General House Rules of ETH Zurich
20 August 2013 (January 1st 2015)

Under Article 4(1)(b) of the ETH Zurich Organizational Regulations of 16 December 2003,[1] the Executive Board of ETH Zurich hereby decrees:

1 General provisions

1.1 Purpose
The General House Rules are geared towards ensuring 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 ETH Zurich or the Swiss government or are rented by ETH Zurich.

1.3 Relationship with other decrees
1 The regulations on room use (Raumbenützungsreglement) lay down the requirements and conditions for the use of rooms at ETH Zurich by members of ETH Zurich and third parties.
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 institutes and departments in respect of the rooms allocated to them shall make decisions on the hosting of events in compliance with the regulations on room use.
4 The use of rooms and sites at ETH Zurich by motor vehicles and bicycles is governed by the parking regulations. These take precedence over the General House Rules insofar as they supplement without being contradictory.

1.4 Infringement
In the event of an infringement of the General House Rules or of the decrees listed under 1.3, users of buildings or sites at ETH Zurich may be made held liable under the Ordinance on the Personnel of the Federal Institutes of Technology,[4] the ETH Zurich Disciplinary Code[5] and, if applicable, under criminal law.

2 Opening hours and room use

2.1 Basic principle
1 As a basic principle, the buildings at ETH Zurich are open from Monday to Friday between 7.00 a.m. and 7.00 p.m. They are closed at weekends and on general statutory public holidays.
2 Special opening hours, e.g. on the day before a general statutory public holiday or between Christmas and New Year, are published in separate announcements.

2.2 Individual buildings with different opening hours
Opening hours that deviate from the basic principle underlying 2.1 are specified in the buildings’ supplementary regulations.

2.3 Room use and events outside opening hours
1 The use of rooms is governed by the regulations on room use at ETH Zurich (Raumbenützungsreglement) and the associated fee regulations.
2 The unit to which the rooms in question are assigned shall make decisions on the hosting of events in compliance with the regulations on room use.

Events or activities not in line with the intended purpose of the room require prior authorization.
All special events must be coordinated by the VS staff unit at ETH Zurich and communicated to the administrative units involved well in advance.

2.4 Checking access authorization
Persons using buildings at ETH Zurich outside their opening hours must prove their identity when asked by the building managers, the security staff or anyone acting under their instruction.

3 Locking plan and issue of keys
The basis for this is the plan for locking buildings and rooms (Konzept Gebäude- und Raumschliessung) at ETH Zurich and the processes of the Facility Management Infrastructure Division.

3.1 Locking plan
1 The locking plan for buildings at ETH Zurich is enforced by Lock and Key Management in consultation with the units involved.
2 No locks or cylinders may be replaced. This work may only be carried out or authorized by Lock and Key Management in consultation with the units involved.

3.2 Issuing keys
1 Only the responsible Info & Service Center (ISC) within the Facility Management Infrastructure Division may issue building and room keys in consultation with the key officers from the corresponding units.
2 Keys are requested via the Real Estate Services registration portal.
3 As a general rule, students may not be issued with building or room keys.

3.3 Keys for cloakroom lockers
The ISC in charge may issue students with keys for cloakroom lockers. These keys must be returned without request at the end of each summer semester or if the student interrupts or discontinues his studies.
General House Rules of ETH Zurich

January 1st 2015

RSETHZ 214.200

3.4 Returning and replacing keys

1 Members of ETH Zurich must return keys they have acquired to the ISC in charge when they leave or no longer have need of the keys, without being requested to do so. For keys not returned, a flat-rate fine of CHF 200 may be levied or, in the event of deliberate intent or gross negligence, the cost of replacing all the lock cylinders affected may be charged.

2 Lost keys must be reported to the ISC in charge without delay. For lost keys, a flat-rate fine of CHF 200 may be levied or, in the event of deliberate intent or gross negligence, the cost of replacing all the lock cylinders affected may be charged.

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 Facilities Management Infrastructure Division may confiscate keys that have been passed on to a third party at any time without prior notification.

4 General rules of order

4.1 Order must be kept inside buildings and on sites.

4.2 Smoking is not permitted in any building.

4.3 It is not permitted to eat or leave rubbish in the lecture theatres.

4.4 Leaving bicycles and scooters in ETH-Zurich buildings is prohibited. Members of the Facility Management Infrastructure Division or the departments are only permitted to use bicycles and scooters inside the building if there is an operational need, third parties are not at risk and the premises are sufficiently spacious to do so (e.g. construction hall).

Premises with special hazards must be inspected beforehand by SSHE. [5]

4.5 Lecture theatres may not be overcrowded. Attendees arriving after all seats have been taken must be turned away. The organizer may request video transmission of the lecture into another lecture theatre.

4.6 Animals are not permitted in the buildings. This does not apply to guide or service dogs, animals used in education and research, or animals kept in university accommodation.

4.7 Advertising and sales activities must be authorized by ETH Zurich.

4.8 Private energy consumers may not be connected without the prior authorization of the Facilities Management Infrastructure Division or the buildings sector responsible. This does not apply to small personal devices such as radios, laptops, etc.

4.9 When leaving rooms, all doors and windows as well as water/gas taps must be closed and equipment and lights switched off. Machinery and equipment that needs to be left on must be labeled accordingly. In the absence of any labels, the security staff will be authorized to turn the machinery and equipment off.

4.10 Items of lost property must be handed in to the ISC responsible. Losses and thefts must be reported to the SSHE unit using a form (online).

4.11 Authorization is required for putting up posters, hanging notices in locations other than those provided for the purpose, or distributing flyers, printed media or free samples.

5 Buildings, fixtures and stock

5.1 Interference with buildings, fixtures or stock as well as unauthorized manipulation of technical equipment is prohibited. All damage and faults must be reported to the Facilities Management Infrastructure Division or the buildings sector responsible without delay.

5.2 Structural modifications and the installation of new machinery and equipment necessitating such modifications must be requested from Real Estate Services using an application form (online).

5.3 Room signs and modifications thereto must be requested from Real Estate Services using 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 put in the corresponding containers. The instructions from the Facilities Management Infrastructure Division and the SSHE unit must be followed.

5.5 Deliberate or negligent damage to buildings or facilities must be paid for and may lead to sanctions under criminal law.

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 Facilities Management Infrastructure Division or the buildings sector responsible must be notified immediately if any fire protection systems are found to be faulty or fire extinguishers or similar systems are not fit for use.

6.3 The transport of goods or any work potentially giving rise to an increased fire risk must be reported to the Facilities Management Infrastructure Division or the buildings sector responsible in advance.

7 First aid service

7.1 The supplementary regulations for individual buildings provide information about the first aid rooms available.

7.2 In an emergency, the ETH Zurich alarm center 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 September 22, 1981 are hereby revoked.

8.2 Entry into force

These regulations enter into force on October 1, 2013.

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 organizations and other users.

3 They may be provided to the organizers of events.

8.4 Enforcement

The Facilities Management Infrastructure Division 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

_________________________

[1 RSETHZ 201.021
[2 RSETHZ 214.11
[3 RSETHZ 214.41
[4 SR 172.220.113
[5 RSETHZ 361.1

[6 Version according to the Executive Board decision dated December 9th 2014 an effective since January 1st 2015