

**OPERATING REGULATIONS OF THE UNIVERSITY
CAMPUS BOHUNICE
KAMENICE 5, BRNO**

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I. General provisions

Operating regulations determine rules of operation for the University Campus Bohunice, Kamenice 5, Brno (hereinafter referred to as the UCB). They are obligatory for all employees, students and their visitors, users of the University Campus Library and employees of external companies. All the personnel mentioned above are required to familiarize with them.

The UCB premises consist of reconstructed area of Morphology Centre and original MEDIPA, overall referred to as A1 pavilion, Integrated Laboratories for Biomedical Technologies in A2, A3, A4 and A6 pavilions (hereinafter referred to as ILBIT), pavilions of Academic Teaching and Research Complex (hereinafter referred to as AVVA) built during the Blue Stage of construction (A5, A7, A8, A9, A10, A12, A16, A18 and Z), AVVA pavilions built during the Green Stage of construction (A11, A13, A14, A15, A17, A19, A20, A21 and A22), AVVA pavilions built during the Yellow Stage of construction (A33 and A34), A29 pavilion (CETOCOEN project), pavilions built under the CESEB project (A25, A31, A32 and A36), pavilions built under the CEITEC project (A26 and A35) and common areas (such as basements, areas between pavilions, entrance halls, corridors, halls, outside communications, parking lots and greenery).

The Faculty of Medicine makes use of A1, A3, A6, A7, A15, A16, A17, A18, A19, A20, A21 and Z pavilions. The Faculty of Science makes use of A1, A2, A4, A5, A8, A10, A12, A13, A14, A15, A17, A25, A29, A31, A32 and A36 pavilions. CEITEC makes use of A1, A2, A4, A5, A8, A12, Z, A14, A19, A20, A26 and A35 pavilions. In common use are pavilions A9 – University Campus Library (hereinafter referred to as UCL), A11 pavilion and A22 pavilion – Entrance Hall and Aula.

The head of a pavilion and his deputy are appointed by the dean or the director of the institute that is using given pavilion. The head of a pavilion is entitled to delegate another employee with any work under his authority. The head of a pavilion will inform the director of the Management of the University Campus at Bohunice about the name of the entrusted employee and the type of work he was entrusted with.

The UCB premises are open and wheelchair accessible. Smoking is prohibited on all of the UCB premises.

Management of the UCB premises is ensured by the Management of the University Campus at Bohunice (hereinafter referred to as the MUCB). The technology of buildings at the UCB and security management is supervised at the Central Security Panel (hereinafter referred to as the PCO) at the Energocenter (the southeast tower of the bridge over Kamenice). The PCO also serves as the fire report office.

These operating regulations come into effect after the endorsement of the Dean of the Faculty of Medicine, the Dean of the Faculty of Science, the Dean of the Faculty of Sports Studies, the director of CEITEC and after the authorization by the bursar of Masaryk University.

II. Entry and stay on the campus premises

1. Entrances and operating hours

Entry to the UCB premises is possible by the main entrance in the A22 pavilion, by the entrance in the A34 pavilion, by the Entry Hall 1 (hereinafter referred to as EH1) and by the entrance in the A35 pavilion. Access to individual pavilions can be gained from the corridors. Reception desks in the A22 and A34 pavilions and the EH1 are open 24 hours a day, reception in the A35 pavilion has operating hours only in weekdays from 7:00 to 19:00.

Operating hours of all of the pavilions are during weekdays, from 5:00 to 22:00. Additional access outside of operating hours is directed by the undermentioned requirements (commercial stay in the A34 pavilion is managed by the contract between the renter and the lessor, which is the Faculty of Sport Studies):

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- 1.1 Employees and students are required to check in using the application “Reporting presence at the workplace” at <https://pritomnost.ukb.muni.cz> during their stay or after their entry to the UCB outside of operating hours. In case of inaccessibility of a computer, they are required to check in to the PCO on the extension 4450. During the check in they are required to provide their name, the number of the pavilion, the number of the room and the number of the extension. Before their departure they are also required to report it to the PCO. PCO technician will fill out a report form.
- 1.2 Personnel with permanent access to a pavilion outside of the operating hours are appointed by the head of the pavilion. List of personnel will be given to the director of the MUCB, who will ensure its transfer to the PCO, where it will be stored.
- 1.3 One time access to certain pavilion outside of operating hours is managed by the head of given pavilion. He is required to send name or names of personnel, date of entry and potential restrictions via email to sprava@ukb.muni.cz.
- 1.4 Stay of authorized personnel is regulated by operational rules and safety regulations of given facility.
- 1.5 MUCB personnel are allowed to enter the campus premises anytime.
- 1.6 The identification process of employees, students and visitors is appointed by the head of given pavilion.
- 1.7 Employees of external suppliers and service companies are required to report to the PCO at the beginning of their stay and at their departure from the premises, providing the number of the pavilion and room, and also the reason for their stay. PCO technician will make a record to the service book. The director of the MUCB or the head of building administration can renounce this requirement for employees that are stationed at the UCB permanently.
- 1.8 It is forbidden to enter UCB premises with animals, except for assistance dogs of those with physical and orientation disability.
- 1.9 It is forbidden for armed persons to enter UCB premises, with the exception of security personnel that are authorized to perform their services in the building.
- 1.10 Presence on the UCB premises is forbidden to persons under influence of alcohol or narcotic substances and to persons in insufficient, unclean or reeking clothes.

2. Personal and material security

- 2.1 All of the employees must prevent any damage, loss, destruction or misuse of MU property. Employees are required to lock entrances to their assigned workplace, they are also required to close windows, turn off the lights and any appliances when leaving their workplace as the last person.
- 2.2 Any person staying on the UCB premises is obliged to behave in such a manner as to prevent any damage, loss, destruction and misuse of property in the building. They are also obliged to act in such a manner as to prevent any threats to health or lives of persons in the building.
- 2.3 It is forbidden to smoke or to set up any fires on all of the UCB premises.
- 2.4 It is forbidden to put up any posters, announcements and similar materials on all of the UCB premises except for designated places, such as notice boards.

3. Central key system

- 3.1 This system allows the holder of a key to unlock certain entrances. The integration of keys to the pavilion system has to be endorsed and managed by the head of a pavilion, who also manages the issuing evidence.
- 3.2 The head of a pavilion passes requests for a change in the system or for manufacturing new keys on to the MUCB. The MUCB will process these request at the expense of the applicant.

- 3.3 Personnel that lost a key are obliged to immediately report to the head of the pavilion, who will inform the MUCB. The MUCB will ensure the prevention of any person misusing the key. All of the expenses are paid by the person that lost the key.
- 3.4 Central keys to each pavilion are stored at the PCO, the central key to the A1 pavilion is stored at the reception desk at the EH1.
- 3.5 Operational rules for central keys are described in the Directive for service performance of the security at the UCB (Czech only).

4. Key card access

- 4.1 Pavilion entrances and pavilion section entrances are equipped with card readers. Entry authorization for specific users is granted by the head of the pavilion. Access activation and deactivation is managed by the head of the pavilion or an employee entrusted with this task by the head of the pavilion. The MUCB is authorized to activate pavilion entrances and pavilion section entrances for security and building management only.
- 4.2 MUCB manages authorization to access, access activation and deactivation for maintenance entrances, bar controls and gate controls in the basement area.

5. Locker use rules

- 5.1 Lockers serve only as a storage space for clothing and luggage. It is forbidden to use lockers to store objects that could sully or damage them, or which could threaten or bother anyone in the surrounding area. Lockers do not serve as a storage space for objects of value, papers or money.
- 5.2 Lockers are self-service, after storing luggage in the locker, the user is required to lock the locker with a key or a number code (depending on the type of lock). The user is obliged to take the key with him and not to leave it unsupervised.
- 5.3 In the case of a loss of a key the user is required to pay the expenses of changing the lock in form of a lump fee of 250 CZK. The locker is commissionally opened, a written report is signed by the user and a representative of the MUCB. The contents of the locker are returned to the user, who will confirm the act with a signature.
- 5.4 There are two locker systems set on the UCB premises:
 - 5.4.1. Lockers in the pavilion locker rooms (except for the A9 pavilion).

The system of usage is set by the authorized employee of the pavilion, who will also manage the distribution of keys to students.
 - 5.4.2. Lockers in corridors and in locker rooms in the A9 pavilion.

