

**Measure of the Director**  
**of the Central European Institute of Technology of Masaryk University**  
**no. 3/2021**

**Rules of Operation of the Premises Used by the Central  
European Institute of Technology of Masaryk University,  
within the Area of University Campus Bohunice,  
Kamenice 5, Brno**

*(effective as of 15 June 2021)*

*Pursuant to Article 7.4 g) of the Rules of Organisation of the Central European Institute of Technology of Masaryk University I hereby issue the following measure:*

**PART I.**  
**RESPONSIBILITIES**

Article 1  
**Objective and Subject Matter**

This Measure stipulates binding procedures and obligations associated with the use and operation of buildings administered by *the Central European Institute of Technology of Masaryk University (hereinafter "CEITEC MU")*.

Article 2  
**General Applicability and Scope**

- (1) The Rules of Operation of the Premises Used by the Central European Institute of Technology of Masaryk University (hereinafter the „Rules of Operation of CEITEC MU“ or simply the „Rules of Operation“), within the Area of University Campus Bohunice, at Kamenice 5, Brno, stipulate the organization of operation of individual buildings and worksites of CEITEC MU.
- (2) The Rules of Operation of CEITEC MU are binding for the worksites located in the own buildings of CEITEC MU.
- (3) The Rules of Operation of CEITEC MU are binding for the worksites of CEITEC MU located in any other buildings within UCB within the full scope of these Rules of Operation, with the exception of the sections that expressly state that they are “not binding for the worksites of CEITEC MU located in any other buildings within UCB”. At the same time, it is necessary for the purpose of operating these buildings, to follow the rules of operation of the relevant users with decision-making powers in each of the buildings.
- (4) These Rules of Operation are binding for all employees, students, third parties, including representatives of organizations, who are present within the given building (permanently or temporarily) based on a contractual relationship with CEITEC MU, as well as visitors who are also required to follow the provisions of these Rules of Organization. Each such person shall further be required to follow the Operating Regulations of the University Campus Bohunice, Kamenice 5, Brno (<https://is.muni.cz/auth/do/sukb/spolecne/19997936/>).

Article 3  
**Definitions of Terms and Abbreviations**

- (1) **Own buildings** – buildings E26 and E35 (in Annex No. 1 highlighted in light green) where CEITEC MU is the user with decision-making powers.
- (2) **Other buildings** – buildings (other than the own buildings) where CEITEC MU is not the user with decision-making powers and in which employees of CEITEC MU are partially located; currently buildings C02, C04, and others according to the current dislocation situation.
- (3) **Premises of CEITEC MU** – all buildings in which employees of CEITEC MU have their permanent workplaces (own buildings + other buildings)
- (4) **UCB** – University Campus Bohunice
- (5) **UCB FM** – Facility management of the University Campus Bohunice
- (6) **OSHP** – Rules of Occupational Safety and Health Protection
- (7) **FP** – Fire Prevention
- (8) **CSD** – Central security desk operated within UCB
- (9) **Telephone numbers** – All landline telephone numbers used within UCB have the following form: 54949 XXXX. When calling through the switchboard of Masaryk University (from landlines), only the last four digits are dialed. When calling from a cell phone, it is necessary to dial all digits.
- (10) **External persons** – Employees of another employer who carry out their work within the premises of CEITEC MU
- (11) **Long-term visitors** – Persons who are not employees of CEITEC MU, but perform their activities on a long-term basis within the premises of CEITEC MU and have been provided with an access chip card, as confirmed by a handover certificate
- (12) **Master key** – A key that can be used to unlock all locks within a given key system
- (13) **Group key** – A key that can be used to unlock a specified group of locks

Article 4  
**Facility Management of the University Campus Bohunice and Individual Buildings**

- (1) The operation of buildings managed by CEITEC MU and of the outdoor areas of UCB is ensured by the UCB FM.
- (2) UCB FM further ensures security of buildings and security supervision by means of continuous service of the central security desk. UCB FM further ensures repairs, maintenance and settings of building technologies.
- (3) UCB FM contact list:
  - **University Campus Bohunice Facility Management**  
Kamenice 5, 625 00 Brno  
**Tel.:** 54949 2901  
**e-mail:** [sprava@ukb.muni.cz](mailto:sprava@ukb.muni.cz)

- Director of UCB Facility Management 549 49 **2901**
- CSD – non-urgent calls 549 49 **4450**
- CSD – urgent calls 549 49 **2929**
- M&R (measurement and regulation) technicians [mar@ukb.muni.cz](mailto:mar@ukb.muni.cz) 549 49 **2944**
- IT administration [cit@ukb.muni.cz](mailto:cit@ukb.muni.cz) 549 49 **2919**
- Administration of lecture rooms  
and audio-visual technology [avtechnici@ukb.muni.cz](mailto:avtechnici@ukb.muni.cz) 549 49 **2933**
- Requests for liquidation of hazardous  
waste <https://odpady.ukb.muni.cz/>

#### Article 5

#### Operation of Buildings of CEITEC MU - Reporting of Extraordinary Events

(1) The following persons are appointed to receive reports of extraordinary events:

- Operators of the permanent security service and of the CSD
- Receptionist in building E35 (549 49 **2911**)

(2) In the case of specific types of urgent situations, it is possible to contact the following persons:

<b>type of event</b>	<b>person to be contacted</b>	<b>contact details</b>
fire	CSD	549 49 <b>2929</b>
injury	ambulance (if necessary); competent supervising employee	155
injury, fire – reporting by a foreigner	emergency number (if necessary); competent supervising employee	112
criminal activity	Police of the Czech Republic	158
breaking into the building	CSD	549 49 <b>2929</b>
Building technology accident (water leakage, person trapped in an elevator, etc.)	CSD	549 49 <b>2929</b>
Power outage or utility supply failure	UCB FM - accident reporting - specification of an urgent accident	<a href="https://zavady.ukb.muni.cz/">https://zavady.ukb.muni.cz/</a>

(3) Promptly after the first reporting and mitigation of the risk of further damage, it is necessary - depending on the nature of the given situation - to notify the appointed persons within the Operations Department - i.e. person responsible for occupational safety, health protection and fire prevention at the e-mail address [BOZP@ceitec.muni.cz](mailto:BOZP@ceitec.muni.cz) or the administrator of CEITEC MU buildings at the e-mail address [operations@ceitec.muni.cz](mailto:operations@ceitec.muni.cz).

