

OPERATING REGULATIONS

FIT VUT, campus Božetěchova 1, 2

Building of Research Centre of Information Technology (VCIT) – Q

Movement around campus

The working hours of building Q are during the working days from 6:00 AM until 10:00 PM and during free days from 8:00 AM until 6:00 PM. The persons that stay in the building later than 10:00 PM are required to inform the reception either in person or via phone: +420 541 141 120 no later than at 9:55 PM. Reception is staffed 24/7.

The entrance to the building Q is through the main entrance on the ground floor or on the second floor using the corridor next to the office VCIT Q222. The entrance to the campus is via the reception from the Božetěchova or Metodějova street. Other entrances are open only during normal working hours.

People with access enter the building Q using the identification card. Visits must request entry using the telephone table near the entrance (either at the secretariat or at the visited company), the doors will be opened remotely.

Outside of the working hours, the entire building is secured including entrances. In this case, the card reader at the entrance is illuminated red and the doors cannot be opened even with a valid ID card. The entry has to be requested and logged at the reception, that will open the entrance.

The entire campus is monitored using the CCTV system with recording capability.

Smoking, drinking alcoholic beverages and use of narcotics is forbidden in building Q. You also cannot work with an open fire.

When leaving an office, all doors and windows must be locked.

The lockers in the hallways are secured and used only for technical reasons. Keys are available at the reception.

Use of the entrance telephone table

There are telephone tables in front of the main entrance and entrances in the 2nd above ground floor. The called employee can open the doors by pressing 00 after receiving the call. The table takes a few seconds to react, wait at least 5 seconds before telling the caller that the doors are open.

Parking

Entry to and exit from the underground parking garage of the building L is permitted only to tenants of the building Q that have parking specified in their lease agreement. The parking spot is reserved by the tenant's name on the wall. Entry to and exit from the parking garage is possible only through the Metodějova street. Entry to the parking in front of the little chateau – "Zámeček" (from Kollárova street) is restricted only to the users.

Use of the access and security system

The building is equipped with an integrated access and security system controlled by the ID card. The ID card reader is a black box made by Honeywell with a LED diode in its upper part. The card must be placed near the bottom part of a reader to be successfully read, it cannot be read long distance. When placing an ID card, do not place it to the reader together with different cards (credit cards, etc.), the reader might not be able to read it at all in that case.

The access systems at the entrances to the corridors cannot secure the area, the card can only be used to open and close the doors once to grant passage.

The access systems at the offices can be used to control the security system using the card. If the system has the big display, the room can be permanently opened or locked.

Generally, the following LED signalling states exists for the card reader:

- A) **the reader doesn't glow** – doors are locked (cannot be opened using the handle), but the area is not secured, doors can be open by the ID card (transition to state B).
- B) **the reader glows green** – doors are unlocked and it's possible to enter,
- C) **the reader glows orange** – the reader is switched to the security system mode, by placing the ID card to the reader again, the area is going to be secured (the doors cannot be open at this time),
- D) **the reader glows red** – the doors are locked; the area is secured.

Access control systems have the state displayed on the display. The process of securing of an area can only be started from state A (when the reader does not glow). Securing and unsecuring the area works differently with or without the display.

a) **Use of the reader with a big display**

Placing the card to the reader without previously selecting an **action** by pressing a button on the panel controls just the access control system. If the room is not secured and is not opened (state A), placing the card to the reader opens the room for **single entry**. If the room is secured, placing the card to the reader does nothing. The action can be selected using the menu system of the big display. Every action is confirmed by placing the ID card to the reader (if the card is not placed in 10 seconds after selecting the action, the action is cancelled).

Action **EZS** - If the room is secured (the reader glows red, state D), the EZS button must be pressed first and then the card has to be placed to the reader. After the room is unsecured, the red light on the reader stops glowing. If the room is not secured, pressing the EZS button and placing the card to the reader secures it. This is signalled by the red glow of the reader. Securing and unsecuring can take a long time (up to 30 seconds), do not place the card to the reader during this time!

Action **Unlock** – To permanently unlock the room, the ODEMK button must be pressed and the card has to be placed to the reader. The access control system unlocks the door permanently. This action can be used only from the locked state.