The system of usage is semestral. Lockers are to be emptied at the end of the exam period of the spring semester. The MUCB is authorized to commissionally open locked lockers after the end of the exam period to take over the contents of lockers and to store them for the period of time, which ends 4 weeks after the start of next semester. Any student, who did not comply with the rules of the locker usage system will be obliged to the MUCB to pay the expenses of storing the contents and restoring the locker to its original state in the form of a lump fee of 200 CZK.
 - 5.4.3. The MUCB is required to request a representative for a commissional opening of a locker from the Student Chamber on an email address, which will be sent to the director of MUCB at sprava@ukb.muni.cz by the Student Chamber at the beginning of each new semester.

III. Entry and parking of motorized vehicles

1. Parking on the UCB premises is allowed on the parking lots and in the basement garage for authorized personnel.

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The basement garage contains 15 parking spaces. Secretaries of the Faculty of Medicine, the Faculty of Science and CEITEC will provide the director of MUCB with a written list of authorized personnel. The MUCB will activate access for these personnel to the basement by a card reader at the A6 pavilion. Authorized personnel were provided with remote control to the garage gate at the A6 pavilion until the end of the year 2013.

2. The head of a pavilion will provide the director of the MUCB a written list of external subjects (e. g. supplier and service companies), which are authorized to temporarily enter the basement area.
3. The head of a pavilion will provide the director of the MUCB with a written list of employees of the pavilion, who are authorized to request from PCO a temporary entry of external subjects to the basement.
4. The parking area outside of the A22/A21 pavilion has a capacity of 54 parking spaces, of which 4 are designated for handicapped drivers. Entry is authorized by an electronic card reader by the barrier gate. Entrance authorization is managed by the MUCB according to the list obtained from the Secretary of the Faculty of Medicine.
5. The parking area outside of the A22/A15 pavilion has a capacity of 65 parking spaces of which 4 are designated for handicapped drivers, 9 parking spaces are designated for guests of the UCB and 3 for the use of MUCB. Entry is authorized by an electronic card reader by the barrier gate. Entrance authorization is managed by the MUCB according to the list obtained from the Secretary of the Faculty of Science.
6. The parking area outside of the A1 pavilion has a capacity of 55 parking spaces. Entry is authorized by an electronic card reader by the barrier gate. Entrance authorization is managed by the secretaries of Faculties using the A1 pavilion.
7. The parking area outside of A6 and Z pavilions has a capacity of 54 parking spaces, of which 5 are designated for handicapped drivers. List of authorized personnel is given to the director of the MUCB by secretaries of Faculties using this pavilion. Up until the end of the year 2013 were authorized personnel provided with remote control to the garage gate at the A6 pavilion.
8. The parking area outside of the A34 pavilion has a capacity of 56 parking spaces, of which 4 are designated for handicapped drivers. Entry is authorized by an electronic card reader by the barrier gate. Entrance authorization is managed by the Secretary of the Faculty of Sports Studies. Entrance authorization for the parking area outside of the A34 pavilion is automatically replicated to the main barrier gate at the parking lot near Studentská Street.
9. The parking area accessible from the Studentská Street has a capacity of 97 parking spaces, of which 6 are designated for handicapped drivers and 10 are designated for the INBIT. The parking area is at the disposal of the Faculty of Science personnel during the weekdays from 0:00 to 18:00. Entrance authorization is managed by the MUCB according to the list obtained from the Secretary of the Faculty of Science.
The parking area can be used by the public during the weekdays from 18:00 to 24:00 and during the weekdays and holidays from 6:00 to 24:00. Public use of this parking area is imposed with a parking fee.
10. The parking area outside of the A35 area has a capacity of 61 parking spaces, of which 5 are designated for the handicapped drivers. Entry is authorized by an electronic card reader by the barrier gate. Entrance authorization is managed by the MUCB according to the list obtained from the CEITEC Secretary. In the case of installation of an individual gate barrier for this parking area the entrance authorization would be managed by the CEITEC Secretary.
11. Drivers of suppliers' and service companies entering the basement area or the outside parking area are required to check in with the PCO, using the intercom at the gate barrier. They are required to provide their name, name of the company, registration plate number and the reason for entry. The PCO technician will make a record, including the time of entry, to the service book and will enable the entry of the vehicle. The driver is also required to announce their

departure using the intercom at the gate barrier. The PCO technician will enable the departure of the vehicle and will record the departure time to the service book.

12. Drivers on the UCB premises are required to abide by the traffic rules and speed limit of 20 kmph.
13. Entry to the basement area of the UCB is forbidden to gas fuel (LPG, CNG) vehicles.

IV. Waste management

Municipal waste disposal and dangerous waste management is regulated by Operating regulations of the waste management of the UCB (in Czech only), which is approved by the director of the MUCB and is in the Appendix no. 5 (in Czech only) of these Operating regulations.

V. Energetic systems

Entrance key to exchanger stations and switching stations is labeled as SUKB or GHSV.

1. Water

- 1.1 Water main is directed from the BVK distribution system.

The connecting shaft with a main water meter for the A1 pavilion is near the SKM supplier's entrance from the Kamenice Street. The main water shutoff valve is in the exchanger station, just as shutoff valves for hot and cold water.

The connecting shaft with a main water meter for the ILBIT pavilions is on the east side of the A2 pavilion. The water main consecutively runs to the exchanger station of the A2 pavilion, where the main water shutoff valve for ILBIT is located. From here the water main runs to exchanger stations in the basement area, where shutoff valves for hot and cold water are located.

The first connecting shaft with a water meter for the AVVA pavilions built during the Blue Stage and the Green Stage of construction is situated in front of the A5 pavilion. The water main runs through corridors in the basement area to exchanger stations, where are valves for cold and hot water. The water main consecutively runs to the backup connecting shaft by the A22 pavilion, in which the water meter is situated. The water main of the backup shaft is closed during standard operation.

The first connecting shaft with a water meter for the pavilions of CETOCOEN, CESEB, CEITEC and the AVVA pavilions built during the Yellow Stage of construction is located by the A36 pavilion at the Kamenice Street. The water main runs through corridors in the basement area to exchanger stations, where are shutoff valves for cold and hot water. The water main consecutively runs to the backup connecting shaft located between A35 and A25 pavilions at the Studentská Street, in which the water meter is situated. The water main of the backup shaft is closed during standard operation.

The key to exchanger stations is stored at the PCO. The key from the exchanger station of the A1 pavilion is stored at the reception desk in the EH1.

- 1.2 Each pavilion has an individual secondary water meters located at individual exchanger stations.
- 1.3 Water mains in rooms have individual valves near a wall, floor, or supply niche outlet.
- 1.4 Personnel of workplaces with eye wash stations and emergency showers are required to perform a regular inspection at least twice a month.

2. Electricity

- 2.1 The substation for the A1 pavilion is located near the entrance for the SKM suppliers at the Kamenice Street. Secondary source of electricity for the A1 pavilion is near the outside parking lot at the A1 pavilion.

- 2.2 The substation for the ILBIT pavilions is located opposite to the A2 pavilion, alongside a communication leading to the A6 parking lot and A6 basement area. Electricity mains from this substation lead to substations of A2, A3, A4 and A6 pavilions, which are located in the basement area, as are circuit breakers. Secondary source of electricity for the ILBIT is located in the basement area under the A2 pavilion.
- 2.3 The substation and secondary source of electricity for the AVVA, CETOCOEN and CESEB pavilions are located in the Energocenter. Electricity mains lead to switching stations of individual pavilions, which are located in the basements of the pavilions, along with pavilion circuit breakers.
- 2.4 The substation and secondary source of electricity for CEITEC are located in the basement area under the A35 pavilion. Electricity mains lead to switching stations of the A26 and A35 pavilions, which are located in the pavilion basement area along with pavilion circuit breakers.
- 2.5 Pavilions are individually equipped with secondary electricity meters, which are located in pavilion switching stations. The key from the pavilion switching stations is stored at the PCO.
- 2.6 On the 1st floor of each pavilion is a secondary switching station labelled with an electricity symbol. Secondary switching stations are locked, the keys are in the possession of the MUCB personnel and one is stored at the PCO.
- 2.7 A prompt disconnection of the electricity can be carried out by using a shut-off button labeled as Central stop which is located in the halls. Subsequent connection of electricity is carried out by qualified personnel in a switching station.
- 2.8 Electricity outlets are differentiated by colors, in all of the pavilions except for the A1 pavilions is established that outlets of white color are common and not backed up, green outlets have overvoltage protection and are not backed up. Red outlets are backed up by the UPS (uninterrupted power supply) and orange outlets are backed up by a generator.