## PART II. ACCESS TO THE CAMPUS AND TO INDIVIDUAL BUILDINGS

### Article 6 Operating Hours of the Campus

- (1) The operating hours of UCB are from 5:00 a.m. to 10:00 p.m. on weekdays.
- (2) CSD (central security desk) that ensures security of the UCB area operates continuously (without interruption).
- (3) The working hours of the reception in building E35 are from 7:00 a.m. to 7:00 p.m. on weekdays.
- (4) Receptions located in buildings C22, D34 and Entrance Hall 1 (VH1) operate continuously (without interruption).

### Article 7 Access to the Campus and to the Buildings

- (1) Access to the area of UCB is possible through entrances with a reception desk, specifically through the main entrance in building C22, and also through the entrance in building D34, through Entrance Hall 1, and through a separate entrance to building E35.
- (2) Access to different buildings is then possible through above-ground corridors or through entrances located at the level of the surrounding terrain (with the exception of escape exits).
- (3) The layout plan with marked entrances and buildings of CEITEC MU is attached hereto as Annex No. 1.
- (4) In the event of an emergency, access to the buildings or to the area may be limited as necessary, with priority access being granted to employees participating in the elimination of such emergency situation. The employee who requested the emergency elimination is required to inform the security staff or the CSD via telephone (549 49 **2929**) of calling such employees.

### Article 8 Access to CEITEC MU Buildings

- (1) Access to building E35 is possible at any time through the reception located in the northern part of the building or through the foot bridge from the corridor on the 2nd above-ground floor, with access outside the usual working hours being possible only with the use of a chip access card in line with Part II., Art. 9 of the Rules of Operation of CEITEC MU.
- (2) Access to the other buildings is possible through the entrances from the corridors on the 2nd and 3rd above-ground floors and through the entrance from the outdoor area on the 1st above-ground floor.
- (3) Outside the working hours of the reception desk in building E35, access to the own buildings of CEITEC MU is only possible with the use of a chip card, while access to the other buildings is possible with the use of a key or a chip card.
- (4) Persons arriving for a magnetic resonance (MR) examination are allowed to enter only the healthcare facility and solely through the reception on the 2nd underground floor

of building E35. These persons are not allowed to enter any other premises; the head of the Multimodal and Functional Imaging Laboratory is responsible for ensuring the observance of this rule.

- (5) It is prohibited to use escape exits leading through outdoor escape staircases for the purpose of entering or leaving buildings, with the exception of controlled evacuation.
- (6) Unauthorized persons are not allowed to enter the premises of CEITEC MU. Reception staff in cooperation with the security guards of the CSD prevent unauthorized entry of persons.
- (7) Students are only allowed to enter the premises with a permission issued by the supervising employee, subject to fulfilment of the condition of undergoing a general training in the field of OSHP and FP and a special training provided by the supervising employee with respect to the given worksite (getting acquainted with the rules of operation, safety data sheets, instructions for use and other documents relating to the operation and safety of the given worksite).
- (8) Visitors are only allowed to enter the premises if accompanied by an employee or another person allowed to enter the premises of CEITEC MU. These persons are responsible for the security of visitors. Visitors are required to be entered in the guest book for the registration of persons present.
- (9) External persons are allowed to enter the premises subject to the fulfilment of the provisions of Section 101 of Act No. 262/2006 Coll., the Labour Code, as amended, if accompanied by a responsible employee. Binding conditions regulating access of external persons are specified in a documents entitled "Binding conditions of performing activities by externals in terms of occupational safety, health protection and fire prevention within CEITEC MU" and "Information on the Risks", both attached as Annex No. 1. and 2. Of the Measure of the Director 7/2017 – Education of Employees in the Field of Occupational Safety, Health Protection and Fire Prevention, as amended. The fulfilment of the condition is confirmed by the entering external person's signature on the documents specified above that are subsequently kept at the reception desk of building E35.
- (10) It is prohibited to enter the roofs of the buildings, with the exception of employees operating growing areas or other technologies located on the roof, employees of the Operations Department of CEITEC MU and their superiors, employees of UCB FM and employees of servicing companies.
- (11) Entry of animals into the area of UCB is prohibited, with the exception of assistance dogs of persons with limited capability of movement and orientation and with the exception of experimental animals.

#### Article 9

#### **Staying in CEITEC MU Buildings Outside the Working Hours**

- (1) It is only possible to stay in the premises of CEITEC MU outside the operating hours of the UCB buildings, i.e. between 10:00 p.m. and 5:00 a.m. on workdays or at any time during weekends and public holidays, based on a written permit issued by the Director of CEITEC MU. This provision shall not affect the validity of Art. 5 (3) of the Director's Measure No. 2/2019 - "The Signature Rules of CEITEC MU".
- (2) The form of the permit to stay outside working hours is available for download at [https://is.muni.cz/auth/do/ceitec/spravni\\_pracoviste/personalni\\_oddeleni/](https://is.muni.cz/auth/do/ceitec/spravni_pracoviste/personalni_oddeleni/).

- (3) The filled form bearing the signature of the head of the given worksite and the pedagogic supervisor (in the case of students not employed by CEITEC MU) needs to be submitted to the assistant at the given worksite. The assistant of the given worksite is responsible for keeping records of the permits for stay in the premises outside working hours.
- (4) When entering the complex or when staying in the complex after the working hours, employees and students are required to report their presence through the application "Reporting presence within UCB outside operating hours" available at <https://pritomnost.ukb.muni.cz/>. If they have no access to a computer, they are required to report their presence within UCB outside working hours at the CSD, via telephone number 549 49 4450. When reporting their presence, they shall state their name, building number, room number and telephone extension where the employee / student is going to stay. When leaving, they shall again report their departure at the CSD.
- (5) Students who are not employed may not stay at the worksite outside working hours without the presence of another employee (pedagogic supervision).

