



University of  
Applied Sciences

# House Rules

## Facility Services

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## Changes

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# Table of Content

|  |    |
|--|----|
| Changes .....  | 2  |
| Table of Content .....                                   | 3  |
| 1 Introduction .....                                     | 5  |
| 1.1 Purpose .....  | 5  |
| 1.2 Superordinated Processes/Regulations .....           | 5  |
| Not relevant.....  | 5  |
| 1.3 Abbreviations .....                                  | 5  |
| 2 General principles .....                               | 6  |
| 2.1 Basis .....  | 6  |
| 2.2 Scope of application .....                           | 6  |
| 2.3 General instructions for use .....                   | 6  |
| 2.4 Changes to the facilities .....                      | 7  |
| 2.5 Liability .....                                      | 8  |
| 2.6 Domestic authority .....                             | 8  |
| 2.7 Guided Tours, Photo, Film and Sound Recordings ..... | 8  |
| 2.8 Special rules of conduct and hygiene.....            | 9  |
| 3 Operating hours and access .....                       | 10 |
| 4 Infrastructure & buildings .....                       | 11 |
| 4.1 Video surveillance .....                             | 11 |
| 4.2 Lecture rooms/offices.....                           | 11 |
| 4.3 Entrances and exits, doors .....                     | 11 |
| 4.4 Lifts .....  | 11 |
| 4.5 Parking regulations & use of parking spaces .....    | 11 |
| 4.6 Common areas .....                                   | 12 |
| 4.7 Cloakrooms, lockers, WC facilities.....              | 12 |
| 4.8 Pollution and cleaning .....                         | 12 |
| 4.9 Waste separation .....                               | 12 |
| 4.10 Means of transport and sports equipment.....        | 13 |
| 4.11 Technical faults .....                              | 13 |
| 4.12 Behaviour in case of fire .....                     | 13 |
| 4.13 First Aid .....                                     | 14 |
| 5 Tasks of the authorised persons .....                  | 15 |
| 5.1 IT infrastructure .....                              | 15 |
| 5.2 Laboratory Infrastructure .....                      | 15 |
| 5.3 Health Labs Infrastructure.....                      | 15 |

6 Violations of the house rules and final provisions .....16  
7 Documents required .....17  
8 Legal requirements.....18

# 1 Introduction

## 1.1 Purpose

The house rules serve to provide for the environment, safety, cleanliness and order at all IMC Krems locations. The legal basis for these house rules are the corresponding provisions of the ABGB.

Scope

|                         | <b>AUSTRIA</b> | <b>TPP</b> |
|-------------------------|----------------|------------|
| Students                | Yes            | No         |
| Employees               | Yes            | No         |
| Lecturers               | Yes            | Yes        |
| <b>Information</b>      |                |            |
| <b>Valid from</b>       | 01.11.2023     |            |
| <b>Cohort</b>           | Not relevant   |            |
| <b>Degree programme</b> | Not relevant   |            |

## 1.2 Superordinated Processes/Regulations

Not relevant

## 1.3 Abbreviations

| <b>ABBREVIATIONS</b> | <b>MEANING</b>              |
|----------------------|-----------------------------|
| ABGB                 | Austrian General Civil Code |
| AstVO                | Workplace Regulation        |
| AschG                | Employee Protection Act     |
| StVO                 | Road traffic regulations    |

## 2 General principles

### 2.1 Basis

The house rules serve as a safeguard for the environment, for the safety, the cleanliness and the order at all locations of IMC UAS Krems. They are supplementary to the regulations for the protection of employees and to the educational contract for students. They are to support all persons entitled to use the rooms and facilities and to ensure order and safety. The house rules help to maintain a safe environment free from disturbance for working and studying, outlining the regulations for a common benefit. The legal basis of these house rules are the relevant regulations of the Austrian Civil Code (ABGB).

### 2.2 Scope of application

The scope of application of these house rules extends to all properties, parking spaces, buildings, rooms, staircases and paths as well as all furnishings and equipment which are made available to IMC UAS Krems for the fulfilment of its tasks. All persons authorised to use the facilities comply with the regulations stated in the house rules.