Electricity outlets in the A1 pavilion have other differentiation: white outlets are for a common use and are not backed up. Green outlets are meant for technology appliances, green outlets with a yellow mark are meant to be used by technology appliances and are backed up by a generator. Brown outlets are designated for computers and are backed up by a generator.

3. Natural gas

- 3.1 The natural gas connection for the southern part of the UCB (between the Kamenice Street and the Bohunice Hospital) to the Jihomoravská plynárenská distribution is in a distribution case, which is located near the Kamenice Street at the suppliers' entrance to the A1 area. Gas meter is common for A1 and the southern part of the UCB. The gas main is led to each pavilion. The main shutoff valve of each pavilion is located on the 1st floor level outside, in the outer facing. The door is locked, the key is at the PCO.
- 3.2 For the northern part of the UCB the connection to the distribution system is located in the gabion wall on the Kamenice Street under the INBIT pavilion.
- 3.3 Each pavilion has a secondary gas meter, which is located with the main gas shutoff valves.
- 3.4 Gas mains in rooms have individual valves near a wall, floor, or supply niche outlet.

4. Heat

- 4.1 The heat for the UCB buildings is supplied by the University Hospital Brno Bohunice. The heat main is led from the main exchanger station at the A6 pavilion to the exchanger stations of each of the pavilions. There are also main shutoff valves for the hot water for the heating units.

- 4.2 Each pavilion has a secondary consumption meter, which is located in the exchanger station.
- 4.3 In the rooms without fancoils, the heating units are equipped with valves with regulating knobs. These allow the user to regulate the heat.
- 4.4 In the rooms with fancoils the heating units are equipped with servo-mechanism which don't allow user control. These heating units are regulated automatically.

VI. Technology

1. Air conditioning

- 1.1 Pavilions are equipped with air conditioning units. Their output is set by the supplier, according to hygienic regulations. It is therefore not possible to control the air conditioning from the rooms, it is set by the developer. It's only possible to set operating hours, which are set by the head of a pavilion and passed on to the MUCB.
- 1.2 The air outside is driven into the AC system through textile filters. The MUCB manages proper filter replacement. The air is cooled or heated to the set temperature. The AC technology uses an energy recovery system set to a value, which is constant for one individual generator.
- 1.3 To ensure proper function of the AC system, it is necessary to maintain the room door closed.

2. Cooling

- 2.1 Cooling generators are located on the rooftops of each pavilion. They are inactive during winter.
- 2.2 During the operation of cooling generators it is possible for the users in rooms equipped with fancoils, to regulate the cooling using controller on the wall of the room. User manuals for fancoils are part of these operating regulations (in Czech only). For the ILBIT pavilion, the manual is in the Appendix No. 2, for pavilions of the Blue Stage, the Green Stage and the A29 pavilion in Appendix No. 3, for the A33 and A34 pavilions in the Appendix No. 4 and for the CESEB and CEITEC pavilions in the Appendix No. 5.
- 2.3 During the operation of the cooling generators it is possible to set operation hours. Operating hours are set by the head of a pavilion, who will pass them on to the MUCB for realization.
- 2.4 Specific rooms are equipped with individual cooling generators, so-called splits, which are in a year-round operation. They are regulated by their users with remote controls or a controller on a wall of the room.

3. Outer blinds

- 3.1 The control for the blinds is located usually on the wall by the window. It allows two modes of control: manual or automatic. The type of mode can be set only on each floor and side of a pavilion (east or west). In the manual mode the user controls the blinds by pressing a button. In the automatic mode the blinds are controlled by a regulation system, which analyses the intensity of the sunlight on the east and west side of the pavilion recorded by detectors.
- 3.2 Superior to the manual and automatic mode is a safety mode, which will lift up blinds in the case of strong wind.

4. Elevators

- 4.1 The UCB pavilions are equipped with elevators for personal transportation and for transportation of cargo within set up load limits. The UCB does not have evacuation elevators.

- 4.2 If any persons were to get stuck in an elevator, they can use a telephone button in the elevator, which will automatically connect them to the PCO. The PCO technician will secure an extrication, either by an authorized employee of the MUCB or an external company technician.
- 4.3 Any defects on the elevators are to be reported to the MUCB. The MUCB will manage defect removal.

5. Telephone network

- 5.1 The telephone network at the UCB is a part of the Masaryk University telephone network. Service and repairs are managed by the Institute of Computer Science (hereinafter referred to as ICS).
- 5.2 Requests and malfunction reports are to be sent to the MUCB.

6. Computer network, HW and SW

- 6.1 Operation and service of the IT network, ending by the low current substations in the basement area of each pavilion, is managed by the ICS.
- 6.2 The IT network from the low voltage current substations to the HW of the user is managed by the MUCB.
- 6.3 Keys to each low voltage current substations are in possession of the MUCB, a key is also stored at the PCO and appropriate reception desks, where it can be borrowed by authorized personnel.
- 6.4 Any specific technologies, HW or SW is managed by each faculty.

VII. Security system

1. Electronic security signalization

- 1.1 Each pavilion is equipped with electronic security signalization, which allows authorized personnel to set a code for locking or unlocking a pavilion.
- 1.2 Authorization of personnel is managed by the head of the pavilion.
- 1.3 Security personnel and the MUCB employees are equipped with individual code, which allows them to lock or unlock a pavilion.
- 1.4 In the case of breaching to a locked pavilion, the PCO is alerted by an alarm. The security personnel will react according to the Directive for service performance of the security at the UCB (Czech only).
- 1.5 Part of the electronic security signalization is a panic button. It's a gray box with red button, located in specific rooms such as the restroom for the disabled. Pushing this button will set of an alarm in the pavilion and will alert personnel to help. The alarm is shut off by the MUCB employee equipped with a proper key to manipulate the button.

2. Electronic fire signalization

- 2.1 Each rooms of the AVVA and ILBIT pavilions are equipped with at least one smoke detector, in the A1 pavilion smoke detectors are located on the halls and in several rooms according to the documentation. In the case of a signal from one or several detectors, the Fire central at the PCO is alerted. The Fire Central will inform personnel on duty with number of a pavilion, floor and room where the fire was detected. Personnel on duty will immediately check the reported room. In the case of a false alarm they will disable the alarm. In the case of fire they will proceed according to the Fire Alarm Instructions.
- 2.2 The PCO technician will record any alarms to the Fire report book located at the PCO.

3. Fire alarm

- 3.1 Fire alarm is a red box located on pavilion walls. In the case of a fire, which is too great to put off with fire extinguisher, the person discovering the fire is to break the glass and push the black button to set off the fire alarm.
- 3.2 With the fire alarm on the electricity is cut off (except for backed up circuits), air ventilation for emergency exits will turn on, and the transom on the pavilion roof will be opened. In the ILBIT pavilions the main shutoff valve for gas will be switched.

4. Evacuation broadcast

- 4.1 The evacuation broadcast is automatic after the fire alarm is set off or after signal alarm (code “1000” – warning for a danger of starting fire alarm) and it announces evacuation. It is possible to operate it from the PCO (for A9 pavilion and pavilions of all Stages except for A1, ILBIT, and Blue AVVA pavilions), from the lending desk at the UCL (for A9 only), from the reception desk at the A22 pavilion (only for A11, A13, A14, A15, A17, A19, A20, A21, A22 pavilions – Green AVVA), from the reception desk at the A34 pavilion (only for A25, A26, A29, A31, A32, A33, A34, A35, A36 pavilions and corridors – Yellow AVVA, CEITEC, CESEB, CETOCOEN) and from the reception desk at the A35 pavilion (only for A25, A26, A29, A31, A32, A33, A34, A35, A36 and corridors- Yellow AVVA, CEITEC, CESEB, CETOCOEN). The sound system is installed in the common area of the UCL at the A9 pavilion, in the corridors in the northern part of the UCB (between the A25 and A34 pavilions) and in all of the Green AVVA, Yellow AVVA, CEITEC, CESEB and CETOCOEN pavilions.
- 4.2 Evacuation broadcast serves to announce evacuation during emergency situations in the A9, A11, A13, A14, A15, A16, A17, A18, A19, A20, A21, A22, A25, A26, A31, A32, A33, A34, A35 and A36 pavilions. It is possible to use it not only when the fire alarm is set off, but also during the threat of a terrorist attack or if the PCO technician or receptionists at the A22, A34 and A35 pavilions are informed about any serious situation.