Article 10  
**Electronic Access Control (Chip Card)**

- (1) Employees, students and long-term visitors ("the card holders") are allowed to enter the CEITEC MU premises and individual buildings, offices, laboratories, etc. with the use of a chip card.
- (2) "The chip card holders" are prohibited from misusing the issued permit to enter the buildings, e.g. by handing over the chip card to other persons, entering when it is not necessary for the performance of their work tasks, etc.
- (3) "The chip card holders" are obliged to act so as to prevent damage or loss of the chip card. In the event of a loss, theft, etc., "the chip card holder" shall promptly notify responsible employees at the e-mail address email [hr@ceitec.muni.cz](mailto:hr@ceitec.muni.cz), upon which their chip card shall be immediately blocked in order to prevent its misuse. During the time period between the card loss and its reporting, "the card holder" is fully responsible for its potential misuse.
- (4) The employee card or temporary chip card is issued to employees by the HR Manager of CEITEC MU upon commencement of their employment. Upon termination of employment, employees are required to return their card to the competent HR Manager.
- (5) The necessary access based on the employee's position is activated automatically, activation of further access that may be requested by the employee shall be arranged by the assistant of the applicant's worksite subject to approval by the head of the given worksite to which access is being granted.
- (6) The issuance of a temporary chip card and/or activation of access for persons who are not employed at CEITEC MU, as well as the fulfilment of any conditions for granting access (training in OSHP and FP) shall be ensured by the HR Manager.
- (7) The activation of access to the premises with a special access regime conditional upon fulfilment of any additional conditions, e.g. specialized training, shall be ensured by a person responsible for the operation of such premises with a special access regime and for the supervision over the fulfilment of the relevant conditions for granting access rights.

- (8) The activation of access of any persons not employed at CEITEC MU shall be limited for the time necessary for the duration of their expected cooperation with CEITEC MU.

Article 11  
**Keys**

- (1) The provisions of Art. 11 shall not apply to the worksites of CEITEC MU located in the other buildings within UCB.
- (2) The own buildings are equipped with the master key and group key system.
- (3) The assistant of the relevant worksite is responsible for the issuance of keys and acceptance of returned keys (upon employment termination), as well as for ensuring fulfilment of any conditions prescribed for the issuance of keys.
- (4) The released keys are recorded in the application "Released Keys" in the INET system ([https://inet.muni.cz/app/fm/kl\\_osoba\\_pujc\\_klice](https://inet.muni.cz/app/fm/kl_osoba_pujc_klice)) and are not transferable. The records are kept by the person who hands out the keys.
- (5) "The key holders" are obliged to act so as to prevent damage or loss of the key. "The key holder" is required to promptly notify the damage, loss or destruction of their key to the Operations Department of CEITEC MU at the e-mail address [operations@ceitec.muni.cz](mailto:operations@ceitec.muni.cz). The costs of replacement of the lock insert or all affected lock inserts, as the case may be, and of the key production can be recovered from the perpetrator.
- (6) It is prohibited to replace any locks, door fittings, lock inserts and to install any additional locks. All replacements of lock inserts, repairs, modifications of lock systems, as well as the production of spare keys for the master key system, is ensured by the authorized employee of the Operations Department of CEITEC MU.

Article 12  
**Entrance to the Parking Lot near Buildings E26 and E35**

- (1) Entrance to the parking lot by vehicles is possible with the use of a chip card. The access card is activated only on the basis of a permit issued by the Deputy Director for Administration of CEITEC MU. The user is required to state the plate number of the vehicle with which he/she usually enters the parking lot; the records of plate numbers are kept in the form of non-public list by the competent employee of the Operations Department of CEITEC MU.
- (2) The number of issued entrance permits is limited per worksite - head of the worksite plus one other person or only the head of the worksite in the case of parking lots located near other buildings and worksites of the Administration Section and the Director's Office of CEITEC MU, institute secretaries and deputy directors. Any exemptions must be approved by the Director of CEITEC MU.
- (3) The person allowed to use the parking lot is required to place at a visible place behind the windshield of their vehicle the parking card issued by the Operations Department of CEITEC MU, specifying the plate number of the vehicle that the card holder usually uses. The card shall be issued to persons allowed to use the parking lot upon activation of their entrance right or upon their own request in the case of a long-term change of the used vehicle (plate number). Parking cards are non-transferable and may not be provided to any person other than their authorized holder.
- (4) External suppliers and visitors reported in advance may enter the parking lots between 7:00 a.m. and 6:00 p.m. on workdays after making a call from the communication device installed on the parking lot closing bar to the reception desk in building E35. The

visitors are required to pick up a parking card at the reception desk where they identify the person they are visiting and state the expected duration of their visit, contact telephone number and signature; such parking card shall then be placed at a visible place behind the windshield of their vehicle. The number of parking cards released at any given time is limited by the available number of parking spaces. External suppliers are allowed to use the parking lot for a short time necessary for unloading their cargo without the need to pick up a parking card at the reception.

- (5) External suppliers and visitors reported in advance may enter the parking lots between 6:00 p.m. and 7:00 a.m. on workdays and during weekends and public holidays after making a call from the communication device installed on the parking lot closing bar to the CSD.
- (6) Visitors are reported by means of an e-mail message with the subject line "Visit" and with the following details specified in the text of the message: Company name / visitor's name, date of visit, name of the visited person and their telephone number (ideally mobile phone) to be sent to the e-mail address: [vrat-E35@ukb.muni.cz](mailto:vrat-E35@ukb.muni.cz)
- (7) Parking is allowed only at places marked with horizontal traffic signs. Stopping of vehicles for unloading or loading cargo is allowed even outside the marked parking spaces.
- (8) Parking of vehicles is prohibited at the parking lot when the authorized holder of the entrance permit is not present at the workplace, with the exception of breaks granted by the law and business meetings and business trips.
- (9) The vehicle users are obliged to notify the UCB FM (CSD, ext. 4450) of any large scale leakage of operating fuels.

