

BUILDING REGULATIONS

New Building Dejvice (NBD), Thákurova 9, Praha 6

A. Building Regulations

Building I. Introduction

1. The Regulations of Operation (hereinafter referred to as "Building Regulations") lay down the Regulations of use and operation of the NBD. It contains a set of guidelines that govern the organization of the operation of the building, keeping order and safety throughout the building.
2. The Building Regulations are binding for all persons present on the NBD premises.
3. The buildings are open for a specified time and are guarded by a front desk reception service. Upon request, CTU students must present their student ID cards, and academic staff and CTU employees must identify themselves with an employee card.
4. The entry and presence permit for workers from vendor or repair firms shall be provided by the management of the building.

II. Opening hours/building entry

1. Pursuant to the Rector's Dislocation Order No. 8/2010, the Faculty of Architecture has been entrusted with the management of the NBD since 3 January 2011.
2. The opening hours of the building are from 6:30 am to 10:00 pm on working days. On Saturdays, Sundays and public holidays the building is open from 8:00 am to 8:00pm, only when staff and students sign in into the guest book.
3. The presence of students and employees in NBD outside this period may be allowed only based on a written application, which must be approved by the head of the institute / studio and then approved by the secretary or administration of the FA CTU building and submitted for registration at the front desk.
4. Entry to the building outside of opening hours without a written request is permitted only to:
 - The Dean of FA and FIT
 - Secretary of FA a FIT
 - IT administrators
 - Employees of ICT FIT departments
 - FA building management
5. Designated FIT employees have the right to access the building outside the opening hours of the facility and use the passage between the facility and the FSv CTU building in Prague to carry out necessary work, such as dealing with emergencies on necessary FIT infrastructure. A list of these designated staff members, signed by the FIT Secretary and its subsequent updates, shall be forwarded by the FIT Secretary to the FA Secretary, who shall inform the staff at the front desk.
6. In the event of an emergency, access to the facility outside the operating hours is permitted to those employees who are involved in the removal of the malfunctions. The worker who requested the removal of malfunctions is obliged to inform the operating staff at the front desk about the entry of these workers.
7. Access to the building by persons under the influence of alcohol and persons under the influence of narcotic drugs and psychotropic substances is prohibited.
8. Persons with animals are prohibited in all areas.
9. Entry to:
 - a) The main building is through the main entrance through the turnstiles using employee or student cards/chips.
 - b) The main building is also possible via the connecting tunnel between the FA/FIT and FSv only during opening hours
 - c) Rooms/classrooms/lecture rooms is provided via employee and student card readers.
 - d) The central workshop from 8:30 a.m. to 5 p.m. (Monday – Friday) is only possible when accompanied by the assigned personnel, who unlock/lock the space.
10. During the period of FA nonstop the NBD will be open 24 hours daily. FA nonstop will take place according to the schedule of the relevant academic year published in the White Book.

III. Protection of property

1. Academic staff, students and employees of CTU are obliged to protect faculty property from damage, loss, destruction and abuse.
2. Removing property from the building without the written consent of the faculty secretaries is not permitted. This measure also applies to school works.

IV. Keys

1. The key to all rooms is kept at the front desk. Front desk personnel will provide access to authorized persons in the requested room, and upon departure of the authorized person will lock the given room.

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V. Fire Protection

1. Fire alarm guidelines, including a fire evacuation plan, have been drawn up for the NBD and are visibly located on each floor of the building. Everyone is obliged to become acquainted with them and follow them in case of fire or unwelcome event.
2. Corridors, stairways, exits and other areas in the NBD serving as escape routes must remain permanently free along the entire route. It is not permitted to use these areas for storage or parking.
3. **Smoking and open flame handling are prohibited throughout the NBD.**
4. Electric cookers and other electrical appliances may be used in buildings only with the permission of the building management and security officer.
5. The use of private electrical appliances is not permitted. Any changes in use must be reported to the building management.
6. Welding is only possible on the basis of a welding permit.
7. Fire protection outside opening hours is provided by front desk staff.
8. The front desk serves as a fire reporting station. In the event of a fire, the front desk staff follows the fire alarm guidelines and the fire evacuation plan.
9. For activities involving an increased risk of fire and for events involving a greater number of persons, it is necessary to set up a fire assistance patrol.
10. When a fire is detected, it is the responsibility of each worker to use all means suitable for fire extinguishing. If the fire cannot be extinguished in this way, the front desk must be notified immediately. A fire alarm shall be announced through the evacuation P.A. system.
11. Individual managers at the workplaces managed by them are responsible for ensuring fire protection and compliance with fire regulations. Responsibility for Fire Protection and prevention cannot be transferred from the manager to his/her subordinate.

VI. Ensuring Occupational Safety and Health

1. Academic staff, students, faculty staff and persons present in the NBD premises are obliged to observe the regulations for ensuring Occupational Safety and Health (OSH).
2. All technical equipment in the buildings must be regularly inspected according to valid legal regulations. Audit reports are recorded by the building management, which ensures the removal of detected defects.
3. **It is forbidden to put any objects on the sills of the gallery.**
4. All the academic staff, students, faculty staff and persons present in the NBD premises are obliged to observe the operator's regulations relating to the area of fire protection and health and safety at work.

