

Building regulations

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1. Legal Basis

The *Allgemeines Bürgerliches Gesetzbuch* (ABGB) provides the legal basis for the following building regulations of Vorarlberg University of Applied Sciences (hereafter referred to as the University).

2. Area of Applicability

The building regulations apply to all students and employees of the University as well as to all visitors to the University, referred to below as "user" or "users". The building regulations are to be distributed or communicated to each user within a reasonable period and forms part of the Study Contract. Ignorance of these regulations is no excuse and does not protect a user from the consequences of their infringement.

3. Fundamentals

In the interest of a harmonious co-existence, considerate behaviour is the primary duty of every user in the University community. Because numerous teaching and seminar rooms, laboratories and offices are located next to one another, it is required that users follow the building regulations set out by the University Management. All users are required to treat all buildings and parts thereof (gardens, parking areas, bicycle stands etc.) with the greatest possible care and respect. It should be noted that the public spaces on the campus are also part of the user area and that the users are thus also responsible for them. Through the careful treatment of campus facilities, repair, running and maintenance costs are reduced.

Smoking is ABSOLUTELY PROHIBITED in all rooms of the University. Smoking is only allowed in the designated external areas. Eating and drinking are also only allowed in the designated public areas. Eating and drinking is not allowed in any laboratories or computer pools. Dangerous objects, for example knives, weapons etc., must not be brought onto the premises of the University.

4. Changes to the appearance of the premises

The University Management and/or Building Management may forbid the erection or display of objects that disturb the overall appearance of the premises. The campus should preserve the original appearance desired and realized by the trustees of the University.

5. Rooms (offices, teaching and seminar rooms, laboratories etc.)

Changes to the architectural fabric may only be carried out with the written permission of the University Management.

6. Liability

Every user is required to make good any damage to communal rooms and/or equipment caused by negligent or irresponsible behaviour that contravenes these building regulations. Repair or cleaning costs are to be met by the user. If the damage is not repaired within a reasonable period, the University Management reserves the right to arrange for this repair at the cost of the user. Damage to plumbing or to roofs must be reported immediately to Building Management (Tel. 2144; e-mail: gebaedemanagement@fhv.at). The same applies to events affecting the general community such as fire, burglary etc. - even when these affect only a part of the campus. Liability applies in equal measure to family members, visitors, tradesmen and tradeswomen etc.

7. Quiet

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All unnecessary noise above and beyond that caused by normal study activities is to be avoided. If an unusually high noise level is produced or expected (including at short notice), the University Management or Building Management must be informed in advance.

8. Opening hours of the University

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The opening hours are Monday to Friday from 7.00 a.m. to 9.30 p.m. and Saturday from 7.00 a.m. to 6.00 p.m. The University is closed on Sundays and on public holidays. In addition, the Campus Card provides access outside the above opening hours to the main doors of the foyers (Hochschulstrasse and Achstrasse), to the Administration Block (Hochschulstrasse) and to the east entry of the Sägen Block.

- ◆ Internal employees receive a key and a Campus Card. Students receive a Campus Card in the library at the beginning of their studies. The Campus Card is issued only once, is to be carried at all times and is to be shown upon request.
- ◆ The Campus Card is not transferable and must not be given to a third party. If the Campus Card develops a fault, the user will receive a new card free of charge from the Library of Vorarlberg University of Applied Sciences. If a Campus Card is lost, the user is required immediately to report the card as lost to the Library. For a fee of 5 Euros, payable to the Library, the user will receive a new card. Further details concerning the use and administration of the Campus Card are set out in the information sheet issued with the Campus Card.
- ◆ The rooms on the ground floor of D Block, rooms U3 25 - U3 29, rooms U4 11 - U4 14 as well as rooms U4 26 - U4 28 and U4 30 are accessible 24 hours a day. U4 29 is closed after 6.00 p.m. Room U4 25 is reserved as an office for project workers and U3 30 is designated as a conference room for internal use only.
- ◆ It should be noted that at weekends and during the holidays maintenance work is carried out by Information Services. Information concerning more extensive work is provided in the Internet or via e-mail.
- ◆ The automatic locking mechanism of all external doors must not be interfered with in any way.
- ◆ The above opening hours are valid until further notice.

9. Video surveillance

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Special areas and rooms inside buildings (such as entrances, laboratories and computer pools) are under video surveillance in order to protect facilities and buildings from damage, burglary and theft and to prevent unauthorized persons from entering or leaving the facilities of the University.