VIII. Fire safety and work safety

1. Fire safety protocol

- 1.1 The MUCB manages the fulfilment of the Fire safety protocol in all common areas and all of the services, revisions and checkups of the fire safety equipment on all of the UCB premises.
- 1.2 Inclusion of a specific work activity to the Fire safety protocol according to the categories of fire hazards is managed by the MUCB based on documentation provided by head of the workplace and on project documentation. In the case of any changes on the workplace which would affect this classification, the head of the workplace is required to inform the MUCB in writing.
- 1.3 Fulfilment of the Fire safety protocol is secured by the head of the workplace in coordination with the MUCB and the fire safety technician of the faculty. Any changes in the Fire safety protocol are possible after a consultation with the MUCB.
- 1.4 Fire safety training of the personnel is ensured by the dedicated office of the MU at the UCB.
- 1.5 All of the personnel and visitors are required to oblige to the Fire safety protocol and to prevent any fires. When leaving the workplace, the personnel are required to turn off any gas and electric appliances that are not used for continuous operation.
- 1.6 Smoking is prohibited on all of the UCB premises.
- 1.7 The head of a workplace is required to ensure (through the MUCB) that proper signs and labels of warnings, restrictions and instructions are put up at the workplace.

- 1.8 The head of a workplace or a designated employee is to regularly check the accessibility of emergency routes, exits, electricity mains and shutoff valves for water, gas and heating.
- 1.9 Flammable or hazardous substances can be manipulated with only according to the safety instructions of the workplace. These substances can be stored in a maximum amount that is defined in the Fire regulations or Operating regulations of the workplace. Any flammable or hazardous substance must be put back to its designated storage space after each use and it must be stored and transported only in a properly labeled and approved container. Containers with flammable substances must be plugged up.
- 1.10 In the case of a spillage of a flammable substance, any gas appliances must be immediately shut off, the electricity must be switched off, the area must be declared forbidden to unauthorized personnel and proper ventilation must be provided (not to the corridors). Spilled flammable liquid is to be soaked up into proper porous material, which will be disposed of to a safe place. It is forbidden to smear the floor or plastic surfaces with nonpolar solvents. Employees working on the decontamination must protect themselves from any harmful effects of the spilled substance.
- 1.11 During the work with an open flame, e.g. burner or a match, it is necessary to be cautious and prevent presence of highly flammable substances and objects in the area.
- 1.12 Any welding or high fire risk works are to be done only with written approval of the MUCB.
- 1.13 Welding or high fire risk works include (for the needs of these Operating regulations) any grinding, cutting, shaping materials using heat, connecting materials using heat, grooving, separating metallic and non-metallic materials while using open flame, electric arc, plasma, el. resistance, laser, friction, aluminothermic welding, soldering iron or benzene soldering lamps. Each of these activities must be reported beforehand to the Building Management of the MUCB, with information about the type, time and location of the work. The Fire Safety and Work Safety Official of the MUCB will make proper steps according to the Directive MV ČR No. 87/200 Sb. and will personally supervise fire safety during and after the welding work and will provide the Fire safety training of the personnel doing the welding work. These instructions apply to the employees of the MUCB as to the employees of external companies. Any types of welding work without the approval of the director of the MUCB and without Fire safety training of the personnel are strictly forbidden. In the absence of the director of the MUCB the requests for welding works are approved by the head of the Building Management of the MUCB.
- 1.14 The head of a pavilion or his representative will inform the director of the MUCB about any fire safety violations, e.g. inaccessible hydrants, fire extinguishers, fire alarms, any malfunction of a fire safety equipment.
- 1.15 Emergency numbers and instructions are included in the Fire Alarm Instructions, which are in the Appendix No. 1 of these Operating regulations.

2. Safety and health protection at the workplace

- 2.1 The safety and health protection at the workplace on the UCB premises is ensured by the MUCB.
- 2.2 The head of the workplace ensures the fulfilment of safety and health protection instructions.
- 2.3 The work safety training of the personnel is ensured by the designated office of the MU.
- 2.4 The entrance to the workplace must be properly labeled, according to the safety hazard, with appropriate symbols. The labeling is ensured by the head of the workplace through the MUCB.
- 2.5 Entry to a hazardous workplace is possible only to authorized personnel according to the Safety and Health Protection at the Workplace manual. The personnel must be equipped

- with proper protection tools. Carrying these protection tools outside of a designated labeled area is not permitted.
- 2.6 On the UCB premises it is allowed to use only properly maintained and checked machinery and equipment that is fully operational and safe.
 - 2.7 Containers with hazardous chemical substances must be designated exclusively for that substance. They are to be labeled properly on a visible place and contrasting background, also with the substance formula or name (in the case of need).
 - 2.8 During the work with flammable or hazardous substances all employees must use proper protection tools according to a list approved by the MU. Designated employees are to regularly check the usage and state of these protection tools.
 - 2.9 First-aid kit boxes and their regular check-ups are managed by the workplace manager.
 - 2.10 Work related injuries of students, employees and visitors of a pavilion are to be recorded in the Injury register of this workplace.
 - 2.11 Work related injuries of the MUCB employees and visitors have to be recorded in the MUCB Injury register.
 - 2.12 Employees of service and suppliers' companies working on the UCB premises have to familiarize with the basic work safety instructions. Work Safety Official of the MUCB can be contacted on the number +420 724 933 264.
 - 2.13 It is forbidden to ride or lead a bike, ride on a scooter, roller-skates, segways or any transportation vehicles in the corridors or in a pavilion, with the exception of transportation vehicles of the disabled or transportation vehicles of the MUCB.

IX. Defects and investment requests

1. Defect removal

- 1.1 The MUCB manages the maintenance and service of the UCB area and pavilions, including the energy mains and constructions.
- 1.2 The head of a pavilion or authorized employee reports any defects to the MUCB in writing, via e-mail at zavady@ukb.muni.cz or via web application at <https://zavady.ukb.muni.cz/>

2. Investment requests related to a construction

- 2.1 Investment requests financed from centralized funds are to be given to the director of the MUCB by the head of a pavilion to the 20th September of the year prior to the year of realization.
- 2.2 All of the adjustments, alterations and interventions to the technological systems and constructions by the MUCB have to be previously passed by the General Contractor (partner of the General Contractor is the Infrastructure Development Office of the Rector's Office) through the IDO RO because of warranty terms of the contract.
- 2.3 Any requests concerning construction alterations, purchase of machinery or equipment that is to be placed at the UCB premises and requires installation, are to be sent (via e-mail) to the MUCB. The MUCB will assess the necessity of other alterations and their pricing.
- 2.4 The Secretary of the faculty is to be contacted in the case of a need for an assessment or a project. The Secretary will also decide the form of funding for this assessment or a project.
- 2.5 The Secretary of the faculty will make a decision about the purchase based on the price assessment. In the case of approval, the Secretary will decide the funding.
If the Secretary should decide to fund the project from a grant, the invoice will be sent to the faculty.
In other cases the expenses will be paid by the MUCB and the Secretary of the faculty, along with a financial manager of the MUCB and financial manager of the Rector's Office will arrange a transfer of the funds from the faculty to the MUCB.

- 2.6 The decree of the purchase agreement will be sent to the MUCB by the Secretary of the faculty.
- 2.7 The MUCB manages ordering and implementation of any adjustments on the UCB buildings.

X. Other provisions

1. Area lease to a third party

- 1.1 Leasing an area outside of A11, A15, A22 and A9 (the UCL) pavilions is in the competence of respective faculty.
- 1.2 Short-term lease of A11, A15 and A22 pavilions and of common campus areas (such as corridors and entrance halls) is in the competence of the director of the MUCB.

Operating Regulations of the UCB – Appendix No. 1:

FIRE ALARM INSTRUCTIONS

Whoever discovers a fire is obliged to:

- » Perform necessary measures to save the endangered persons
- » If possible extinguish the fire or perform necessary measures to prevent its further spreading.
- » Provided the person is unable to do it by himself or by any available means he/she is obliged to make a fire alarm and inform the persons in the immediate area about the fire.

