

Directive of the Faculty of Informatics of Masaryk University No. 1/2020**OPERATING RULES OF THE BOTANICKÁ 68A PREMISES**

(as amended with effect from 1 October 2020)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Universities and on Amendments and Additions to Other Acts, as amended, I issue this Directive:

Article 1

Subject of modification

The Operating Regulations set out the rules of operation of the premises of Masaryk University, Botanická 68a, Brno (hereinafter referred to as the premises). It contains a summary of the instructions and rules governing the organisation and operation of the premises, the observance of order, safety and protection of property on the premises. The Operating Regulations are binding for all entities stationed in the premises of the building and for all natural persons who are on the premises.

Article 2

Definition of terms and abbreviations

- (1) For the purposes of this Directive:
- a) Botanická 68a building and adjacent land owned by Masaryk University. The administrator of the premises is the Faculty of Informatics. Part of the premises is used for the operation of the FI Science and Technology Park,
 - b) **building** Botanická 68a – its parts A, B, C, D, S, including underground parking,
 - c) **reception desk** control station for security, access, fire and technological facilities of the premises with a 24-hour service; the reception desk also serves as a fire alarm station; the reception desk is located in the main lobby of building A,
 - d) **MU** – Masaryk University,
 - e) **FI** – Faculty of Informatics MU,
 - f) **CSP** – CERIT Science Park FI,
 - g) **CVT** – Computer Systems Unit FI,
 - h) **ÚVT** – Institute of Computer Science MU,
 - i) **CJV** – Language Centre MU,
 - j) **PO** – fire protection,
 - k) **BOZP** – occupational health and safety.

Article 3

Entering and staying in the building

- (1) The main entrance to the building is from Botanická Street.

- (2) Opening hours are from 6:00 a.m. to 10:00 p.m. on weekdays.
- (3) The following persons are allowed to stay in the building outside the opening hours – by means of electronic access control (smart card reader at the main entrance to the building):
 - a) employees of MU units that have their workplaces in the building (FI, ÚVT, CJV),
 - b) students of full-time doctoral studies FI,
 - c) bachelor and master students involved in work in specialized FI laboratories (see Annex 3 for a list of specialized FI laboratories),
 - d) employees of CSP tenants.
- (4) Staying in the building outside of opening hours is an extraordinary stay and the following conditions apply:
 - a) When entering the building outside of opening hours, all persons are required to show their identity to the receptionist upon request. Persons who are not granted access to the building outside of business hours on the basis of electronic access control shall have the right to refuse access to the building.
 - b) All persons are required to check in at the reception desk when entering the building outside of business hours and when remaining on site after business hours.
 - c) Visitors during non-operating hours are registered at the reception desk and are allowed to enter the building only when accompanied by an authorised staff member.
 - d) Organized mass events for the non-university public are subject to the permission of the Faculty Bursar. The same provision applies to events for the university public on working days after 8 p.m. or on days of rest or holidays. In addition, the organiser of the event is obliged to report the event to the reception service and to appoint a responsible person - the event guarantor, who is responsible for the course of the event in accordance with MU regulations and these Campus Operating Regulations.
 - e) The organiser shall also report the holding of an extraordinary mass event on weekdays during operating hours until 20.00 to the reception service, which will ensure the correct routing of visitors to the event.
- (5) Short-term use of FI premises by other entities is governed by MU internal standards and the relevant instruction of the Faculty Bursar.
- (6) Employees of external service and supply companies are required to report to the reception. The start and end of the stay is recorded in the shift log by the receptionist.
- (7) No armed persons may enter the building except members of the security forces who are authorized to perform duty in the building.
- (8) Persons under the influence of alcohol or drugs, and persons in inadequate, dirty or smelly clothing shall not enter or remain in the building.
- (9) Animals are not allowed in the building, except for assistance dogs of persons with reduced mobility.
- (10) There is a ban on door-to-door sales in the entire building, including the offer of insurance services, placement of advertising items and leaflets, political or commercial agitation and presentations, sales or advertising events, etc. Persons engaging in such activities will be banned from the building. Exceptions to this rule are events that have been discussed and approved in advance by the FI management or the Faculty Bursar.