The house rules apply to all persons authorised to use the premises: full-time and part-time members of the IMC team, students, guests of IMC Krems and all other persons who enter the premises of the university, e.g. during events. These house rules are published on the homepage of IMC UAS Krems and on the eDesktop. Ignorance of these house rules does not protect against the consequences in case of violation.

### 2.3 General instructions for use

All plots of land, parking spaces, buildings, rooms, staircases and paths as well as all furnishings and equipment are to be used with the greatest possible care of the buildings, facilities and other inventory and with the most economical use of energy. In the interest of maintaining the peace of the house, considerate behaviour is the primary duty of all persons connected to the IMC UAs Krems.

All entitled persons are required to do everything necessary and are obliged to take care that damage of any kind, especially by fire, water, damage to property or theft is avoided as far as possible. In particular, the order and cleanliness as well as a well-kept image of IMC UAS Krems is to be observed.

Violence or discrimination has no place at IMC UAS Krems and will not be tolerated. At our internationally oriented University of Applied Sciences, diversity and the appreciative cooperation of people regardless of origin, sex and age who study and work here are the basis of our university culture.

It is strictly forbidden to carry weapons of any kind at any of the IMC UAS Krems locations, even if an official permit has been issued. Excluded from this regulation are emergency

services as well as, upon approval of the management, authorised security services and guard services.

For reasons of health and safety there is a total smoking ban on the premises of IMC UAS Krems. Suitable places with ashtrays available in the outdoor areas.

The consumption of alcohol and drugs is strictly prohibited in any of the IMC UAS locations.

Eating and drinking is only allowed in the designated common areas. Eating and drinking is not permitted in any laboratories, health labs and PC rooms.

Any unnecessary noise beyond the scope of normal study operations must be avoided. If an above-average noise development (even if short-term) is expected, the management of IMC UAS Krems must be informed in advance.

All animals are forbidden at the locations of the IMC UAS Krems with exception of service dogs and guide dogs as far as the general parts of the buildings of IMC UAS Krems are concerned. For safety reasons, it is not possible – without exception - to bring any animals into the laboratories and the associated adjoining rooms.

Begging is forbidden on all locations of IMC UAS Krems.

Clothing, appropriate to the occasion has to be worn by all persons at all times, appropriate to the occasion (i.e. no bare torso). Furthermore, other persons at the University of Applied Sciences have to be taken into consideration so that a non-discriminating atmosphere is maintained. In this sense, the wearing of clothing with inflammatory or otherwise offensive images/slogans is prohibited without exception.

## 2.4 Changes to the facilities

IMC UAS Krems is entitled to prohibit the placement of objects that disturb the overall appearance of the house. The facilities should always be kept as it was planned and desired by the management of IMC UAS Krems and implemented in the overall appearance.

Structural and technical changes may only be made with the written consent of the management of IMC UAS Krems and will be carried out by Facility Services.

Furthermore it is forbidden to remove, damage or make unrecognizable notices (escape routes, marking of safety equipment, etc.), which concern safety and order, as well as the posting and attachment of notices without permission and outside the designated areas.

This also applies to the ÖH elections or to the election campaign that precedes them. Campus Krems is private property. Without exception, the erection, hanging or other attachment of election posters must be requested in advance from the management. In particular, but not exclusively, for reasons of fairness and equal treatment of all electoral groups, the posting of election posters or any part thereof may also be prohibited.

## 2.5 Liability

The inventory and all technical equipment must be used properly.

All persons are liable for any damage to the common rooms and equipment caused by their negligent or reckless behaviour due to non-compliance with these house rules. The repair of any damage or cleaning of any soiling shall be arranged by the liable person at his own expense. If the damage is not repaired within a reasonable period of time, the management of IMC UAS Krems may order the restoration to the original condition at the expense of the person concerned.

Damage to property, theft, finds and losses must be reported immediately to the Facility Services management: [fs@imc.ac.at](mailto:fs@imc.ac.at); phone: +43 664 8209258

The same applies to other occurrences that are important for the general public, such as fire, burglary, etc. - even if they only affect parts of the system. The liability extends in the same way to relatives, guests, team members of external craftsmen, etc.

In the event of damage or theft that is obviously caused intentionally, the person who establishes the damage/theft or to whom it was reported must immediately notify the police and take precautions to cordon off the room(s).