Action **Lock** – If the room is in the unlocked state, it can be locked again by pressing the ZAMK. button and placing the ID card to the reader. The access control system then locks the lock.

If the card is not logged in the access control system, the "INVALID CARD" message is shown on the display. If the ID card does not open the required door, the "WRONG ACCESS LEVEL" message is shown on the display. You probably don't have appropriate access rights.

b) **Use of the reader without the display (only "Zámeček")**

Unsecuring – To unsecure to room in the secured state (the reader glows red), the user places the ID card to the reader. That causes the three second time window to start (state C – reader glows orange). If the same ID card is placed to the reader during this period, the room is unsecured, and the state is set to unsecured-locked (state A). The red light on the reader stops glowing. Another reading of the same card unlocks the room once (from state A to state B). Unsecuring can take up to 30 seconds, during this time, **do not place the card to the reader again** (until the reader stops glowing red).

Securing – To secure the room in the locked state (state A), the user places the ID card to the reader. That causes the three second time window to start. If the same ID card is placed to the reader during this period, the room is secured, and the state is set to secured (state D). The success is indicated by the reader glowing red. The securing might take up to 30 seconds, **do not place the ID card to the reader again during this period**. Wait until the reader starts glowing red before you leave.

Unsecuring / securing

The first person that comes to the office (the reader glows red) has to unsecure the office. If the reader at the entrance to the building or in the corridor glows red, the receptionist can open it. **If the reader glows red, do not open the doors using a key, you'll cause the alarm. The last person to leave the office must secure it. Not securing the office might lead to trouble when theft takes place.**

Control of the window shades

The window shades on the outside work automatically or it can be controlled manually using two buttons. One moves the shade up, the other moves the shade down. The button must be pressed until the shade moves to the desired position. If the shade has to be moved to the edge position, the automatic control can be used – the appropriate button is pressed briefly (therefore it is not held down). The movement can be stopped at any time by pressing the button again.

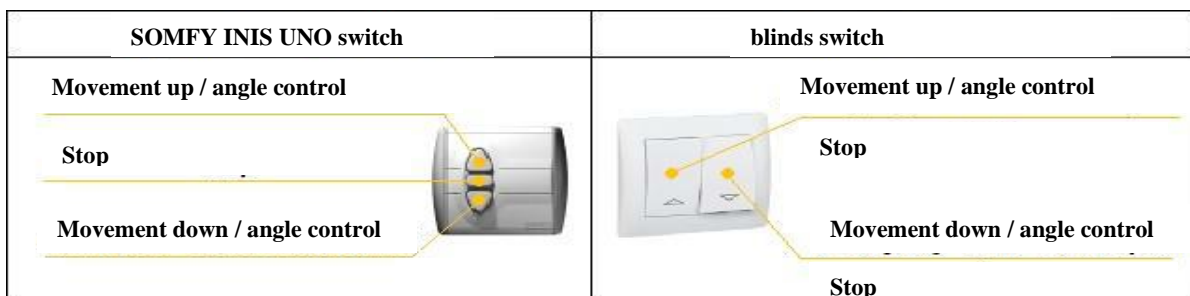
During the summer months, we recommend keeping the windows shades in the down position and setting the light in the room only via changing the angle of the shade. The air conditioning is more efficient that way.

Control of the movable blinds on the outside is done by hand. The control is done only on the side with the blinds, they cannot be controlled via the outside corners. The angle cannot be controlled.

Control of the interior blinds (vertical cloth blind, controlled locally using an electric motor)