FIRE ALARM IS ALERTED BY:

- A) **AN AUTOMATIC SENSOR** OF ELECTRIC FIRE SIGNALLING,
- B) USING EPS **EMERGENCY BUTTON**,
- C) SHOUTING „**HOŘÍ - FIRE! – HOŘÍ - FIRE!**“

- » Report the fire immediately or secure its announcement at:

- » **protection control desk** - by phone or in person

PROTECTION CONTROL DESK IS IN ENERGOCENTER – LÁVKA – KAMENICE 2929
(TEL. 549 49 2929)

- » or alternatively report to

Emergency line of fire fighting brigade 150 (0 150)
 or **EMERGENCY CALL 112 (0 112)**

And report: **site of fire – what is on fire – the name and place of the person who is calling**

Never be the first to hang up, always wait for any follow-up inquiries of the operator.

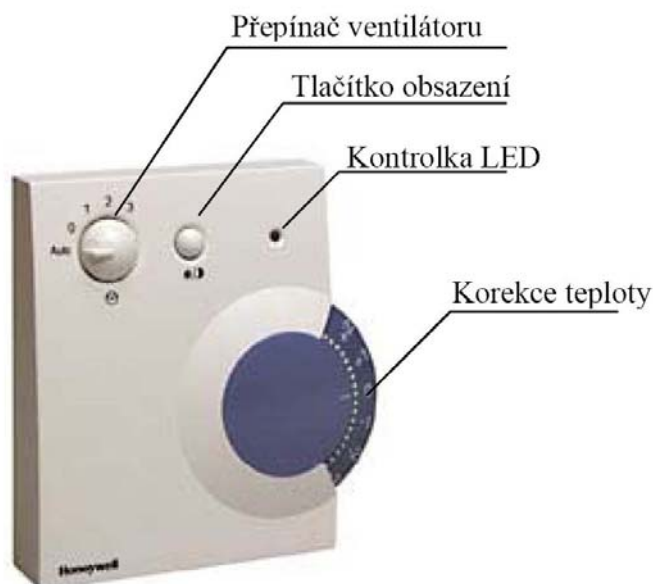
Evacuation follows an evacuation plan. All persons gather at a **designated assembly point** and wait for further instructions. **Until the arrival of fire brigade** the Head of the pavilion or his representative manages the fire-fighting and rescue work. **Upon the arrival of the fire brigade everybody shall follow the instructions of the incident commander.** When called by the incident commander or the fire brigade commander everybody is obliged to provide personal and material support.

IMPORTANT TELEPHONE NUMBERS: EMERGENCY HOTLINES				
150 FIRE BRIGADE	155 EMERGENCY	158 POLICE	156 CITY POLICE BRNO	112 UNIFIED EUROPEAN EMERGENCY NUMBER
IMPORTANT TELEPHONE NUMBERS: EMERGENCY AND ACCIDENT HOTLINES				
950 634 111 South Moravian Fire brigade BRNO-STARÝ LÍSKOVEC	545 538 538 EMERGENCY PONÁVKA 6 17-07H SA, SUN, HOLIDAYS	532 231 111 HOSPITAL BRNO BOHUNICE OPERATOR	1239 GAS	800 225 577 ELECTRICITY ROOM
543 212 537 WATER	532 233 332 HEATING (ACCIDENTS STEAM, HEAT) CONTROL	532 233 3791 CENTRAL CONTROL HOSPITAL BRNO	800 100 312 TECHNICAL NETWORK BRNO	

Operating Regulations of the UCB - Appendix No. 2:

Návod pro ovládání fancoilů v pavilonech ILBIT

Návod k obsluze ovládání regulace teploty místností



Přepínač ventilátoru:

Přepínač slouží k nastavení druhu provozu ventilátoru chladicí jednotky. Provoz může být automatický resp. pevně nastavené stupně otáček příp. vypnutý.

Tlačítko obsazení:

Tlačítko slouží k vynucení plného nebo útlumového programu místnosti. Plný program se vynutí stisknutím tlačítka v rozmezí 1-4s. Útlumový provoz se vynutí stisknutím tlačítka v rozmezí 4-7s.

Kontrolka LED:

Kontrolka indikuje trvalým světlem plný provoz místnosti vynucený tlačítkem obsazení. Zhasnutá kontrolka znamená automatický provoz.

Korekce teploty:

Otočením kolečka korekce nastavené hodnoty můžeme individuálně změnit

nastavenou teplotu v prostoru.

Regulátor teploty v místnosti zajišťuje jednak vytápění prostoru pomocí ovládání elektrických pohonů na radiátorech a také chlazení prostoru pomocí spínání ventilátoru chladicí jednotky společně s otevřením ventilu na chlazení.

Plný a útlumový provoz místnosti je dán časovým programem řízeným z velínu. V plném provozu se udržuje teplota prostoru 22°C (režim topení, resp. 23°C při režimu chlazení). V útlumovém režimu je nastavená teplota 20°C (pro vytápění resp. 25°C pro chlazení).

Na otvíravých oknech jsou osazeny okenní magnety pro snímání otevření okna.

Při signalizaci otevření dojde k odstavení vytápění místnosti resp. k udržení min. teploty 8°C.

Návod k obsluze ovládání žaluzií

Žaluzie jsou ovládány jednak pomocí místního ovládače v místnosti, nadřazenou automatikou žaluzií a systémem řízení budovy.

Nadřazené ovládání je rozděleno do dvou úrovní:

- Provozní (čas. program)
- Havarijní (vítr, EPS)

Pokud na ovládači v místnosti je navolen režim „AUTO“ jsou žaluzie ovládány i provozními povely nadřazených systémů.

V režimu „O“ jsou žaluzie ovládány pouze havarijními povely (nahoru). Havarijní stav je indikován na prostorovém ovládači trvalým červeným světlem signálky.

Operating Regulations of the UCB - Appendix No. 3:

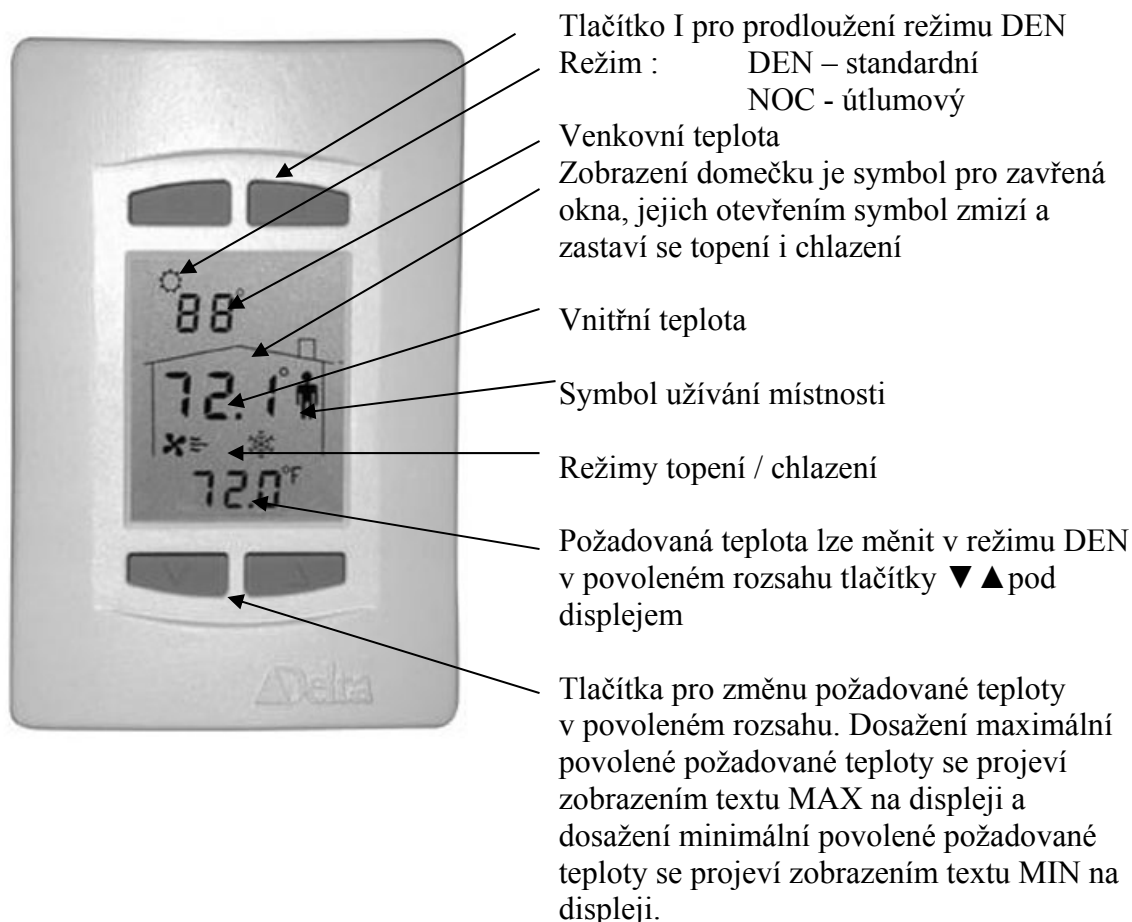
Návod pro ovládání fancoilů v pavilonech modré a zelené etapy, A29 a CEITEC

Ovladač: DNS24L

Popis ovladače: Ovladač má 4 tlačítka a LCD displej.