Article 4

Entry regime to the premises

- (1) In the Botanická area it is possible to park in the underground car park or in the parking areas along buildings B and C.
- (2) Entrance to the underground car park is permitted:
 - a) employees of MU units with a time commitment of at least 0.5 whose workplace is located in the building,
 - b) CSP tenants who have leased parking spaces in the underground car park,
 - c) for the period of time necessary to contractors providing import and removal of materials and services, based on the approval of the Head of the FI Building Management.
- (3) Access to the parking lot behind Building B is permitted:
 - a) employees of MU units with a time commitment of at least 0.5 whose workplace is located in the building,
 - b) on the basis of an agreement between the FI and the ÚVT, to employees of the ÚVT with a minimum of 0.5 hours,
 - c) external collaborators of FI on the basis of the permission of the head of the relevant department,
 - d) for the period of time necessary to contractors providing import and removal of materials and services, based on the approval of the Head of the FI Building Management.
- (4) Entry to the parking lot at building C is allowed to external entities that have a contract with FI for the rental of a parking space – the list is handed over to the receptionist by the Faculty Bursar, the list must be updated regularly (at least twice a year).
- (5) Drivers of external service and supply companies entering the underground garages or the car park behind Building B shall report to the receptionist via the barrier announcement, stating their name, company name, vehicle registration number and the purpose of entry. The receptionist will enter this information, including the time of entry, in the shift log and allow entry by raising the barrier remotely. On exit, the driver announces his departure again at the barrier by means of a call sign, then the receptionist allows the departure by raising the barrier and records the departure in the shift log.
- (6) No vehicles are permanently allowed to enter and park in the courtyard - the gate to the courtyard is permanently closed. Short-term entrances for the purpose of importing and removing materials and equipment during operating hours for the time necessary are permitted by the reception service. Exceptional entry permits for other persons are authorised by the Faculty Bursar. These permits shall be forwarded to the reception (usually by e-mail) where they shall be recorded electronically.
- (7) The operating rules for car parks are detailed in Annex 2 to these rules.

Article 5

Bicycles, scooters, etc.

- (1) The place for dropping off bicycles, scooters, two-wheeled personal transporters (segways) and similar means of transport (hereinafter referred to as other means of transport) is the racks in

front of the entrance to the building from Botanická Street or the racks in the underground parking lot. A person entering the premises with another means of transport is obliged to lock or otherwise secure the other means of transport to the stand against theft.

- (2) It is strictly forbidden to bring other means of transport into the workplace, especially into offices.
- (3) Violation of this prohibition will be considered a violation of the employee's basic duties in the case of MU employees and may result in appropriate employment law consequences. Violation of this prohibition in the case of students may be grounds for initiating disciplinary proceedings for violation of FI internal standards. Violation of this prohibition in the case of CSP tenants may be considered a gross violation of the lease agreement.
- (4) The stands in front of the entrance to the building or in the underground car park are not intended for the long-term storage of other means of transport. Other vehicles that are proven to be left in these racks for long periods of time (more than 48 hours) will be removed by Building Management staff.
- (5) Driving other means of transport (including driving) as well as roller skating is prohibited in the building. An exception to this prohibition is granted for transport means of disabled persons.

Article 6

Protection of property and persons

- (1) All persons residing in the building are required to conduct themselves in such a manner as to prevent damage, loss, destruction or misuse of property in the building. In addition, such persons shall conduct themselves in such a manner as to avoid endangering the health and life of persons in the building.
- (2) Each employee of the MU unit or tenant of the CSP whose workplace is located in the building is responsible for bringing the workplace to a safe condition in terms of the principles of occupational safety and health and safety, for locking/securing all entrances to the workplace, closing the windows, switching off the lighting and all appliances when leaving the premises of the workplace, if they are the last to leave.
- (3) The building is equipped with a fire alarm system, an electrical burglar alarm and an unauthorized movement of persons. Administration, maintenance, repairs and revisions of the systems are provided by the FI Building Management in cooperation with CVT.
- (4) In order to increase the safety of persons and protection of property, a camera system equipped with recording equipment has been installed in the premises. The recordings are kept for a maximum of one week (depending on the capacity of the recording equipment) and may only be used in connection with the detection of emergencies (see Article 9). The operation of the CCTV system is carried out by the CVT, which is also responsible for protecting the recording equipment, transmission paths and data carriers on which the recordings are stored against unauthorised or accidental access, alteration, destruction or loss or other unauthorised processing (see the CCTV Operation Directive for details).
- (5) The Reception Service is authorised to carry out random checks on persons transferring or transporting items by vehicle and to request confirmation proving the legitimacy of the transfer or transport of MU property. In the event of failure to prove the legitimacy of the transfer or

