 The lecture theatres may not be overcrowded. Any attendees arriving after all seats have been taken must be turned away. The organiser may request video transmission of the lecture into another lecture theatre in advance.
- 4.7 Animals are not permitted in the buildings. This does not apply to guide or service dogs, animals used for education and research or animals kept in university accommodation.
- 4.8 Advertising and sales activities must be authorised by the Services administrative department.
- 4.9 Private energy consumers may not be connected without the authorisation of the Facility Management administrative department or the relevant building area. This does not apply to small personal devices such as radios, laptops, etc.
- 4.10 When leaving rooms, all doors and windows as well as water/gas taps must be closed and equipment and lights switched off. Any machinery or equipment that needs to be left on must be labelled accordingly. In the absence of any labels, Uniformed Security Service staff will be authorised to switch off the machinery or equipment.
- 4.11 Items of lost property must be handed in to the responsible ISC. Losses and thefts must be reported to the SSHE administrative department using a form (online).
- 4.12 Users must have authorisation from the Services administrative department before putting up posters, hanging notices outside the designated locations or distributing flyers, pamphlets or samples.

## 5 Buildings, fixtures and stock

- 5.1 Interference with buildings, fixtures or stock and unauthorised manipulation of technical equipment is prohibited. Any damage or faults must be reported to the Facility Management administrative department or the responsible building area without delay.
- 5.2 Structural modifications or the installation of new machinery and equipment that necessitates such modifications must be requested from Real Estate Services by means of an application form (online).
- 5.3 Room signs and any modifications thereto must be requested from Real Estate Services by means of an application form (online), stating the precise signage required.
- 5.4 Hazardous waste and materials likely to clog may not be poured down the sinks. These must be disposed of in the designated containers. The instructions from the Facility Management and SSHE administrative departments must be followed.
- 5.5 Deliberate or negligent damage to buildings or facilities must be paid for and may incur criminal penalties.

## 6 Fire prevention

- 6.1 Fire protection regulations must be strictly adhered to. Escape routes such as corridors, stairwells and escape doors must not be blocked or sealed off.

- 6.2 The Facility Management administrative department or the responsible building area must be notified immediately if any fire protection systems are found to be faulty or fire extinguishers or other systems are not fit for use.

- 6.3 The transport of goods or any work that could increase the risk of a fire must be reported to the Facility Management administrative department or the responsible building area in advance.

## 7 First aid service

- 7.1 The supplementary regulations for buildings provide information about the first aid rooms available.
- 7.2 In an emergency, the ETH Zurich Emergency Desk must always be notified immediately on 888 (internally) or +41 (0)44 342 11 88 (externally).

## 8 Final provisions

- 8.1 Revocation of previous regulations  
The General House Rules of 30 August 2013.
- 8.2 Entry into force  
This ordinance shall enter into force on 1 October 2018.
- 8.3 Publication
- 1 The General House Rules are to be posted in a clearly visible location in all buildings at ETH Zurich together with the supplementary regulations for the corresponding building and also made available by electronic means.
  - 2 They will also be provided to all education, research and administration units based in the building as well as to organisations and other users.
  - 3 They may be provided to event organisers.
- 8.4 Enforcement  
The Facility Management administrative department and the education, research and administration units of ETH Zurich have been commissioned with enforcing the General House Rules.

SWISS FEDERAL INSTITUTE OF TECHNOLOGY ZURICH

The President