Article 13  
**Parking of Bicycles**

- (1) The provisions of Art. 13 shall not apply to the worksites of CEITEC MU located in the other buildings within UCB.
- (2) Bicycle parking stands for employees are located in a fenced area with limited access between buildings E26 and E35, next to the staircase. The chip card access is activated by the Operations Department based on a request sent to the e-mail address: [operations@ceitec.muni.cz](mailto:operations@ceitec.muni.cz). It is not allowed to park bikes at any other places than the stands intended for this purpose. Each user must lock the bike to the stand structure with the user's own lock. It is prohibited to tie bikes to railings or other external structures of buildings.
- (3) It is prohibited to enter interior premises of CEITEC MU on bikes, to bring bikes to such premises and to leave bikes there.

**PART III.**  
**BUILDING OPERATION**

Article 14  
**Camera System**

- (1) The premises of CEITEC MU and the parking lots in front of buildings E35 and E26 are equipped with a camera system monitoring the common areas.
- (2) Camera recordings may be archived in line with the provisions of applicable legal regulations.



Article 15  
**Electronic Fire Signaling System (EFS)**

- (1) The premises of CEITEC MU are equipped with electronic fire signaling system.
- (2) Smoking (including electronic cigarettes) and unauthorized handling of any hazardous substances is prohibited in all interior areas of buildings within UCB. All users of the buildings, maintenance staff, external persons and visitors are required to refrain from any activities that might result in switching the EFS system.
- (3) It is prohibited to interfere with any individual elements of the EFS. The request for exceptional deactivation of EFS smoke sensors due to external works must be reported in advance to the responsible employee of the Operations Department at the e-mail address: [operations@ceitec.muni.cz](mailto:operations@ceitec.muni.cz) or via telephone at the phone number 594 49 **4537** and to the Security Department of UCB FM at the e-mail address: [beos@ukb.muni.cz](mailto:beos@ukb.muni.cz) or via telephone at the phone number 549 49 **3637**. Without confirmation of the sensors deactivation by the responsible employee, no risk works may be commenced.

Article 16  
**Electronic Security System (ESS)**

- (1) All buildings of the university campus are equipped with electronic security system.
- (2) In the corridor near each exit from the building, there is a keyboard or a chip card reader with a keyboard by means of which it is possible to activate and deactivate the ESS in each building or in separate sections of the building with the use of a code or a chip card.
- (3) It is prohibited to disclose any ESS codes or to lend chip cards to any other persons. The activation and deactivation of the security system is only allowed according to the regime determined by the head of the worksite to persons appointed by the head of the given worksite.
- (4) The "Panic" button constitutes a part of the ESS. It is a grey box with a red button located in selected rooms (toilet for the handicapped, laboratories, etc.). In the case of an emergency, the user activates alarm in the building by pressing the button and thus calls help. The alarm is deactivated by an employee of the UCB FM by means of a special key that unblocks the button.

Article 17  
**First Aid Instructions**

- (1) In the event of an injury, all persons are required to proceed as follows:
  - a) Provide first aid.
  - b) If ambulance is needed, call 155 (112 in the case of foreigners).
  - c) Leave the place of accident without any changes.
  - d) Contact the head of the given worksite where the accident occurred.
  - e) Record the accident in the Injury Information Sheet – available in all first aid kits and to be downloaded here:  
[https://is.muni.cz/auth/do/rect/metodika/vnitрни/BOZP/78398355/pracovni\\_urazy/Informacni\\_list\\_o\\_urazu.pdf](https://is.muni.cz/auth/do/rect/metodika/vnitрни/BOZP/78398355/pracovni_urazy/Informacni_list_o_urazu.pdf)  
Submit the filled sheet signed by the supervising employee to the OSHP and FP Manager.
  - f) Contact the OSHP and FP Manager (777 926 633, BOZP@eitec.muni.cz)
  - g) Co-operate in investigating the injury with all the persons involved.

- (2) Public first aid kits are located in each kitchen in buildings E26 and E35. In buildings C04 and C02, first aid kits are located behind the partition doors in the corridors. The first aid kit cabinets are marked with a pictogram. The first aid kits contain the Injury Information Sheets in Czech and in English.
- (3) The central first aid kit is located at the reception desk in building E35.
- (4) Employees are required to inform the OSHP and FP Manager of the use of the first aid kit via e-mail at the address: [bozp@ceitec.muni.cz](mailto:bozp@ceitec.muni.cz)
- (5) The OSHP and FP Manager of CEITEC MU is responsible for replenishing the contents of the public first aid kits.
- (6) The nearest AED (automated external defibrillator) is located in the entrance lobby of the healthcare facility in building E35, on the 2nd underground floor, another one is located at the Faculty of Sports Studies, building D34, contact details of the D34 reception desk: 549 49 2930. The AED is a microprocessor-controlled device that can be operated by either untrained or trained rescuers. After the device is switched on, the rescuer immediately follows the voice and video guidance.



Article 18  
**Fire Safety and Security Instructions**

- (1) During their stay within the complex, employees, students, visitors and other persons are obliged to observe applicable fire prevention, security, public health and other regulations. Internal regulations of CEITEC MU binding for all employees, visitors and other are available at [https://is.muni.cz/auth/do/ceitec/uredni\\_deska/opatreni\\_reditele/](https://is.muni.cz/auth/do/ceitec/uredni_deska/opatreni_reditele/).
- (2) Armed persons are not allowed to enter the complex, with the exception of members of the security forces who are authorized to perform service in the building.