Tlačítka se nastavuje požadovaná teplota v povoleném rozmezí, a přítomnost osob v místnosti mimo přednastavenou dobu standardního režimu. Nad displejem jsou tlačítka O a I. Pod displejem jsou tlačítka ▼▲.

Displej zobrazuje následující symboly a hodnoty:



Režimy jsou předvoleny např.: 8:00 – 17:00 DEN – standardní režim
17:00 – 8:00 NOC – útlumový režim

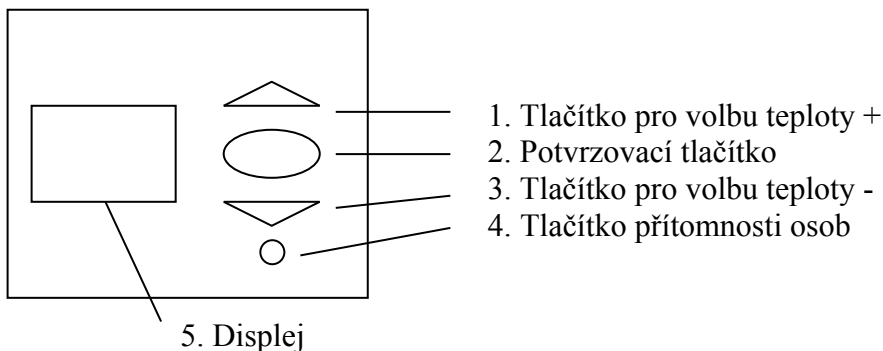
V nočním – útlumovém režimu se místo požadované teploty zobrazuje čas a pokud je potřeba prodloužit režim DEN (užívat místnost déle než je přednastaveno) uživatel stlačí tlačítko I nad displejem a rozsvítí se symbol užívání místnosti. Prodloužení je omezeno na 60 min. pak je nutno znovu potvrdit užívání místnosti tlačítkem I

Změny požadované teploty lze provádět pouze při užívání místnosti.

Změny povoleného rozsahu požadovaných teplot uživatel neprovádí. Zajistí je na základě oprávněného požadavku uživatele Správa UKB.

Operating Regulations of the UCB - Appendix No. 4: Návod pro ovládání fancoilů v pavilonech A33 a A34

Prostorový ovladač PCD7.L643



Prostorový ovladač PCD7.L643 slouží ke zobrazování a nastavování prostorové teploty místností. Je osazen tam, kde je zapotřebí individuální regulace teploty v místnosti (IRC – individual room control).

Zobrazované hodnoty na displeji:

- Na displeji je zobrazována skutečná aktuální teplota v místnosti (snímána čidlem teploty uvnitř ovladače).
- Při změně požadavku na teplotu v prostoru se na displeji objeví ukazatel (stupnice), kde jeden dílek odpovídá 1°C. Tlačítka +/- lze nastavit teplotu v rozmezí +/- 6°C od nastavené střední hodnoty (přednastavena na 22 °C).

Zadání požadované (komfortní) teploty v prostoru:

- Stiskněte tlačítko 2
- Tlačítka +/- zvolte požadovanou teplotu
- Potvrďte opět tlačítkem 2

Pozn: Teplota v místnosti je regulována na žádanou hodnotu, pokud se regulátor nachází v časovém úseku „komfortní režim“. Mimo tento časový úsek je teplota v místnosti regulována na teplotu nastavenou pro „útlumový režim“. V tomto režimu je vypnuto chlazení místnosti, místnost se temperuje na minimální nastavenou teplotu. Časové úseky komfortního a útlumového režimu stejně jako teplotu v útlumovém režimu, lze zadat na dispečinku.

Operating Regulations of the UCB - Appendix No. 5:

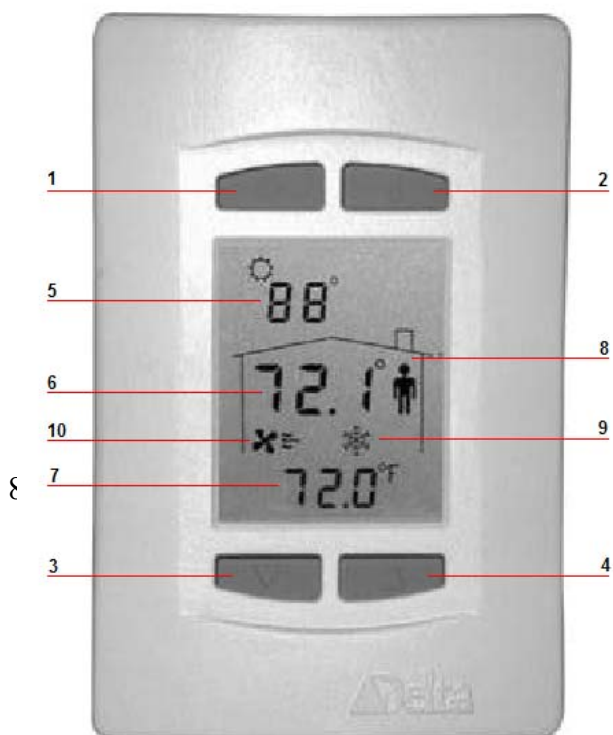
Návod pro ovládání fancoilů v pavilonech CESEB

Ovladač: DNS-24L

Popis ovladače: Ovladač má 4 tlačítka a LCD displej.

Tlačítka je možné vypnout či zapnout chlazení a topení a nastavit žádanou teplotu. Nad displejem jsou tlačítka O a I (OFF a ON). Pod displejem jsou tlačítka ▼ ▲.

Displej zobrazuje následující symboly a hodnoty:



1. Tlačítko pro vypnutí (OFF)
2. Tlačítko pro zapnutí (ON)
3. Tlačítko snížení žádané teploty (dosažení minimální povolené žádané teploty se signalizuje zobrazením textu MIN)
4. Tlačítko zvýšení žádané teploty (dosažení maximální povolené žádané teploty se signalizuje zobrazením textu MAX)
5. Venkovní teplota
6. Prostorová (vnitřní) teplota
7. Žádaná teplota
8. Obsazení místnosti (Komfort/Útlum/Vypnuto) – domeček signalizuje zapnuté topení nebo chlazení, po otevření okna domeček zmizí a zastaví se topení i chlazení
9. Režim topení/chlazení
10. Rychlostní stupeň ventilátoru FCU

Režimy jsou předvoleny např.: 8:00 – 17:00 DEN – standardní režim
17:00 – 8:00 NOC – útlumový režim

V denním (standardním) režimu je možné topení a chlazení ručně vypnout tlačítkem O (OFF).

Zapnutí je možné tlačítkem I (ON) nebo se topení a chlazení automaticky zapne při přechodu do denního (standardního) režimu (obvykle např. další den ráno v 8:00).

V nočním – útlumovém režimu se místo požadované teploty zobrazuje čas a pokud je potřeba prodloužit režim DEN (užívat místnost déle než je přednastaveno) uživatel stlačí tlačítko I (ON) nad displejem a rozsvítí se symbol užívání místnosti. Prodloužení je omezeno na 60 minut, poté je nutno znovu potvrdit užívání místnosti tlačítkem I (ON).

Změny požadované teploty lze provádět pouze při užívání místnosti.

Změny povoleného rozsahu požadovaných teplot uživatel neprovádí. Zajistí je na základě oprávněného požadavku uživatele Správa UKB.

