

TU Vienna Building Guidelines

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§ 1 Purpose and essential parts of the building guidelines

- (1) The building guidelines of the Vienna University of Technology (TU Vienna) regulate the use and management of TU Vienna rooms and facilities by members and visitors. They act to ensure the safety of persons and property and to maintain order, in particular with respect to carrying out research, teaching and management tasks.
- (2) Further provisions are contained in the fire protection, events, parking, laboratory and workshop regulations and in the regulations for the TU Vienna library, archive and central information service, which form integral components of the present building guidelines.

§ 2 Scope

- (1) The building guidelines apply without exception to all properties, buildings, rooms and facilities which are available to TU Vienna for carrying out its tasks.
- (2) The provisions of these building guidelines must be observed by all users of these properties, buildings, rooms and facilities.
- (3) Within the framework of applicable legislation, the following are authorised for use:
 - a) members of the university in accordance with § 94 Para. 1 of the Austrian University Act 2002

- b) those who are not members of the university in accordance with the relevant regulations according to § 1 Para. 2 or with special provisions approved by the rectorate.

§ 3 Responsibilities

- (1) Management of the building guidelines, in particular monitoring the maintenance of safety and order, is the responsibility of the rector or vice-rector within the framework of the business division applicable in each case of the TU Vienna rectorate.
- (2) The member of the rectorate who is responsible in each case can appoint an authorised person for specific tasks. The appointments and the respective tasks are to be published in the newsletter or information management system.
- (3) The heads of organisational units are obliged to cooperate in implementing the building guidelines.

§ 4 Access

- (1) Access to publicly accessible areas of university property is permitted to any person during opening hours, under the conditions of these building guidelines. The security department and the respective organisational units are responsible for monitoring this.
- (2) Access to premises, buildings and rooms of the organisational units of TU Vienna is regulated by lock systems or access lists for areas which are not accessible to the public irrespective of opening times and for the publicly accessible areas outside opening hours. The head of the respective organisational unit is responsible for their management.
- (3) In order to maintain safety and order, a general or specific prohibition on entering entire university premises or parts thereof or individual rooms can be imposed by the responsible member of the rectorate or other persons authorised to do so. In this case, access is permitted only to authorised persons.

§ 5 Opening times

- (1) The properties and buildings used by the TU Vienna are – as long as no other regulations are made for carrying out teaching, examinations, scientific events, academic ceremonies and other events – accessible and open at the respective main entrance at the following times:
 - a) Monday to Saturday: 6:00 to 23:00
 - b) All entrances are closed on Sundays and holidays.

- (2) Differing regulations are announced by publication in the newsletter, on the TU Vienna website and as a notice in the entrance area of the respective building.
- (3) Students who can demonstrate a need to use art rooms, laboratories or other workrooms outside of the times stated in Para. 1 by permission of the responsible head of teaching can use these rooms outside of opening hours after the agreement of security on production of such permits.

§ 6 Use of buildings, rooms and facilities

- (1) All buildings and rooms are to be used with the greatest possible conservation of structures, facilities and other fixtures, and with sparing use of resources.
- (2) The use of rooms for carrying out events is regulated in the event regulations.
- (3) When the room user is absent, the rooms may only be entered by third parties with the knowledge of the room user or for urgent official reasons. The transfer of rooms to third parties by the room user takes place at the responsibility of the latter.
- (4) The driving and parking of motor vehicles and bicycles is regulated in the parking regulations.
- (5) The activities of persons outside the organisation in TU Vienna buildings and rooms are regulated in the outside company regulations.

§ 7 Carrying out lessons and examinations

- (1) Teaching and examinations are carried out under the provisions of education law.
- (2) The head of teaching or the person appointed is responsible for ensuring the observance of the provisions contained in these building guidelines during teaching or examinations.

§ 8 Placards on information boards

- (1) Notices are only permitted on the information boards provided for them. The allocation of the information boards is the responsibility of the relevant member of the rectorate or the person authorised to do so. The needs of the university institutes and bodies, the employee organisations and the student association are to be given the highest priority.

§ 9 Activities at TU Vienna which require approval

At TU Vienna, the following activities in particular require approval by the relevant member of the rectorate or the person authorised with this:

- (1) Any intended structural change, any change in name and any change in the technical equipment must be requested in writing through official channels.
- (2) Any change to the lock systems is only permitted with written approval.
- (3) Collections of money or signatures may only be carried out in TU Vienna buildings and property with approval. Activities in accordance with the Austrian Students' Association Act, the Austrian Labour Constitution Act and the Federal Personnel Representation Act.
- (4) Applying or erecting advertising installations, installing vending and coin-operated machines, and selling goods for private or commercial purposes on TU Vienna premises is only permitted with written approval and may be subject to a charge.
- (5) Approval is required in order to bring or keep animals, except for guide dogs.