transport of an item, the reception service is obliged to draw up a record of the findings, detain the items in justified cases and inform the Faculty Bursar.

- (6) The Head of Department is responsible for the protection of University property and carries out ongoing monitoring. In the event of any deficiencies, he/she shall immediately take the necessary measures to prevent damage.

Article 7

General key system

- (1) Guard locks with a master key system are used to secure most rooms. The exceptions are storage rooms, archive rooms and rooms used by external tenants or other MU units.
- (2) The master key stored at the reception serves exclusively for the needs of the reception service – locking designated rooms (especially lecture halls, etc.) at designated times, for checking workplaces, etc.
- (3) Keys to all doors in the building that are not included in the master key system must be kept at the front desk in a sealed envelope stamped and signed by the Faculty Bursar or the responsible person for the tenant. In the event of a situation in which access to these rooms has to be granted for serious operational reasons, the person using the key shall immediately fill in the form 'Record of opening the premises with an emergency key' (see Annex 5). No later than the next working day, the receptionist shall inform the Faculty Bursar or the hirer of the use of the key, who shall then arrange for the key to be re-stored in a sealed envelope at reception. The records of the opening of the premises with the emergency key shall be archived by the Head of Building Management.
- (4) The loss of any room key in the building, especially those that are part of the building master key system, must be reported immediately to the Head of Facilities Management who will inform the Faculty Bursar. Building Management, with the approval of the Faculty Bursar, shall take measures to prevent the misuse of the lost key. The documented cost of these measures, including the cost of producing a new key, shall be claimed from the person who lost the key.
- (5) Locking and unlocking the auditoriums:
 - a) During the semester and exam period, the lecture rooms are opened by the cleaning service and locked at 10 p.m. at the latest during the regular rounds by the reception service,
 - b) during the main holidays the lecture rooms are permanently locked, opening for planned events is ensured by the FI Building Management staff.
- (6) Locking and unlocking of computer rooms and computer hall:
 - a) The operation of the computer labs is organized by CVT and is governed by the Operating Guidelines for FI Computer Labs issued by CVT,
 - b) During the semester and exam period, the computer rooms and computer hall are opened by the cleaning service and locked at 10 p.m. at the latest by an authorized CVT employee,
 - c) The operating hours of the computer rooms and the computer hall during holidays or public holidays are determined by CVT, which also ensures the opening and closing of these areas.
- (7) The operation of specialised laboratories beyond the scope of the operating rules of the Botanická 68a complex may be regulated by the operating rules of these laboratories.

- (8) Cleaners collect and hand over keys to assigned rooms and areas at reception. Key handling is recorded in the shift log. Keys to the various work areas of the cleaning service are enclosed in bundles which are described and stored at reception.
- (9) The loan of the master key is only possible with the prior written consent of the Faculty Bursar.