- (3) It is prohibited to bring any items into the complex that could in any way endanger the safety of persons or property.
- (4) Each person present within the premises of CEITEC MU is obliged to get acquainted with the Fire Alarm Guidelines and Evacuation Plans regularly located in the corridors of the buildings and with the Fire Regulations that are posted in each building.
- (5) Each person entering the laboratory is obliged to demonstrably get acquainted with the work in the laboratory, the rules of operation of the laboratory, its operating conditions, safety data sheets of hazardous chemicals, instructions for use of equipment, etc. The head of each worksite is responsible for the compilation of the Rules of Operation of the given laboratory.
- (6) Each employee is obliged to prevent any damage, loss, destruction or misuse of the assets of MU. If an employee is the last person leaving his/her worksite, he/she is in particular responsible for proper locking of all entrances within the entrusted worksite (office, laboratory, warehouse, etc.), closing of windows, switching off lights and all appliances and equipment that need not be kept on for operational purposes.
- (7) It is prohibited to consume alcoholic beverages and other addictive substances within all premises of CEITEC MU and to enter the buildings under the influence of such substances.
- (8) Smoking or using open fire is prohibited within the entire area of the University Campus Bohunice, with the exception of premises or areas specifically designated and properly marked for this purpose.
- (9) It is prohibited to bring in and use one's own electrical appliances, in particular kettles, electric heaters and other heating appliances.
- (10) It is prohibited to use electrical appliances with damaged power supply or otherwise visibly damaged or any instruments marked as prohibited from use.
- (11) Users are required to keep escape routes and exits unblocked, as well as access routes to hydrants, portable fire extinguishers and power switchboards.
- (12) It is prohibited to limit the functioning of self-closing door mechanisms, to cover or otherwise prevent the function of the EFS or the ESS.
- (13) Each room where no employees are present must be secured against unauthorized entry.
- (14) External persons are required to get demonstrably acquainted with the "Binding conditions of performing activities by externals in terms of occupational safety, health protection and fire prevention within CEITEC MU" and are obliged to provide a written assessment of risks in line with the provisions of Section 101 of Act No.262/2006 Coll., the Labour Code, as amended. Getting acquainted with and understanding of the document shall be confirmed with their signature of Annex No. 1 ("Binding conditions of performing activities by externals in terms of occupational safety, health protection and fire protection within CEITEC MU") and Annex No. 2. ("Information on the Risks") - Measure of the Director 7/2017 – Education of Employees in the Field of Occupational Safety, Health Protection and Fire Prevention, as amended. Both documents are kept at the reception desk in building E35.
- (15) The person accompanying the relevant external person within the premises of CEITEC MU shall always be responsible for signing of the document pursuant to the preceding

paragraph. The document shall be available for signing at the reception desk in building E35, where the signed documents are also kept.

- (16) The OSHP and FP Manager of CEITEC MU is responsible for archiving of signed documents and for supplementing of blank documents for signing.
- (17) It is prohibited to ride bicycles (or walk along them), scooters and roller skates and to use any other transportation vehicles inside the buildings. The only exemption from this ban is granted to transportation vehicles of persons with limited capability of movement and orientation and to transportation vehicles of UCB FM.

## PART IV. OPERATION OF THE OFFICES AND LABORATORIES

### Article 19 Use of Rooms in Buildings E26 and E35

- (1) The provisions of Art. 19 shall not apply to the worksites of CEITEC MU located in the other buildings within UCB.
- (2) All rooms in buildings E26 and E35 are administered by the UCB FM and by the Operations Department of CEITEC MU.
- (3) The Operations Department assigns individual rooms for use to users based on the decision of the Director of CEITEC MU that is issued usually on the basis of a recommendation of the Dislocation Committee of CEITEC MU.
- (4) The users are not allowed to arbitrarily interfere with the interior equipment of the building or the interiors of the rooms. It is prohibited to relocate furniture from one room to another or to handle in any manner the furniture in the common areas or move such furniture outside the buildings. Any and all changes or relocations of furniture must be discussed in advance with the Building Administration Manager of CEITEC MU via e-mail at the address: [operations@ceitec.muni.cz](mailto:operations@ceitec.muni.cz) .
- (5) Users are obliged to take due care of the entrusted assets and to prevent their damage. Any damage, loss or destruction of the equipment of buildings and interiors must be promptly reported to the Building Administration Manager of CEITEC MU.
- (6) It is prohibited to install and use cookers and electric kettles in all rooms, except for kitchens. This shall not apply to laboratory equipment. In justified cases, the head of the Operations Department of CEITEC MU may grant an exemption from this rule based on an application filed by the head of the relevant worksite.
- (7) It is prohibited to place any items heavier than 20 kg on the interior window sills.
- (8) Placement of any items heavier than 50 kg on desks and tables and of any items heavier than 300 kg on the floor in the rooms in buildings E26 and E35 must be consulted with the Building Administration Manager of CEITEC MU.
- (9) Hanging shelves and racks may only be loaded up to the maximum permissible load specified on the shelf or rack label.
- (10) Users are responsible for any damage resulting from a failure to observe the rules specified above.
- (11) Any modifications of the constructional nature of buildings or modifications of power or utility distribution systems and technological facilities within buildings may only be

initiated by the Institute Secretary based on an application filed by the head of the relevant worksite.

- (12) Regular maintenance of the technological systems of the buildings is ensured by the UCB FM according to the requirements and pre-defined schedule of regular maintenance.

#### Article 20

#### **Defects of the Interior Equipment of the Building(s) and Interiors**

- (1) Each user is obliged to maintain good order and to behave so as to prevent damage and defects of the technologies within the building, its interior equipment and interiors.
- (2) Any defects of the technological systems of the building (heating, air conditioning, water mains, etc.) or any defects of the equipment of the building and its interiors must be promptly reported to the UCB FM via e-mail in the case of common defects or via telephone in the case of emergencies.
- (3) Common defects must be reported through the website <https://zavady.ukb.muni.cz/>.
- (4) Emergencies, such as trapped persons in elevators, water leakage, etc., must be promptly reported to the Central Security Desk (CSD) at the telephone number 549 49 2929; subsequently, it is necessary to notify the Building Administration Manager of CEITEC MU and commence measures to eliminate potential further damage.