It is recommended that all persons authorised to use the facilities take out liability insurance to cover possible damage to the property of IMC Krems or to the property of other persons. It should be noted that all students who are members of the ÖH (provided that the correct fees have been paid) are covered by the group insurance policy of the ÖH with Generali Versicherung AG for both liability and accident insurance. For detailed information, please visit the website of the Austrian National Union of Students [www.oeh.ac.at](http://www.oeh.ac.at).

## 2.6 Domestic authority

Persons who disturb or impair the operation of IMC UAS Krems or unauthorized persons may be expelled from the premises of IMC UAS Krems. For important reasons measures such as the restriction of access of certain persons to the buildings and the premises of IMC UAS Krems can be ordered (house ban).

## 2.7 Guided Tours, Photo, Film and Sound Recordings

For photo, film and sound recordings of any kind, permission must be obtained in advance from the management of IMC UAS Krems.



## 2.8 Special rules of conduct and hygiene

IMC UAS Krems can establish additional rules of conduct and hygiene regulations for all buildings and for all persons authorised to use them, based on official orders/ recommendations or other situations requiring special measures.

Such rules of conduct and hygiene regulations are to be observed with binding effect. Violations of them can be treated as a violation of the house rules.

Special rules of conduct and hygiene regulations are published on the eDesktop for students and for full and part-time members of the IMC team. For external persons, the publication is made at the main entrance area of the university or they are informed in writing in advance.

### 3 Operating hours and access

The operating hours of the buildings of IMC UAS Krems can be seen on the eDesktop of IMC UAS Krems. All authorised persons can enter and use the buildings, rooms and study lounges at these times. Outside of these times, their use is not permitted. On Sundays and public holidays IMC UAS Krems is closed for all persons.

During the lecture-free period or if necessary, the operating hours may vary.

- Members of the IMC UAS Krems team and part-time lecturers will receive a key or an ID card from the Facility Services Department on which the corresponding access authorizations for the electronic access system are assigned. Students receive an ID card with the relevant access authorizations. The ID card must be used for access to all IMC buildings (card reader).
- All persons must carry this ID card with them and are obliged to identify themselves to control authorities (security service, IMC UAS Krems Team) on request. The ID cards are not transferable and may not be passed on to third parties.
- Access to the buildings Campus West and Building D is only possible via the electronic access system. (Research) activities in Building D are only permitted if at least two persons are present in the building.
- The cards are to be updated weekly at the card update stations in IMC Building G, Building G1, IMC Campus West, IMC Gozzoburg and IMC Piaristengasse in order to keep the corresponding access authorisations up to date.

There is no update station in the UC wing.

- Further details and regulations can be found in the information sheets *Card Management and Key Management*, which will be handed out to authorised persons together with the key/ID card.
- The loss of the ID card must be reported immediately to fs@imc.ac.at. Upon presentation of a notice of loss and a fee as compensation for expenses, the authorized user will receive a new card.
- In case of misuse of keys and ID cards, they can be withdrawn by the management of IMC Krems for a definite or indefinite period of time at their discretion.
- The operating hours are valid until revoked.

## 4 Infrastructure & buildings

### 4.1 Video surveillance

The entrances, buildings, outdoor facilities and other special areas and rooms within IMC UAS Krems are video-monitored by the administrator of Campus Krems, FM-Plus Facility Management GmbH für Wissenschaft + Kultur in NÖ. This serves to protect people, facilities and buildings against damage, break-in and theft as well as against unauthorised persons entering or leaving the facilities of IMC Krems. Further information on this, as well as on relevant data protection topics, can be obtained from the operator which is the company responsible for this data processing and can be requested. <https://www.fmplus-noe.at/>

### 4.2 Lecture rooms/offices

The layout of lecture rooms may not be changed on one's own accord. A timely request for changes can be submitted to [studyservices@imc.ac.at](mailto:studyservices@imc.ac.at) at least 1 week in advance. A change in the layout of office must be clarified in advance with [fs@imc.ac.at](mailto:fs@imc.ac.at). In both cases, the person causing any damage will be invoiced for the repair.