VII. Emergency Situations

1. In the event of electricity malfunctions or other emergency situations, the front desk must be informed immediately (224 356 222).

VIII. Photography and Filming

Photography and filming for non-educational purposes are prohibited in the building. Exceptions to this prohibition shall be decided by the FA Secretary or a person authorized by the FA. The written decision shall specify the conditions and scope of the photography and filming authorization.

IX. Cleaning and Maintenance

1. It is the duty of every academic, student and employee to maintain order within the building.
2. Cleaning is done on weekdays daily. Maintenance and planned repairs are provided by building management staff and contractors.
3. The garbage cans are located in a designated area. They are designated for normal household and sorted waste. Removal of other waste is carried out as needed and must be agreed in advance with the management of the building.

X. Violations of the Building Regulations

1. Staff at the front desk shall strive to prevent offenses against the Building Regulations and, if this is not possible, register the offense in writing stating the persons and time. Offenses of employees are subsequently dealt with by the relevant Dean, and offenses of students by the relevant Disciplinary Board.

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B. Faculty of Architecture Computer Classroom Operating Regulations

Anyone entering (hereinafter visitor) to a computer classroom or computer lab must observe and behave in accordance with the occupational safety and health regulations in force at NBD.

In the above-mentioned premises, it is prohibited to:

1. Bring and handle food in unsealed packages;
2. Interfere with the software and hardware of the computer(s);
3. Interfere with the connection and interconnection of the computer(s) to the mains and computer network connections;
4. Be logged on on more than one computer.

Any exceptions must be approved by the manager of the given space.

Every visitor is obliged to:

1. Keep their workplace clean,
2. Check, before starting work, the integrity of the workplace (presence of PC, keyboard, monitor, mouse ...), inform the service worker about any deficiencies
3. Leave the workplace in complete and undamaged condition after completion of the work,
4. Obey the prompts and instructions of the teacher or space manager or network administrator.

The operating rules of individual FIT classrooms are posted in the relevant rooms.

C. Server Room Regulations

Conditions for the presence of persons and performance of activity associated with the administration of the equipment located in the server room in room S144 (hereinafter "server room").

1. For the purposes of these Regulations, "Authorized Person" means a person who is authorized to enter the server room by the FA management.
2. For the purposes of these Regulations, an unauthorized person shall mean a person who is prohibited from entering the server room by the FA management.
3. The issue of a permit to enter the server room for a person must be requested by the relevant unit of CTU, through its authorized representative of FA building management. The application shall indicate for what purpose the person is to be admitted and that person's relationship to the applicant. There is no legal entitlement to the granting of entry permission. It is the responsibility of the applicant to inform the building management immediately of the revocation of the access to the server room for a given person, if such a situation occurs.

Entry to the server room

1. The entrance to the room is secured by means of the K4 card system and the electronic security system (ESS), which are managed by the Faculty of Architecture Building Administration.
2. An authorized person may take an unauthorized person to the Server Room if the situation so requires, but the authorized person shall fully assume the consequences of the unauthorized person's actions in the Server Room. An authorized person must also be present in the server room or in the immediate vicinity of the server room during the unauthorized person's stay in the server room.
3. An authorized person must be trained in the operation of the fixed fire-extinguishing equipment (hereinafter referred to as SHZ) with which the server room is currently equipped.
4. Before entering the server room, the authorized person must deactivate the intrusion alarm in the server room zone. The authorized person then opens the door using the K4 personal chip card.
5. All persons entering the server room must observe the increased precautions for keeping dust in the visited space to a minimum.
6. Before entering the server room, the person entering will notify the front desk of the entry, and sign the proof of acquaintance with the SHZ shutdown procedures and after leaving the server room the person leaving will notify the front desk of exit from the server room and sign a confirmation of enabling the SHZ. The document should include the date of entry, the time of entry, the name and surname of the person entering the server room, the reason for entry, the time of departure, confirmation of the launch of the SHZ and a signature.

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Presence and work in server room

After opening the entrance door of the server room, everyone entering and staying in the server room is obliged to behave in a way that does not trigger an emergency.

In particular, avoid:

- Causing a fire,
- Triggering the SHZ for purposes other than extinguishing a fire,
- electric shock, or other injury or damage to equipment in the server room, improper interference with the settings of server room equipment (air conditioning, SHZ ...)

If the authorized person finds or suspects a malfunction or incorrect functioning of any equipment in the server room, he/she shall immediately inform the building management.

After completing his/her activities, the authorized person is obliged to ensure the cleaning of the affected areas to a sufficient extent. In particular, cleaning of cable shavings, screws, packaging and other waste generated during his/her activity.

It is prohibited:

- To physically relocate racks outside of their assigned position without FA management approval.
- To change the physical and logical network/subnet topology that is under FA administration without the approval of FA management.
- To use other than the allocated electricity connection points.

Leaving the server room

Before leaving the server room, the authorized person is obliged (at least visually) to check whether they are leaving the server room in a sufficiently tidy condition.

Furthermore, whether no one is left behind in the server room.

Close the door and check that it is closed.

After leaving the server room, the authorized person must activate the intrusion alarm in the server room zone.

In case of emergency

In case of unexpected or emergency events, FA management may temporarily change some of the above building Regulations.

In Prague, January 31, 2020

Ing. Jana Tóthová, v.r.
Secretary of the Faculty of Architecture at CTU