

Faculty of Social Studies Directive No. 3/2023

Operating Regulations of the Building of the Faculty of Social Studies of Masaryk University, Joštova 10, Brno

(as amended effective from August 1, 2023)

Pursuant to Section 28, Paragraph 1 of Act No. 111/1998 Coll. on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended (hereinafter referred to as "the Act"), I issue this Directive:

Article 1

Introductory provisions

1. The Operating Regulations set out the rules for the operation of the building of the Faculty of Social Studies of Masaryk University (hereinafter referred to as FSS MU), Joštova 10, Brno, regulate in more detail the rights and obligations related to the proper management of immovable and movable property entrusted to the FSS MU and other MU units based in this building, and set out the conditions for ensuring fire protection, occupational health and safety, and the safe movement and stay of persons in the building.
2. All persons staying in the building (MU employees, MU students, tenants, contractors, visitors of a business or private nature and other persons) are obliged to follow the rules laid down in these Operating Regulations and the signs, signals and instructions issued by authorised FSS MU employees.

Article 2

Entry to the building

1. It is possible to enter the building through the main entrance from Joštova Street, when entering with a bicycle, or in case of supply it is possible to enter through the entrance from Marešova Street.
2. The locking and unlocking of the entrances to the building is carried out by the receptionist or security guard.
3. Any permissions to issue keys for external or internal entrances are issued by the head of the FSS MU Facility Management.

Article 3

Parking of vehicles in a reserved parking space

1. FSS MU has one reserved parking space on Komenského náměstí, in the area between the Faculty building and the church (Červený kostel). This reserved parking space is intended for parking vehicles of a) distinguished guests of FSS MU, b) business partners of FSS MU and c) FSS MU employees when providing supplies to the building and during business trips. All FSS MU departments may reserve a parking space for the above purposes by contacting the reception desk (ext. 1911) or the doorman's (ext. 1910), stating the name of the person for whom the space is to be reserved and the estimated time of reservation.

2. In the event of multiple requests for parking space reservation, the timeliness of the reservation and the purpose of the reservation according to the above order will be decisive. Immediately after parking, the user of the vehicle shall collect a parking card from the FSS MU reception and place it visibly on the dashboard of the vehicle. Before departure, the vehicle user must return the parking card to the reception. FSS MU staff will inform guests and partners of this procedure in advance.
3. A vehicle parked in a designated FSS MU space without a FSS MU permit will be reported to the appropriate authorities by the Head of Facility Management.
4. Bicycles may only be parked in the bike racks in the building. Bicycles must be picked up no later than 8:30 p.m. on the day they are parked.

Article 4

Staying in the building during opening hours

1. The opening hours of the building shall be from 6:00 a.m. to 9:00 p.m. on weekdays and from 8:00 a.m. to 3:00 p.m. on Saturdays.
2. All MU employees, MU students, participants in MU lifelong learning courses and other persons who work in the building, usually on the basis of a contract with MU, are permitted to stay in the building during operating hours.
3. Other persons not listed in paragraph 2 (e.g. employees of external services for MU) inform the receptionist of the purpose of their visit. They will decide, according to the current situation, whether:
 - a) allow the person to enter the building alone or
 - b) summon the person visited to accompany the visitor.
4. In the entire building, there is a ban on door-to-door sales, including the offering of insurance services, the placing of advertising items and leaflets, political or commercial canvassing and presentations, sales or promotional 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 Bursar.

Article 5

Staying in the building outside office hours

1. FSS MU Facility Management staff have permanent access to the building.
2. Other FSS MU employees may stay in the building outside office hours only on the basis of permanent or time-limited written permission issued by the Bursar. Copies of the permit shall be handed to the reception desk where they are filed. The reception shall also keep a record of the actual stay of those employees in the building. When entering the building through the main entrance, they must prove their authorisation to enter by presenting the relevant MU card to the receptionist or security guard.
3. The following persons may also stay in the designated areas of the building outside the operating hours:
 - a) participants of events for the duration of the organised events according to Article 9,
 - b) employees of the MU Institute of Computer Science who operate the university data network,
 - c) employees of external companies performing work there on the basis of a concluded contract or an issued order with the consent of the Head of the FSS MU Facility Management.

4. Any stay in the building after 9:00 p.m., students and MU employees are obliged to report to the reception desk, internal phone line 1911, by 8:00 p.m. When reporting, they will state their name, room of stay and internal phone line to the department.

Article 6

Protection of property and persons

1. Every MU employee working in the building is obliged to prevent damage, loss, destruction and misuse of MU property. In particular, he/she shall be responsible for locking all entrances to the workplace entrusted to him/her, closing windows and switching off lights and electrical appliances when leaving the workplace area if he/she is the last to leave.
2. The only permanently accessible rooms in the building are the sanitary facilities.
3. There is a receptionist on duty in the building from 6:00 a.m. to 9:00 p.m. at all times. During the remaining hours and on public holidays, a security guard is on duty. The reception service and the security service shall be governed by special operating instructions issued by the Bursar.
4. The entrances to the building shall be locked at 9:00 p.m..
5. The conditions for ensuring fire protection and occupational health and safety in the building are specified in Article 10.
6. It is hereby expressly forbidden to enter all areas of the building with weapons or other objects which are capable of endangering life or health or the peace, to persons who are obviously drunk or under the influence of other psychotropic substances and to persons with heavily soiled clothing.
7. Animals are not allowed in the building, with the exception of assistance dogs of persons with reduced mobility.