### 4.3 Entrances and exits, doors

It is prohibited to block or obstruct entrances, exits and the marked escape routes in accordance with fire regulations. The emergency exits marked "EXIT" are to be used exclusively as escape routes and under no circumstances may they be used or blocked for any other purpose. It is particularly important to note that fire safety doors must not be wedged open, so that their function as automatically closing doors is not affected.

It is not permitted to keep doors open with aids such as wedges etc.; this will result in an immediate alarm being issued to the security service or facility services and the costs incurred will be borne by the person causing the damage.

### 4.4 Lifts

Lifts are an important internal means of transport. Intentional blocking by pressing the stop button or conversations between the lift doors will disturb the overall operation and is prohibited. In case of standstill of the lift due to power failure or malfunctions, the alarm button must be pressed. The alarm triggers an emergency call which will initiate a quick and safe rescue.

### 4.5 Parking regulations & use of parking spaces

The use of the parking areas/houses is only permitted in accordance with the respective garage regulations or in compliance with the road traffic regulations. More detailed

instructions are contained in the garage regulations, which are published on the intranet (eDesktop, guidelines) in the currently valid version (see Article 5: Appendices to the Agreement).

The parking spaces in the garage at IMC Campus Krems and the parking spaces at Campus Piaristengasse are subject to a fee and are reserved for the tenants specified in the contract. The management of IMC UAS Krems reserves the right to have illegally parked vehicles towed away at a charge. Parking is prohibited without exception in front of the IMC Campus Buildings "G", "G1" and U.

#### 4.6 Common areas

The generally accessible terraces, stairs, staircases, parking spaces and green areas are used jointly by all persons and must therefore be treated with care. Extreme cleanliness must be ensured here too, as it is precisely the communal areas that shape the overall impression of the complex. All persons are required to make their contribution. Any usage of the outdoor area to the west of the Campus West is prohibited. Any kind of sports activities are strictly prohibited at any of the IMC UAS Krems locations.

#### 4.7 Cloakrooms, lockers, WC facilities

Cloakrooms and lockers are available in the buildings for all persons authorised to use them. Lockers must be emptied at the end of each day, the use of lockers over several days is not permitted.

At IMC Campus Building G, and G1 there are "All Gender Welcome" toilet facilities, which can be used by all persons, regardless of which gender they belong to.

Baby changing facilities are available in Building G, ground floor and in the first aid room, building G1, UG. In addition, the First Aid Room is also equipped as a nursing room.

#### 4.8 Pollution and cleaning

In order to ensure that the regular cleaning work can be carried out, all office and lounge furniture, desks in lecture rooms, laboratories, health labs, etc. must be left behind in orderly condition. Otherwise cleaning cannot take place.

Any soiling of the properties, the buildings, all rooms, facilities and equipment is prohibited. Should external cleaning be necessary, the costs will be incurred by the person responsible.

#### 4.9 Waste separation

All persons are obliged to take measures to avoid waste. Waste must be disposed of correctly and separately in the bins or containers provided for this purpose. According to the Waste Management Act, IMC UAS Krems provides suitable containers for waste

separation. Any non-compliance and resulting costs are to be paid by the person who caused the waste.

Further regulations are laid down in the respective waste management concept of IMC UAS Krems, which are published in the intranet (eDesktop, guidelines) in the respective valid version (see article 5: applicable annexes).

#### 4.10 Means of transport and sports equipment

The use of inline skates, skateboards, scooters, mopeds or other means of transportation or sports equipment is prohibited in the buildings of IMC UAS Krems. These may not be taken into the building. Bicycles have to be parked at the designated places. Parking in front of the entrances is not permitted. In case of disregard, the bikes will be removed incurring a fee.

The use of any kind of sports equipment either indoor or outdoor is not permitted.

#### 4.11 Technical faults

Obvious defects and damage to the building, pipes, installations and equipment must be reported to [fs@imc.ac.at](mailto:fs@imc.ac.at). In urgent cases or in the event of imminent danger, the Facility Services Department must be notified by telephone, on +43664 8209258 or the emergency organisation concerned. This applies in particular if security measures are necessary to prevent damage or if there is a risk of violation of criminal law regulations. In this case the management must also be informed immediately.