Article 8

Fire protection and occupational health and safety

- (1) The area of occupational safety and health at MU is comprehensively addressed by an internal standard.
- (2) Senior employees at all levels of management are personally responsible for the performance of H&S tasks within the scope of their functions. Academic staff, other employees and students are obliged to take care, to the best of their ability, for their own safety, health and the safety and health of persons directly affected by their actions or possible omissions at work.
- (3) Fire alarm guidelines and an evacuation plan have been prepared for the building and all persons in the building are required to read and follow them. Contact telephone numbers and procedures in the event of an unforeseen incident or accident are set out in the Fire Alarm Directive, which is attached as Annex 1 to these Operating Regulations.
- (4) Escape routes are designated and marked corridors, stairways and other public areas in the building. Pathways must remain permanently clear throughout their entire profile. The use of these areas as storage and staging areas is prohibited. Managers or designated staff shall periodically check that escape routes are permanently clear and that emergency exits, electrical power distribution equipment, water and heating shut-offs are accessible.
- (5) It is the responsibility of everyone in the building to use all appropriate means to extinguish a fire when it is discovered. Every person is obliged to report the fact that the fire cannot be extinguished by his/her own efforts to the building reception, which also serves as the fire alarm room. The receptionist will sound the fire alarm and take other necessary steps to ensure the protection of persons and property.
- (6) The reception desk of the building serves as an accident reporting room, which is also equipped with a portable first aid kit with prescribed first aid equipment. The reception desk will call the ambulance service if necessary.
- (7) Elevator users are obliged to follow the operating and usage instructions. Rescue of trapped persons is carried out by a trained employee of the Building Management or by an external company. In the event of a fire and a fire alarm, it is forbidden to use the lifts, only the passenger lift in Building S is used for evacuation of persons - only a trained person or the Fire and Rescue Service is authorised to activate the evaluation function.
- (8) All dedicated technical equipment related to the operation of the building must be regularly inspected in accordance with the relevant regulations. Inspection reports of these devices are recorded by the Head of the Building Management, who is also responsible for the timely removal of any defects detected.
- (9) Continuous operation of computer equipment (including UPS) is permitted only in designated areas - computer rooms, data tables, etc. If it is necessary to implement continuous operation of computer equipment in workrooms, the following principles must be observed:

- a) the application for permission for continuous operation of computer equipment (see Annex 6) must be approved by the Faculty Bursar or the CERIT Director in the case of CSP tenants,
 - b) the employee responsible for the operation of this computer equipment with continuous operation must arrange the workplace in such a way that any malfunction of the computer equipment in operation or the electrical supply cannot cause a fire; this includes, in particular, the removal of all combustible substances at a distance of at least 30 cm on each side from the computer equipment in operation and the electrical supply,
 - c) Rooms with such equipment must be labelled "Room with continuous operation of computer equipment", computer stations are labelled "H24".
- (10) The placement of electrical appliances that are not MU property at FI workplaces is possible only with the written consent of the Faculty Bursar. Their owner is obliged to ensure that the appliances are regularly inspected in accordance with the applicable regulations – the record of the inspection must be submitted to the Building Management. Violation of this regulation will be considered a breach of the employee's essential duties and may result in appropriate employment consequences, including termination of employment. Damage caused by an electrical appliance is the responsibility of the owner.
- (11) Welding and other work with increased fire hazards beyond the scope of work procedures may only be performed with written permission from the FI Building Management Manager. Welding and other work involving increased fire hazards for the purposes of these Operating Regulations means grinding, cutting, shaping of materials using heat, heat bonding, grooving and thermal cutting of metallic and non-metallic materials when carried out by open flame, electric arc, plasma, electrical resistance, laser, friction welding, allothermal welding, the use of electric soldering irons and gasoline soldering lamps. Any such activity must be reported to the FI Building Management Office prior to commencement, stating what, how, when and by whom will be sanded, cut, shaped or welded. The FI PO officer shall subsequently ensure the preparation of the welding order and fire safety measures in accordance with Decree No. 87/2000 Coll. of the Ministry of the Interior of the Czech Republic; fire supervision during welding and supervision after the completion of the work shall be provided by the person or organisation carrying out the work. These provisions are valid for welding by the employees of the FI Building Administration as well as for the employees of external companies. It is strictly forbidden to start any welding work without prior approval of the welding and instruction of the persons involved.
- (12) Employees of external service and supply companies operating on the premises for a long period of time must receive basic instruction in the principles of occupational health and safety.

Article 9

Emergency operating mode

- (1) An extraordinary event is defined as damage to property, unauthorised entry, theft of movable property, fire, accident, damage to the health of persons, receipt of a threatening telephone message or notification of the deposit of a dangerous object on the FI premises, etc. Theft of clothing and personal effects is regulated in Annex 4.
- (2) In case of emergency situations, such as power, water, heat, fire alarm, etc., it is everyone's duty to immediately inform the receptionist on duty, who will take the necessary remedial measures.