#### Article 21

#### **Kitchenettes**

- (1) Common kitchenettes are located on each floor in the buildings and these kitchenettes are available for all employees and students of CEITEC MU.
- (2) Each user is required to keep the kitchenettes clean, including refrigerators located in them, and to behave so as to prevent damage of the kitchenette equipment.
- (3) Electrical appliances that need not be permanently turned on for operational purposes must be plugged out when not in use.

#### Article 22

#### **Elevators**

- (1) Users of elevators are required to use elevators in line with the instructions for use so as to prevent their damage or overloading.
- (2) Any damage or malfunction must be reported immediately to the Central Security Desk (tel. 549 49 2929).
- (3) Transport of liquid nitrogen and other cryogenics by elevator is allowed only without the presence of persons, including the operator in the elevator cabin.
- (4) It is prohibited to transport hazardous chemicals by elevator.
- (5) In the event of an alarm, elevators are not intended for evacuation of persons. The elevators automatically descend to the base station and remain open.

#### Article 23

#### **Cleaning**

- (1) Cleaning of the entire complex of UCB is ensured by an outsourced provider based on a pre-defined schedule. Cleaning of offices, study rooms, laboratories and shared areas is provided on a daily basis.
- (2) During summer vacation or Christmas holidays, the scope of cleaning may be limited.
- (3) If required, it is possible to ensure extraordinary cleaning of selected areas upon the user's request. The request of extraordinary cleaning must be discussed with the Building Administration manager of CEITEC MU.
- (4) The cleaning provider does not remove hazardous waste from laboratories.

Article 24  
**Waste Management**

- (1) When handling waste, each user is obliged to follow the Rules of Waste Management of UCB (available here: [https://is.muni.cz/auth/do/sukb/spolecne/provozni\\_rad\\_odpadoveho\\_hospodarstvi\\_u\\_kb/Provozni\\_rad\\_odpadoveho\\_hospodarstvi\\_UKB\\_2020-10-08.pdf](https://is.muni.cz/auth/do/sukb/spolecne/provozni_rad_odpadoveho_hospodarstvi_u_kb/Provozni_rad_odpadoveho_hospodarstvi_UKB_2020-10-08.pdf) - only in Czech) and the regulations applicable to handling GMO or radioactive waste.
- (2) The operation of offices and laboratories generates waste of two basic categories - waste similar to municipal waste (hereinafter referred to as "municipal waste") and hazardous waste.
- (3) Waste bins for municipal waste are located in the offices and in the common areas. These bins are emptied as a part of the building cleaning service.
- (4) It is prohibited to dispose waste outside the waste bins or outside places specifically designated for waste disposal.
- (5) It is prohibited to throw any laboratory waste in the municipal waste bins, such as used gloves, test tubes, etc. Municipal waste bins containing any laboratory waste will not be emptied by the cleaning service provider.
- (6) Each employee is obliged to separate municipal waste components for their reuse.
- (7) Separated municipal waste is disposed in containers specifically designated for the appropriate type of waste located in the kitchens or corridors, bulky separated waste is stored in the containers located in the corridor in the basement (1st underground floor) in the southern part of the campus under building B06 and in the northern part of the campus in the corridor between buildings D31 and D36.
- (8) The waste in laboratories including hazardous waste, may be temporarily stored in containers properly marked according to the relevant categories of hazardous waste in line with the waste catalogue that constitutes an annex to the Waste Management Rules of UCB. Appropriate labels and labeling instructions are available here: <https://is.muni.cz/auth/do/rect/metodika/vnitřni/68017632/>
- (9) No municipal waste may be disposed in the laboratories. It is only possible to place containers for hazardous waste in the laboratories, which containers must be properly labeled.
- (10) Hazardous waste is handed over for disposal only in closed bags or containers properly marked according to the waste category with the identification of the waste originator. The labels for marking bags and containers with hazardous waste are distributed by the OSHP and FP Manager of CEITEC MU and are available at the place

designated for the disposal of hazardous waste as follows: room no. 1S039 in building E26, room no. 2S096 in building E35 and in other buildings in line with their applicable rules of operation. Missing labels are supplemented upon the user's request.

- (11) Employees are required to deposit properly closed and marked bags and containers with hazardous waste in the cooled waste storage room in building E35, room no. 2S096. In building E26, it is possible to temporarily store waste in the waste storage room, room no. 1S039. After the waste collection at the worksites of CEITEC MU in the other buildings, it is necessary to promptly ensure the waste removal by the employees of the UCB FM to the cooled storage facility of hazardous waste of UCB based on a request for hazardous waste removal - to be reported via the website <https://odpady.ukb.muni.cz/>
- (12) The OSHP and FP Manager within the Operations Department of CEITEC MU provides consulting to users with respect to the categorization of waste according to the waste catalogue.
- (13) For the purpose of liquidation of printed documents containing sensitive data, there are containers located in the basement of building E35 (on the 2nd underground floor) under the staircase in the southern section of the building, intended for the collection of materials to be shredded by a specialized company using a certified liquidation method.

#### Article 25

#### Personal Protective Equipment (PPE) at the Workplace

- (1) The matters relating to personal protective equipment are regulated by Director's Measure No. 7/2021 "Personal Protective Equipment at the Workplace, Cleaning Agents, Detergents and Disinfection Preparations" (available at: [https://is.muni.cz/do/ceitec/uredni\\_deska/opatreni\\_reditele/opatreni\\_reditele\\_2021\\_07\\_-\\_osobni\\_ochranne\\_pracovni\\_prostredky\\_myci\\_cistici\\_a\\_d/](https://is.muni.cz/do/ceitec/uredni_deska/opatreni_reditele/opatreni_reditele_2021_07_-_osobni_ochranne_pracovni_prostredky_myci_cistici_a_d/)).
- (2) The head of the worksite is obliged to equip the employees of the given worksite with suitable single-use or reusable PPE based on their job description.
- (3) The authorized employee of the Operations Department of CEITEC MU ensures regular washing of washable PPE (hereinafter referred to as "clothes" or "laundry"). Laundry is done centrally in buildings C02, C04, E26 and E35. Laundry is collected after an e-mail notification sent to the laboratory managers on the first Tuesday of each month, during morning hours. Washed laundry is redistributed back within 10 days.
- (4) The head of the worksite is responsible for ensuring that any infectious clothes are autoclaved and dried before collection.
- (5) The head of the worksite is responsible for proper and indelible marking of clothes at least within the following scope:
  - a) Coat - on the inner back of the collar;
  - b) Pants - on the inner front of the waist;
  - c) Shirts - on the inner back of the collar;
- (6) With at least the following information on the clothes owner being specified:
  - a) Centre for Structural Biology - Building E35, signage: **163/1000**
  - b) Centre for Plant Genomics and Proteomics - Building E26, signage: **163/2000**
  - c) Center for Molecular Medicine – signage: **163/3000**