§ 10 Smoking, smoking ban

- (1) Smoking is not permitted in rooms accessible to the university public in accordance with § 13 Para. 1 of the Tobacco Act. This also applies to office rooms with public traffic during opening hours. The responsible member of the rectorate or the person authorised to do so can set up smoking zones at suitable points if a corresponding demand exists.

§ 11 Lost property

- (1) Lost property should be handed in to security. It is kept for two weeks and given to the person who can credibly prove possession or legitimate ownership. After this period has expired, the lost property is passed on to the Vienna municipal authorities for further keeping. There are no finders' rewards.

§ 12 Locking systems and key management

- (1) The management and supervision of the locking systems are the responsibility of the persons appointed with these tasks by the relevant member of the rectorate.

- (2) Keys are only handed out at the request of the head of the respective organisational unit. Key management is the responsibility of the head of the respective organisational unit and is to be documented.
- (3) Keys are to be stored carefully. Any loss is to be indicated immediately. All costs arising from lost keys (changing locks) are borne by the key owner.
- (4) As soon as the reason for allocating a key no longer applied, it should be given back immediately.

§ 13 Safety provisions

- (1) With respect to the safety of persons, buildings and property, the relevant provisions are to be observed, in particular:
 - a) Employee Protection Act and its ordinances
 - b) Building regulations
 - c) Industrial code
 - d) TU Vienna Fire Protection Regulations
 - e) TU Vienna laboratory and workshop regulations
 - f) Guidelines on TU Vienna regulations
- (2) The provisions given in Para. 1 are to be published, displayed or made public on the TU Vienna website.
- (3) The relevant member of the rectorate must ensure the setting up of a security department at TU Vienna and carry out or have carried out checks on the observance of safety regulations in all areas of TU Vienna at reasonable intervals.
- (4) Security must carry out the instructions of the university management while observing relevant laws, ordinances, standards and guidelines. The tasks of the security department consist of:
 - a) carrying out the general security tasks which go beyond the local and functional area of the individual organisational units and
 - b) providing advice, monitoring, coordination, training and information to university members in the field of safety.

The security department's tasks include the following:

- a) Employee protection
- b) Protection of buildings, property and persons

- c) Fire protection and emergency management
- d) Admittance and alarm matters
- e) Environmental protection
- f) Procedures for storing, safekeeping and disposal of hazardous substances

A detailed description of the tasks and organisation of the security department is defined in specific safety guidelines.

- (5) Appropriately qualified and trained persons are appointed by the university management for all tasks falling under the responsibilities of the security department (security, fire protection, health and safety etc.). External contractors must have at least the same qualifications. All appointed persons are named in the TU Vienna newsletter.
- (6) All safety matters which fall under the responsibilities of the individual organisational units of TU Vienna are the responsibility of the respective head.

§ 14 Valuables and conduct in the event of break-ins, attempted break-ins, thefts and attempted thefts

- (1) Valuables and cash should be kept locked up to prevent theft. The doors should be closed as a matter of principle when leaving rooms, even for a short time.
- (2) TU Vienna accepts no liability for lost personal valuables and cash.
- (3) Break-ins, attempted break-ins, thefts and attempted thefts should be reported to security and to the police immediately by the person affected.

§ 15 Emergencies, first aid, accident prevention devices

- (1) In an emergency, the emergency services should be called and security informed. Every workplace or organisational unit must have enough trained staff (health and safety staff, first aiders, fire wardens). Means and devices for maintaining safety are provided and maintained by security.
- (2) If damage or anomalies are found on the building, or in the event of imminent danger, TU Vienna security should be notified immediately.

- (3) Escape routes and accident prevention devices are to be kept accessible and ready for use at all times. Missing protective devices, deficiencies or other irregularities which could cause an accident should be reported immediately to security. Work should be suspended and prevented from being restarted prematurely until the prescribed state is restored.
- (4) Specific measures for conduct in emergencies are regulated in the laboratory and workshop, event and fire protection regulations.

§ 16 Measures in the event of infringement of the building guidelines

- (1) In the event of infringement of the building guidelines, consideration should be given to the principle of proportionality.
- (2) In the event of slight infringements of the building guidelines, a warning is given by the person responsible.
- (3) In the event of repeated and serious infringements, those who are not members of the university can be excluded from further use of the teaching and research facilities at TU Vienna for a limited time by the head or indefinitely by the rector.
- (4) If teaching or examinations are disrupted in such a manner that carrying them out becomes impossible or unreasonable to the head, they can be interrupted. If necessary TU Vienna security is to be informed.
- (5) In the event of imminent danger, all members of the university and any persons present at TU Vienna are authorised and obliged to take all reasonable measures suitable for averting danger and damage to the university and its members or users.
- (6) Measures in the event of infringements of the building guidelines by TU Vienna employees are to be regulated in employment agreements.
- (7) In the event of damage which is caused intentionally or as a result of gross negligence, TU Vienna will make claims for recourse.

Rectorate decision of 22.4.2008

Senate decision of 5.5.2008

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