#### 4.12 Behaviour in case of fire

In the event of fire, proceed in accordance with the regulations of the applicable "Fire Protection Regulations". If a fire is detected, the push-button detectors, located on each floor, must be activated (this will immediately notify the fire brigade). In addition, the fire brigade must be notified by calling the number 0/122. The marked escape routes to the assembly points are to be used, persons at risk are to be taken along, injured persons are to be given first aid if possible and attempts to extinguish the fire are to be made if possible.

When the siren alarm sounds, leave the building immediately via the designated escape routes (lifts may not and cannot be used) and all persons must be present at the marked assembly points. The orders of the IMC UAS Krems team and the emergency services are to be followed.

More detailed instructions are contained in the fire protection regulations of the individual locations, which are published on the intranet (eDesktop, guidelines) in the respective valid version (see article 5: applicable annexes).

The deliberate false triggering of an alarm is subject to a charge.

#### 4.13 First Aid

At Campus Trakt G1 there is a specially equipped "First Aid Room" in the basement and in Trakt U, also on the ground floor, there is a "Doctor's Room". This room is equipped with the necessary facilities and first-aid material in accordance with ÖNORM Z 1020. The names of the persons to be contacted in case of need for first aid are listed on all first aid boxes in the buildings and rooms.

## 5 Tasks of the authorised persons

All persons authorised to use the facilities of IMC UAS Krems have to ensure within the scope of their activity and competence that

- all rooms must be left in an orderly and clean condition;
- rooms and, if necessary, individual desks and lockers are locked;
- all electrical appliances not intended for permanent use and the lighting are switched off when leaving the rooms;
- windows are closed when leaving the room;
- the observance of the special hygiene or conduct measures posted in the individual rooms is guaranteed;
- escape routes and entrances and exits are kept clear;
- waste is properly disposed of in the appropriate containers provided;

### 5.1 IT infrastructure

The use of the IT infrastructure of IMC UAS Krems is subject to the regulations laid down in the IT Security Policy, which are published on eDesktop, guidelines in the currently valid version (see article 5: applicable appendices).

### 5.2 Laboratory Infrastructure

The use of the laboratory infrastructure of IMC Krems is subject to the regulations laid down in the applicable guidelines (according to instruction), which are published on the eDesktop, guidelines in the currently valid version (see article 5: applicable annexes). The regulations regarding protective equipment as per the instructional documents of the relevant course must be observed.

### 5.3 Health Labs Infrastructure

The use of the Health Labs infrastructure of IMC UAS Krems is subject to the regulations laid down in the Health Labs Regulations, which are published on the eDesktop, guidelines in the currently valid version (see article 5: applicable annexes).

Students in the degree programmes of the Department of Health Science are subject to corresponding clothing regulations (white trousers, white polo shirts).

## 6 Violations of the house rules and final provisions

In case of violation of the house rules and damages caused by this, there is a liability for damages. In the case of violations of the house rules, the following procedure is to be followed, taking into account the principle of proportionality:

In case of minor violations, a warning will be issued by the management, the head of the organisational unit or the institute or course management.

In case of repeated or serious violations, persons not connected to the IMC UAs Krems may be excluded from further use of the facilities of IMC UAS Krems. Serious or repeated violations of the house rules can also result in the termination of the educational contract or consequences under service law or the imposition of a house ban.

The following appendices are an integral part of the house rules and can be accessed in the current version on the eDesktop, guidelines of IMC UAS Krems:

- respective fire protection regulations
- Garage regulations
- IT Security Policy (IT Policy)
- Laboratory regulations and instruction
- Order of Health Labs
- Waste management concept of the IMC Krems

Every change to the house rules is made in writing. Students, part-time teachers, the IMC team and all persons authorized to use the house rules will be informed immediately of any changes.

IMC UAS Krems is always keen to clarify any ambiguities or discrepancies by mutual agreement. Should this not be possible in exceptional cases, IMC UAS Krems will assign the responsible official authority with the aim to resolve the situation.



## 7 Documents required

Fire protection regulations as amended

Waste management concept as applicable

Laboratory safety training as applicable

IT security guidelines (IT Policy)

Parking regulations as applicable

## 8 Legal requirements

AUSTRIAN GENERAL CIVIL CODE (ABGB)