- d) Centre for Neuroscience – signage: **163/4000**
- e) Centre for Structural Biology - Building C04, signage: **163/5000**
- f) Centre for Plant Genomics and Proteomics - Building C02, signage: **163/4080**

(7) In building E35, laundry is collected in room no. 1S046 in specifically labeled containers.

(8) In building E26, laundry is collected in the laboratory part of the corridor on the 1st underground floor.

#### Article 26 Work Environment

- (1) In order to ensure the environmental parameters as prescribed by applicable laws, the premises of individual buildings are equipped with technologies maintaining climate conditions and ensuring fresh air supply. These technologies are maintained by the UCB FM.
- (2) Users are entitled to adjust the settings by means of local control units within the scope permitted by the controller (for the system settings, see the Rules of Operation of UCB at <https://is.muni.cz/auth/do/sukb/spolecne/19997936/> ). Any change requests shall be active for 4 hours after switching. If a longer change is required, it is necessary to repeat the request. Opening of a window switches off any changes.
- (3) Only the responsible employee of the Operations Department of CEITEC MU is entitled to request the UCB FM to perform modifications of the settings of technological systems in buildings E26 and E35. In rare cases where emergencies are being resolved, it is possible to contact the UCB FM directly with a request form settings modifications.
- (4) Settings of technological systems in the other buildings are modified by the UCB FM upon request of the head of the given building.

#### Article 27 Instrumentation

- (1) The buildings are equipped with instruments based on the needs and possibilities of individual worksites using the premises.
- (2) Placement of any instruments heavier than 100 kg on laboratory desks must be consulted with the Building Administration Manager of CEITEC MU.
- (3) Prior to the installation of devices with a large input power (> 2 kW) or with high heat emissions (> 1 kW) or devices with heavy weight (> 300 kg in the case of buildings E26 and E35 or 150 kg in the case of the other buildings), it is necessary to contact the Building Administration Manager of CEITEC MU whose authorized employee shall ascertain the possibilities of installation and possibly determine conditions for the actual installation.
- (4) Responsibility for the operation and repairs of instrumentation is determined by a separate Director's Measure No. 2/2017 "Determination of Responsibility for the Operation, Maintenance and Repairs of Instrumentation and Equipment of CEITEC MU" [https://is.muni.cz/do/ceitec/uredni\\_deska/opatreni\\_reditele/opatreni\\_reditele\\_2017\\_02 - stanoveni odpovednosti za provoz udrzbu a opravy pri/](https://is.muni.cz/do/ceitec/uredni_deska/opatreni_reditele/opatreni_reditele_2017_02_-_stanoveni_odpovednosti_za_provoz_udrzbu_a_opravy_pri/).

#### Article 28 IT Services



- (1) Basic IT support for users is ensured at the central level, with binding rules of access to data repositories and servers being defined in the IT Concept of CEITEC MU (available here: [https://is.muni.cz/auth/do/ceitec/IT\\_committee/it\\_koncepce\\_ceitec\\_mu](https://is.muni.cz/auth/do/ceitec/IT_committee/it_koncepce_ceitec_mu))
- (2) The administration and maintenance of data sockets and distribution systems is performed by the Information Technology Centre (ITC) of UCB FM <https://cit.ukb.muni.cz/>.
- (3) In each room, there are data sockets installed for the connection of permanent workstations, laptops or other devices. The interiors of the buildings are covered with the signal of the university Wi-Fi networks allowing the connection of mobile devices.
- (4) Installation and servicing of telephone lines is ensured by the ITC of UCB FM.
- (5) The connection and administration of office computers and support for instrumentation computers is provided by the ITC of UCB FM.
- (6) The premises of CEITEC MU are covered with Wi-Fi signal, it is possible to use the EDUROAM network for connection (where the user name is UČO@eduroam.muni.cz and the password is the primary password of the employee / student for IS.muni.cz) or the MUNI network (where the user name is UČO and the password is the secondary password of the employee / student for IS.muni.cz - the passwords of the employee / student can be set or changed here: <https://is.muni.cz/auth/system/heslo>) The service is automatically and free of charge available to all employees and students of MU.

#### Article 29

#### **Booking of Meeting Rooms**

- (1) Rooms may only be booked by authorized persons. These are usually assistants of various worksites, administrative staff and laboratory managers. A full list of authorizations is administered by the Operations Department.
- (2) In order to make a booking, it is necessary to use the meeting room booking system: <https://meetings.cesnet.cz/ceitec/>.
- (3) Rooms can be reserved on a single-use basis or repeatedly, with a daily, weekly or monthly repetition cycle.
- (4) The user who makes the booking is obliged to cancel the booking if the room is not to be used during the booked time.
- (5) If a room blocked through a repeated booking is not to be actually used, such booking may be cancelled by the authorized employee of the Director's Office or of the Operations Department. The user who makes the booking shall be notified in advance.
- (6) The Operations Department is responsible for the system administration ([operations@ceitec.muni.cz](mailto:operations@ceitec.muni.cz)).