- (3) If an emergency occurs during opening hours, the person who discovered the emergency shall notify the reception. The receptionist immediately informs the Head of the FI Building Management or the Faculty Bursar and, based on their decision, takes further action – immediately calls the Police of the Czech Republic or the Fire and Rescue Service and summons a contact person from the affected workplace. The receptionist is obliged to record the registration numbers of the police officers. Police officers are always accompanied in the building during the investigation by the employee at whose workplace the emergency is being investigated. The receptionist shall record the start and end time of the investigation of the incident in the shift log.
- (4) If an emergency is detected outside of office hours, the same procedure is followed as in the previous point, with the police being accompanied on the University campus by a receptionist.

Article 10

Addictive substances

- (1) In accordance with Section 8 of Act No. 65/2017 Coll., the Act on the Protection of Health against the Harmful Effects of Addictive Substances, as amended, smoking is prohibited in all internal and external areas of the building. The smoking ban also applies to alternative smoking options - electronic cigarettes, heated tobacco products, hookahs, etc.
- (2) Smoking is only allowed in designated areas in the outside areas.
- (3) Violation of this prohibition will be grounds for disciplinary proceedings for violation of FI internal standards in the case of students.
- (4) Violation of this prohibition will be considered a violation of the employee's basic duties in the case of MU employees and may result in appropriate employment law consequences.
- (5) Violation of this prohibition will be considered a gross violation of the lease agreement in the case of CSP tenants.

Article 11

Waste management

- (1) Waste management in the building is organized through the Building Management, which ensures waste disposal, its registration and control.
- (2) For the separation and collection of municipal waste for the needs of the FI, containers are placed in all areas of the FI (internal and external).
- (3) The cleaning service is responsible for removing the bins. The place of waste disposal is the large-capacity containers (mixed municipal waste, paper, plastic) located in the entrance to the courtyard. Collection of the bins is provided by an external organisation. Waste from the normal operation of the FI, which is not municipal waste, is disposed of separately by a professional company. For small electrical waste there is a container located in the hall of building D, the regular export of which is ensured by the FI Building Management.

Article 12

Troubleshooting, repairs, modifications and construction-related investment requirements

- (1) Repairs or alterations to common areas, areas in use by FI and CSP areas are carried out exclusively by FI Building Management.
- (2) Defects must be reported in writing (by e-mail) to bud@fi.muni.cz, emergency conditions by phone to the building reception.
- (3) Requests for any repairs, modifications, changes and interventions to technological systems, installations (including electrical wiring, data networks, etc.) and building structures (hereinafter referred to as modifications) of common areas, areas in use by FI must be submitted in writing (by e-mail) to the Faculty Bursar at tajemnik@fi.muni.cz, who will assess the necessity of any construction and other related modifications and in cooperation with the FI Building Management will ensure their valuation. On the basis of the estimate of the cost of the alterations, the FI will decide on the implementation and, if approved, determine the funds to be used for the alterations in question.
- (4) The modifications made must be entered into the building and technology passport immediately after their completion.

Article 13

Final provisions

- (1) As of the effective date of this Directive, Directive No. 02/2015 Operating Regulations of the Botanická 68a Complex, as in force since 1 May 2015, is repealed.
- (2) I am entrusting the interpretation of the individual provisions to the Faculty Bursar and the Head of Building Management.
- (3) The annexes listed in the text are an integral part of these Rules and may be updated from time to time without amending these Operating Rules.
- (4) I am entrusting the Faculty Bursar and the Head of Building Management with the ongoing updating of the Directive.
- (5) Compliance with this directive shall be monitored by Building Management staff.
- (6) The Directive shall enter into force on the date of its publication.
- (7) The Directive shall enter into force on 1 October 2020.

*Jiri Zlatuska
Dean FI
signed electronically*

Annexes: No. 1 – Fire Alarm Directive

No. 2 – Car Park Operating Regulations

No. 3 – List of specialised laboratories and their heads

No. 4 – Injury Reporting / Procedure for theft of students' clothing and personal belongings

- No. 5 – Record of opening the premises with the emergency key
- No. 6 – Request for permission for continuous operation of computer technology
- No. 7 – Energy systems and operating technologies of the site
- No. 8 – User manual for building technologies A and S