Operating Regulations of the UCB - Appendix No. 6:
ODPADOVÉ HOSPODÁŘSTVÍ

Zpracovali: Ing. Pavel Brančík, Ing. Jana Nováčková, Ing. Pavel Richter

Revize ze dne 4. 9. 2014

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I. Účel zřízení odpadové hospodářství UKB

Odpadové hospodářství Univerzitního kampusu Bohunice bylo vybudováno a je provozováno za účelem třídění, úpravy, přechodného ukládání, ekologické likvidace a zpracování odpadu vzniklého provozem a činností všech uživatelů jednotlivých pracovišť v areálu Univerzitního kampusu Bohunice. Činnost odpadového hospodářství v areálu UKB zajišťuje Správa UKB.

II. Kategorizace odpadů

Evidence a dělení odpadů vychází ze základní zákonné normy, kterou je Zákon č. 185/2001 Sb. a vyhl. MŽP č. 381/2001Sb. a je prováděno dle zpracovaného Katalogu odpadů pro UKB, který je na konci tohoto řádu.

1. Odpady nebezpečné Kategorie N

Odpady z anorganických a organických chemických procesů
Odpady ze zdravotnictví a veterinární péče nebo výzkumu s nimi souvisejícího včetně GMO
Odpady průmyslové, včetně složek z odděleného sběru (rozpouštědla, kyseliny, zásady)

2. Ostatní odpady Kategorie O

Směsný komunální odpad
Odpady zpracované v odpadovém hospodářství na kategorii O

3. Druhotné odpadní suroviny – nekontaminované, určené k recyklaci

Tříděný papír a kartonové obaly
Tříděný umělohmotný odpad
Tříděný skleněný odpad

4. Odpad radioaktivní

Podléhá jiným zákonným normám a je organizován vlastním provozním předpisem na základě schválení Úřadem pro jadernou bezpečnost ČR.

III. Umístění odpadového hospodářství

Odpadové hospodářství je umístěno v suterénu UKB.

Přehled přechodných úložišť odpadů v areálu UKB:

místo	druh odpadu	dotčené pavilony
u pavilonu A1	komunální odpad, sklo, plasty, papír	A1
1.P.P. pod A6	komunální odpad, sklo, plasty, papír, kartonové krabice, polystyren, tonery, elektroodpad, akumulátory, zářivky, kovový odpad, dřevo	A2, A3, A4, A5, A6, A7, A8, A9, A10, A12, A16, A18, Z, LK
1.P.P. u A13	komunální odpad, sklo, plasty, papír	A13, A14, A15
1.P.P. u A19	komunální odpad, sklo, plasty, papír	A19, A20, A21
u pavilonu A34	komunální odpad, sklo, plasty, papír	A33, A34
1.P.P. u A36	komunální odpad, sklo, plasty, papír, kartonové krabice, polystyren, tonery, elektroodpad, akumulátory, zářivky, kovový odpad, dřevo	A25, A26, A29, A31, A32, A35, A36
2. P.P. mezi A2 a A3	laboratorní odpad kategorie N	všechna pracoviště
1. P.P. v pavilonu A3	radioaktivní odpad	všechna pracoviště

Součástí odpadového hospodářství jsou dvě záchytné nádrže každá s objemem 20 m³ u A4, jedna záchytná nádrž o objemu 20 m³ u A18 a dvě nádrže každá s objemem 20 m³ pod A29 na chemickou odpadní vodu, která je dále zpracovávána v neutralizační čistírně odpadních vod v suterénu u pavilonu A12.

IV. Průběh zpracování odpadů

1. Odpad komunální a odpad tříděný k recyklaci

Směsný komunální odpad vzniklý provozem je donášen v černých pytlích úklidovou firmou do černých mobilních kontejnerů o objemu 1100 litrů na přechodná úložiště. Tento odpad je dvakrát týdně odvážen specializovanou firmou k likvidaci. Vytříděný odpad (papír, plasty, směsné sklo) donášejí pracovníci úklidové firmy z jednotlivých pavilonů na příslušná přechodná úložiště. Zde se vhazuje papír do modrých kontejnerů, směsné sklo do zelených a plasty do žlutých kontejnerů. Kartonové krabice jsou svázeny pracovníky odpadového hospodářství ze suterénu od jednotlivých pavilonů na centrální úložiště, kde se lisují do balíků. Tříděný odpad je pravidelně odprodáván jako druhotná surovina.

2. Odpady infekční

2.1 Pevné

Na jednotlivých pavilonech jsou podle potřeby rozmístovány speciální recyklovatelné nádoby modré barvy (meditainer, clinicbox) s obsahem 60 l opatřené platovým vakem. Po naplnění nádoby pracovník laboratoře objedná odvoz u SUKB (nutná elektronická registrace, viz. níže). Pracovník odpadového hospodářství je povinen do 24 hodin od obdržení objednávky tento odpad z pracoviště odvézt. Biologický laboratorní odpad je převážně v uzavřených jednorázových plastových vracích. Naplněné vaky se poté na přechodnou dobu (do odvozu specializovanou firmou) ukládají do chladového boxu u pavilonu A3. Do vaků nepatří ostré předměty, jako jsou např. pipety, skleněné střepy! Na obaly znečištěné chemikáliemi, laboratorní sklo, ostré předměty jsou vyčleněny malé modré nádoby o obsahu 30 l, které jsou na požádání dodány do laboratoře.

2.2 Tekuté

Pro tekutý infekční odpad jsou určeny jednorázové plastové barely bílé barvy á 20 l, které jsou po naplnění a objednání odvozu (viz. výše) přepraveny pracovníkem odpadového hospodářství do chladového boxu (zde uloženy do odvozu specializovanou firmou ke spálení).

Poznámka: Pracoviště CESEBu a CEITECu mají své vlastní sběrné místnosti na infekční odpad. CESEB má místnost 1S44, CEITEC 2S096. Uživatelé CESEBu a CEITECu shromažďují infekční odpad v těchto místnostech, pracovníci odpadového hospodářství SUKB zajišťují převoz infekčního odpadu z těchto místností do chladového boxu u pavilonu A3, kde je infekční materiál uskladněn do odvozu specializovanou firmou.

3. Chemická odpadní voda

Odpadní vody odtékají potrubím chemické odpadní kanalizace, napojené na chemické dřezy v laboratořích a pracovištích jednotlivých pavilonů, do záchytných podzemních nádrží.

Tato voda je přečerpávána na čistírnu chemických odpadních vod u pavilonu A 12.

Do chemických dřezů se nesmí vylévat látky nemísitelné s vodou, organická rozpouštědla, látky kategorie N, T, T+, F.

Provoz čistírny CHOV je řízen vlastním provozním předpisem.

4. **Ostatní nebezpečné odpady skupiny N**

Nebezpečné odpady jako hořlaviny, vodné roztoky vývojek a aktivátorů, promývací kapaliny, matečné louhy, rozpouštědla, kyseliny, zásady a jiné nebezpečné látky, jsou na základě požadavků jednotlivých pracovišť odváženy pracovníkem odpadového hospodářství Správy UKB na k tomu určená úložiště v prostorech odpadového hospodářství. Zde jsou odpady uloženy a evidovány dle zákona č. 185/ 2001 Sb. , vyhlášky MŽP č. 381/2001Sb. a zpracovaného Katalogu odpadů pro UKB. Po splnění zákonných náležitostí jsou předány smluvní odborné firmě s akreditací k odborné likvidaci.

5. **Odpady obsahující GMO**

Odpad se stopami GMO musí být dekontaminován (autoklávování, chemická sterilizace) na pracovišti, kde vznikl v rámci uzavřeného nakládání s GMO (zákon č. 78/2004 Sb.). Pracovníci odpadového hospodářství SUKB odvázejí z laboratoří odpad s inaktivním GMO jako odpad biologický (kód odpadu 18 01 03).

5.1 Pevné

Pevný GMO odpad je ukládán do označených nádob, odděleně od dalších nebezpečných odpadů. Po zpracování ve svém autoklávu (na pracovišti, kde vznikl) a označení, předají uživatelé označený odpad pracovníkovi odpadového hospodářství Správy UKB. Pracovník zajistí odvoz tohoto odpadu na přechodné úložiště. Konečnou likvidaci biologického odpadu zajistí specializovaná firma.

5.2 Tekuté

Tekutý GMO odpad je ukládán do označených nádob, odděleně od dalších nebezpečných odpadů. Po dekontaminaci (na pracovišti, kde vznikl) a označení, předají uživatelé označený odpad pracovníkovi odpadového hospodářství Správy UKB. Pracovník zajistí odvoz tohoto odpadu na přechodné úložiště. Konečnou likvidaci biologického odpadu zajistí specializovaná firma.