#### Article 30

#### **Resting Areas, Meeting Places and Atrium**

- (1) Employees and students in the CEITEC MU buildings have access to day rooms - kitchens, located in all buildings (C02, C04, E26, E35). In buildings E26 and E35, there are seats to rest located in the corridors.
- (2) In building E35, there are tables, chairs and multi seater chairs in the atrium. Users are required to maintain the seating furniture clean. It is prohibited to use the seats for sleeping.

- (3) Employees of CEITEC MU have access to an outdoor rest area equipped with a grill, accessible from the staircase located between buildings E35 and E26. It is possible to use seating furniture with tables that is located in room no. 1S046 / E35. It is possible to freely use the area in the course of the day.
- (4) The grill and its accessories can be used based on a valid booking made through the application <https://meetings.cesnet.cz/ceitec/>. The grill accessories are issued to the user by an authorized person of the Operations Department of CEITEC MU (in room no. 1S066 / E35). After the event completion, the cleaned grill accessories must be returned. Each user has to procure their fuel and fire lighter. It is prohibited to store fuel and fire lighters in the interior premises of CEITEC MU.
- (5) On the 2nd above ground floor of building E35, near the foot bridge leading to building D36, employees have access to a coffee and cocoa machine where they can purchase drinks for discounted prices and where cooled drinking water is available free of charge.

#### Article 31

##### **Lease of Premises and Lending of Equipment to Third Parties**

- (1) The premises within the buildings of CEITEC MU may only be lent to parts of MU or leased to third parties under a lease contract subject to the condition that:
  - a) CEITEC MU participates in the relevant event as a co-organizer;
  - b) The event relates exclusively to the area of R&D or education.
- (2) The lending or lease of premises within the buildings of CEITEC MU to third parties under a lease contract is arranged by an authorized employee of the Director's Office of CEITEC MU ([directors.office@ceitec.muni.cz](mailto:directors.office@ceitec.muni.cz)).
- (3) The tenant is obliged to get acquainted with all operational documents.
- (4) The tenant is fully responsible for any damage suffered by CEITEC MU in the course of the event for which the lease is arranged. Prior to the event commencement and after its closing, a protocol on the state of the subject of lease is executed and signed by the representatives of both the landlord and the tenant.
- (5) After the closing of the event, the tenant is obliged to ensure the cleaning of the relevant areas by the contracted provider of regular cleaning services within the premises of CEITEC MU.
- (6) Letting of instrumentation and other equipment to third parties for temporary and free use is possible in justified cases only under a borrowing contract and under the conditions determined by the person responsible for such equipment, by the Operations Department of CEITEC MU and subject to the consent of the Director of CEITEC MU.

#### Article 32

##### **Relating Regulations**

- (1) Waste Management available at: <https://is.muni.cz/auth/do/rect/metodika/vnitri/68017632/>
- (2) Director's Measure No. 7/2021 "Personal Protective Equipment at the Workplace, Cleaning Agents, Detergents and Disinfection Preparations" - available at: [https://is.muni.cz/do/ceitec/uredni\\_deska/opatreni\\_reditele/opatreni\\_reditele\\_2016\\_10\\_-\\_osobni\\_ochranne\\_pracovni\\_prostredky\\_myci\\_cistici\\_a\\_d.](https://is.muni.cz/do/ceitec/uredni_deska/opatreni_reditele/opatreni_reditele_2016_10_-_osobni_ochranne_pracovni_prostredky_myci_cistici_a_d.)

- (3) Director's Measure No. 2/2017 "Determination of Responsibility for the Operation, Maintenance and Repairs of Instrumentation and Equipment of CEITEC MU" available at:  
[https://is.muni.cz/do/ceitec/uredni\\_deska/opatreni\\_reditele/opatreni\\_reditele\\_2017\\_02 - stanoveni odpovednosti za provoz udrzbu a opravy pri/](https://is.muni.cz/do/ceitec/uredni_deska/opatreni_reditele/opatreni_reditele_2017_02_-_stanoveni_odpovednosti_za_provoz_udrzbu_a_opravy_pri/)
- (4) Director's Measure No. 6/2021 "Safety Operating Regulation for the Use of Electrical Appliances" available at: [https://is.muni.cz/do/ceitec/uredni\\_deska/opatreni\\_reditele/opatreni\\_reditele\\_2021\\_06 - pouzivani elektrickyh spotrebicu/](https://is.muni.cz/do/ceitec/uredni_deska/opatreni_reditele/opatreni_reditele_2021_06_-_pouzivani_elektrickyh_spotrebicu/)
- (5) IT Concept of CEITEC MU - available at: [https://is.muni.cz/auth/do/ceitec/IT\\_committee/it\\_koncepce\\_ceitec\\_mu/](https://is.muni.cz/auth/do/ceitec/IT_committee/it_koncepce_ceitec_mu/)
- (6) Rules of Operation of the Area of University Campus Bohunice, at Kamenice 5, Brno - available at: <https://is.muni.cz/do/sukb/spolecne/19997936/>
- (7) Director's Measure No. 5/2021 - Education of Employees in the Field of Occupational Safety, Health Protection and Fire Prevention, as amended - available at: [https://is.muni.cz/do/ceitec/uredni\\_deska/opatreni\\_reditele/opatreni\\_reditele\\_2021\\_05 - vzdelavani bozpz/](https://is.muni.cz/do/ceitec/uredni_deska/opatreni_reditele/opatreni_reditele_2021_05_-_vzdelavani_bozpz/)

Article 33  
**Final Provisions**

- (1) The secretary of the Institute shall be responsible for the interpretation of this Measure.
- (2) The head of the Operations Department shall be responsible for the supervision over the compliance with this Measure.
- (3) This Measure shall become valid as of the execution date hereof.
- (4) This Measure shall become effective as of 15 June 2021.

**Annexes:** No. 1 - Layout plan of the campus with marked entrances and buildings of CEITEC MU

In Brno, on 8 June 2021

*Jiří Nantl*  
*Director of the Institute*

Annex No. 1 - Layout plan of the campus with marked entrances and buildings of CEITEC  
 MU

# UNIVERZITNÍ KAMPUS BOHUNICE - MASARYKOVA UNIVERZITA