Article 7

Key mode

1. A central key system shall be established in the building. Spare keys for all doors in the building are kept at the reception. The central key may only be used when accompanied by the receptionist or security guard and may not be borrowed separately.
2. The key system is the responsibility of an authorised employee of the FSS MU Facility Management, who hands over the keys to the employees against written confirmation.
3. The employee must immediately report the loss of the assigned key to the FSS MU Facility Management Officer, who will decide on further action.
4. Upon termination of employment, employees are obliged to hand over their assigned keys to the authorised employee of the FSS MU Facility Management. The FSS MU Facility Management Officer is responsible for returning the keys from the employees; the return is confirmed on the exit slip.
5. It is strictly forbidden to carry out arbitrary changes of locks, lock cylinders and installation of additional locks. All repairs and modifications to lock systems are carried out exclusively by an authorised employee of the FSS MU Facility Management.
6. Keys intended for cleaning staff are stored in the reception. The receptionist keeps a record of keys issued and returned.

Article 8
Building cleaning

1. Cleaning of the premises is provided by the MU FSS Facility Management. On working days, cleaning is generally carried out from 06:00 a.m. to 11:00 p.m.
2. Winter maintenance of the roads outside the building is carried out by the employees of the FSS MU Facility Management (snow ploughing, frost removal, gritting).
3. Defects in the accessibility of floors should be reported to the reception - internal phone line 1911.

Article 9
Management and rental of rooms

1. The classrooms and meeting rooms in the building are used for the normal operation of the MU FSS and possibly other MU units.
2. The use of the Dean's Office meeting rooms is coordinated by the Dean's and Bursar's Secretariat, which keeps records and schedules of usage, hands over and receives keys and is responsible for the inventory located there.
3. In exceptional cases, the Bursar may authorize the use of classrooms and meeting rooms for external organizations.

Article 10
Fire protection and occupational health and safety

1. The area of fire protection (hereinafter referred to as "FP") and occupational health and safety (hereinafter referred to as "OHS") is comprehensively addressed at MU by an internal standard.
2. Employees and students of the faculty are obliged to comply with the regulations on occupational safety and health (OSH), fire protection (FP) and to behave in such a way as to avoid endangering the health and life of persons and damage to property and equipment of the building.
3. Senior employees at all levels of management are responsible for the performance of OSH and FP tasks within the scope of their functions.
4. Fire alarm guidelines and an evacuation plan have been prepared for the FSS MU building. Fire alarm guidelines and evacuation plan are visibly displayed in the building.
5. All fire safety equipment and technical equipment related to the operation of the building shall be regularly inspected in accordance with the relevant regulations. Inspections, checks and tests of fire safety equipment and technical installations shall be carried out by the Facility Management Department.
6. Marked corridors, stairways and other public areas in the building are designated as Escape routes. Corridors, stairways, exits and other areas serving as escape routes shall remain permanently clear. It is not permitted to store anything there.
7. In the event of a fire, all measures must be taken for rapid action to locate and extinguish the fire and to report the fire. A person who notices a fire shall himself or herself extinguish the fire with fire extinguishers or other suitable means and report the fire to the reception, which also serves as the fire reporting point. The receptionist shall sound the fire alarm and take other necessary steps to ensure the protection of persons and property.
8. The use of alcoholic beverages or other addictive substances is prohibited in the faculty building.

9. Smoking and the handling of open flames are prohibited throughout the building. Violation of this prohibition will be considered a violation of the employee's basic duties (Section 52(g) of the Labor Code) and may result in appropriate employment consequences.
10. 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 shall be registered by the Head of the Facility Management, who shall also be responsible for the timely detection of defects.
11. Electrical appliances not owned by MU may be placed on the premises only with the written consent of the Faculty Bursar. Their owner is obliged to ensure that regular inspections of the appliance are carried out in accordance with the regulations applicable to educational institutions - he/she is obliged to submit a record of the inspection to the Head of Facility Management. Violation of this prohibition in the case of MU employees is considered a violation of the employee's basic duties and may result in appropriate employment consequences. The owner is responsible for damage caused by such electrical appliances.
12. Elevator users are obliged to follow the operating and usage instructions. The rescue of trapped persons shall be carried out by a trained member of the Facility Management or a contractor.

Article 11
Final provisions

1. This Directive repeals the Bursar's Measure No.1/2006 on the conditions of use of the parking space at the FSS.
2. The Secretary of the MU FSS is responsible for the interpretation of the individual provisions of this guideline.
3. The Head of the Facility Management and the Bursar of the FSS MU are responsible for monitoring compliance with this guideline.
4. This instruction shall come into force on the date of publication.
5. This instruction shall take effect on August 1, 2023.

In Brno, July 28, 2023

Stanislav Balík

Dean FSS

Czech version of the contract is legally binding.