10. Staircases and corridors

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It is forbidden to dispose of litter and to deposit or clean objects of any kind in staircases and corridors. It should be expressly noted that the staircases are not personal storage spaces, but rather a publicly accessible part of the communal premises that contributes to the overall appearance of the campus. If a staircase or corridor is soiled or damaged by a user, he/she is required to restore the area to its original condition immediately (e.g. through cleaning, repair etc.).

It is particularly important to ensure unimpeded access according to police regulations to emergency exit routes and exits. It should be especially noted that fire- and smoke-stop doors must not be fixed in an open position, so that their safety function is not impaired.

11. Loading ramps and lifts

Loading ramps are areas used either by the general community or particular organizational units. In each case, it is the general rule that in order to ensure the optimal function of the loading ramp and to preserve the appearance of the campus loading ramps may only be used for loading. This means, in addition, that loading ramps may not be used as temporary storage areas. The same applies to the lifts in the University. The instructions for use of personal lifts according to official regulations are to be followed.

12. Cellars

Only lit cellars may be entered. The storage of flammable or strong-smelling substances must be approved by both the relevant authorities and the University Management.

13. Fire safety

The storage or use of flammable, explosive or toxic substances requires in addition to approval from the relevant authorities the written permission of the University Management. The temporary storage of such substances must be approved by the University Management. Every user is required for fire safety reasons to use only non-flammable waste containers. The University's Fire Safety Regulations are to be complied with at all times.

14. Communal areas

The publicly accessible terraces, stairs, steps, parking places and grassed areas are communally used and must be treated in a correspondingly careful manner. Extreme cleanliness is also here to be observed, as these communal areas are central to the appearance of the campus as a whole. Every user is urged to play his/her part in this respect.

15. Personal liability insurance

Every user is recommended to take out personal liability insurance to cover any damage to the property of the University or to other users.

16. Disposal of waste

All waste is to be disposed of in the appropriate container (waste must be sorted). The disposal of waste in other places (including adjacent to the appropriate containers) is forbidden. Bulky waste must be removed by the user him/herself from the University premises. The areas around waste containers are not disposal sites for bulky waste. No solid objects (food, sanitary articles etc.) may be thrown into toilets or water pipes. The disposal of liquids that could cause blockage or contamination of water pipes is also forbidden. Cigarette butts and packaging must not be randomly disposed of in external areas, but must be placed in the appropriate waste container.

17. Pets

It is expressly prohibited to bring pets to the University or to keep pets on University premises (Exceptions are assistance dogs and guide dogs). Individual requests will be decided upon by the University Management.

18. Removal of snow

The removal of snow is organized by the University Management. All users must ensure that paths and roads are not blocked and that snow removal is not impeded.

19. Building Management

Building Management should be contacted for cleaning and small repairs in the publicly accessible areas of the campus. Damage, disturbances and contamination should be reported to Building Management (Ext. 2144; e-mail: gebaeudemanagement@fhv.at).

20. Loads

Users are obliged to obtain the permission of the University Management for any loads over 500 kg/m². Users are liable for the full costs of any damages arising from the failure to observe this regulation.

21. Use of technical devices

All electrical devices used in the buildings of the University must comply with the relevant regulations (see 'IT Policy')

22. Cleaning

Building Management is responsible for the cleaning of communally used rooms, facilities etc. All users are required to leave transportable items of equipment (e.g. overhead projectors, flipcharts, pinboards etc.) in the rooms to which they belong.

23. Windows

Building and work inspectorate legislation requires that all windows in the Achstrasse can only be tilted and not fully opened. In addition, in some rooms (cooled, air-conditioned or located on the ground floor) the latches have been removed to control temperature or access. These windows are only opened for cleaning purposes.

Open windows must be closed before occupants leave the room.

It is forbidden to throw objects of any kind from the windows.

24. Parking of bicycles, mopeds and cars

The above vehicles are only to be parked in the areas reserved for them.

25. Publicly accessible information areas and vending machines

The allocation of information areas is the responsibility of the University Management or Building Management acting on behalf of the University Management. Placards and posters are only permitted in the designated information areas.

The allocation of information areas will be revoked if the regulations governing these are repeatedly broken (e.g. if relevant legislation or safety regulations are contravened).

The placement of vending machines in publicly accessible areas requires the permission of Building Management.

26. Car park / underground car park
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The published car park regulations of the University govern this area. The underground car park is not open to the general public. The parking area (in both the underground and above-ground car park) is restricted to the designated zones. In particular, the relevant conditions (e.g. payment of parking fees and non-violation of reserved parking spaces) must be adhered to. The University Management accepts no responsibility for damages, theft etc.