6. **Odpadní vody komunální**

Odpadní vody komunální se odvádí do městské kanalizace. Sledování množství a kvality je prováděno dle Provozního řádu areálové kanalizace. Vody z potravinářského provozu Správy kolejí a menz (SKM) jsou odváděny do areálové kanalizace přes odlučovač tuku, který je spravován SKM podle samostatného Provozního řádu odlučovače tuku. Odloučený tukový odpad je odvážen smluvní odbornou firmou.

V. Povinnosti pracovníků Univerzitního kampusu Bohunice

Nakládání s odpady je určeno zákonem č. 185/ 2001 S. a vyhláškou MŽP č. 381/2001Sb. a je prováděno dle zpracovaného Katalogu odpadů pro UKB.

Povinností každého z uživatelů UKB, to je zaměstnanců, studentů, externích pracovníků a jejich návštěv, je dodržovat tato základní ustanovení:

- odpad může být ukládán jen na místa k tomu určená.
- ukládat odděleně komunální odpad do připravených a označených košů.
- ostatní odpad včetně nebezpečného, ukládat do dodaných bezpečných nádob a jejich naplnění oznámit pracovníkovi odpadového hospodářství Správy UKB, který zajistí jejich odvoz a likvidaci.

VI. Bezpečnost práce

Manipulaci s nebezpečnými odpady a se strojním zařízením k jeho zpracování, je oprávněna provádět pouze osoba prokazatelně proškolená k jednotlivým úkonům a mající požadovanou oprávnění a pověření.

Při práci je nutno dodržovat povinnost užívat předepsané pracovní pomůcky a ochranné prostředky.

VII. Sběr požadavků na svoz odpadu

Pro sběr požadavků na svoz odpadu slouží formulář na následující adrese:

<https://odpady.ukb.muni.cz/>

ODPADOVÉ HOSPODÁŘSTVÍ: KATALOG ODPADŮ PRO UKB

(Vyhl. MŽP č. 381/2001 Sb. ze dne 9. 11. 2001)

Kód druhu odpadu 1	Název druhu odpadu 2	Kategorie odpadu 3	Kód podle dodatku BÚ 4
06	ODPADY Z ANORGANICKÝCH CHEMICKÝCH PROCESŮ		
06 04	Odpady obsahující kovy neuvedené pod číslem 06 03		
06 04 05	Odpady obsahující jiné těžké kovy	N	Y20,Y32
07	ODPADY Z ORGANICKÝCH CHEMICKÝCH PROCESŮ		
07 01	Odpady z výroby, zpracování, distribuce a používání základních organických sloučenin		
07 01 03	Organická halogenová rozpouštědla, promývací kapaliny a matečné louhy	N	Y41
07 01 04	Jiná organická rozpouštědla, promývací kapaliny a matečné louhy	N	Y42
07 07	Odpady z výroby, zpracování, distribuce a používání čistých chemických látek blíže nespecifikovaných chemických výrobků		
07 07 04	Jiná organická rozpouštědla, promývací kapaliny a matečné louhy	N	Y42
09	ODPADY Z FOTOGRAFICKÉHO PRŮMYSLU		
09 01	Odpady z fotografického průmyslu		
09 01 01	Vodné roztoky vývojek a aktivátorů	N	Y42
09 01 04	Roztoky ustalovačů	N	Y42
18	ODPADY ZE ZDRAVOTNICTVÍ A VETERINÁRNÍ PÉČE A / NEBO VÝZKUMU S NIMI SOUVISEJÍCÍHO		
18 01	Odpady z porodnické péče, z diagnostiky, z léčení nebo prevence nemoci lidí		
18 01 03	Odpady na jejichž sběr a odstraňování jsou kladeny zvláštní požadavky s ohledem na prevenci infekce	N	Y1
18 01 06	Chemikálie které jsou nebo obsahují nebezpečné látky	N	Y3
18 01 08	Nepoužitelná cytostatika	N	
18 02	Odpady z výzkumu, diagnostiky, léčení nebo prevence nemocí zvířat		
18 02 03	Odpady na jejichž sběr a odstraňování nejsou kladeny zvláštní požadavky s ohledem na prevenci infekce	O	
20	KOMUNÁLNÍ ODPADY (ODPADY Z DOMÁCNOSTÍ A PODOBNÉ ŽIVNOSTENSKÉ, PRŮMYSLOVÉ ODPADY Z ÚRADU), VČETNĚ SLOŽEK Z ODDĚLENÉHO SBĚRU		
20 01	Složky z odděleného sběru (kromě kódu 15 01)		
20 01 13	Rozpouštědla	N	Y34
20 01 14	Kyseliny	N	Y34
20 01 15	Zásady	N	Y34
20 01 21	Zářivky a ostatní odpad obsahující rtuť	N	Y34
20 03	Ostatní komunální odpady		
20 03 01	Směsný komunální odpad	O	

Operating Regulations of the UCB - Appendix No. 7:

ACCIDENT/INCIDENT PROCEDURES

On the UCB premises primarily operates the Emergency Rescue Service team (ERS, in Czech ZZS). In some cases during the workdays from 7:00 to 15:00 the control centre of the ERS can ask for a cooperation of the Urgent Care rescue team (UC, in Czech OUP) of University Hospital. If the ERS will need a cooperation with the UC team, the ERS will inform the PCO via tel. no. 549 49 2929.

1. Report of sudden accident or injury

Call 155

Tell the operator this information:

- Your name and the place where the first aid is taking place: the University Campus at Bohunice, number of the pavilion, number of the floor and room. Instruct the ERS with the following information:
 - *For pavilion A1 and VHI (EHI)*

To turn from the Kamenice Street just like they would drive to the urgent care of the University Hospital and to stop ca. 60 m after turning near the entrance to the red pavilion.
 - *For A2-A22 pavilions*

On the roundabout near the Campus Square to leave on the third exit from the Kamenice Street to the Netroufalky Street and after ca. 50 m to turn left and to stop in front of the stairs near the main entrance.
 - *For A25-A34 and A36 pavilions*

On the roundabout near the Campus Square to leave on the first exit from the Kamenice Street to the Netroufalky Street and after ca. 50 m to turn right and to continue along, then drive around the first pavilion and stop on the paved area between pavilions.
 - *For A35 pavilion*

On the roundabout near the Campus Square to leave on the first exit from the Kamenice Street to the Netroufalky Street, then turn to the Studentská Street and to stop in front of an entrance to the A35 – CEITEC pavilion.
- Basic information about the casualty and his/hers condition (e.g. sex, approx. age, whether he/she is breathing, conscious and responding, whether he/she is bleeding and how the incident happened).

After calling the 155 call the PCO on the extension 2929 (tel. 549 49 2929) and report calling the ERS team, with information about the number of the pavilion, floor and room and whether you will designate a person to meet the ERS team and escort them to the place of the first aid. The PCO will inform appropriate reception desk and will send a security personnel to meet the ERS team.

2. Meeting the ERS team and escorting them to the place of the first aid

Due to the vastness of the UCB and specific access to pavilions it is necessary to secure an escort for the ERS team to the place of the first aid. The escort will be sent by the reporter of the accident. If that is not possible, he/she will inform the PCO to ensure the escort by the security personnel.

Designated ERS meeting points are:

- For the A1 and EH1: in front of the EH1
- For A2-A22 pavilions: in front of the A22 pavilion
- For A25-A34 and A36 pavilions: access road between A33 and A34 pavilions
- For A35 pavilion: Studentská Street in front of the entrance to the A35 pavilion.

Designated UC meeting point is in the A16 pavilion on the 2nd floor at the entrance to the connecting bridge to the University Hospital. The UC team will arrive to the A16 pavilion using the bridge. Security personnel sent by the PCO will allow access for the medical professional.

The escort will lead the rescue team to the place of the first aid and back to the ambulance or bridge to the Hospital.

Annotation 1: Only the elevators in the A5, A15, A16, A20 and A35 pavilions are able to transport a patient on a stretcher. Unfortunately only the A5 pavilion is accessible, entrances in pavilions A15, A16, A20 and A35 are equipped with doorknobs, thus the escort or the security personnel need to secure a free access.

Annotation 2: Reception desks at the EH1. A22 and A34 pavilions are equipped with wheelchairs, which you can use in any time of need.

These procedures are not mandatory if you can secure the whole service for the emergency rescue team.