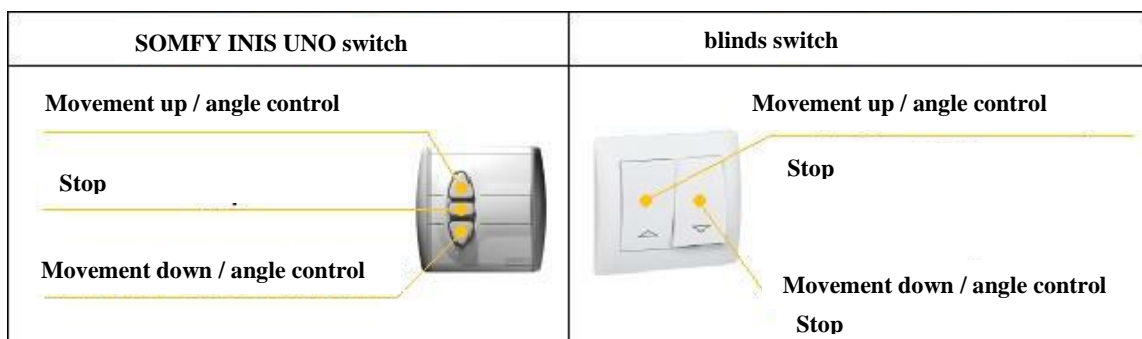
Control of the blind – moving the blind up or down

Control of the shade – movement is controlled by the electric motor, which is controlled using the controller



Control of the outside aluminium blinds (controlled locally using an electric motor)

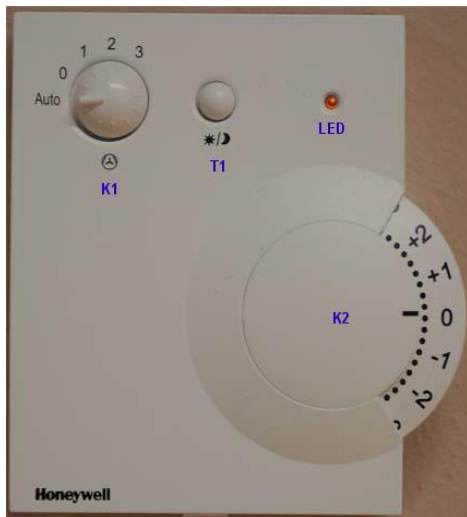
The blind is controlled by the button switch on the inside. The switch controls the direction of movement, “up” or “down”. The angle of the blind is controlled by pressing the button for the movement in the opposite direction. If we want to blind completely “up” or completely “down”, it can be achieved by shortly pressing the corresponding directional button. The final position, “fully up” or “fully down” is set automatically. If you want another position, for example in the middle, the directional button must be pressed and held until the blind is in the correct position.



Aftercooling control in the laboratories

All offices have forced air exchange, the cold (or hot in winter) fresh air is fed to the offices and fed back out through the openings in the false ceilings. **The windows should therefore not be opened in these rooms.**

If the central supply of the cold air is insufficient, the aftercooling can be augmented using the cooling units under the ceiling. Aftercooling works automatically, the K1 switch must be permanently set in the **Auto** position. It is forbidden to switch it to state 1, 2 or 3, because the fans work in these states work all the time. The big wheel K2 can be used to set the desired variance from the default temperature (23 degrees during cooling, 22 degrees during warming). The maximum variance is set programmatically, it is therefore not possible to set a completely arbitrary value based on the range, but in the +- 2 range. If the panel contains the T1 button (sun/moon) with the LED next to it, **this LED must be lit**. If it isn't, press the T1 button for a short time (it enables the climate control based on a schedule, otherwise, the room is controlled in the low mode). When you don't plan on using the office for a long time, set a reasonable low mode value (+4 in summer, -4 in winter).



230 V power outlets

The power outlets are either – with or without the surge protection. The outlets with the surge protection have a red label and have an indicator light. If the indicator light glows red, the surge protection has been activated, the fuse is burnt, and the surge protection is therefore not functional (the campus maintenance has to be informed). **The induction base appliances** (motors, impulse based transformers – soldering irons, vacuum cleaners, hair dryers, etc.) **cannot be connected to the outlets with the surge protection.**

The security button – every big office in the building Q has an independent outlet circuit including the fuses and emergency shutdown button next to the door (red).

By pressing the STOP button, the power supply for the room is disabled. To reenale it, turn the button a quarter way around in the depicted direction.

The VCIT employees are required to take part in the entrance and follow-up training seminars on workplace safety and occupational health and safety. The employees of the tenants are trained by their employers.

Phones

All phones use IP (VoIP) and are connected to the computer network the same as the computer. The phones are powered over the network, including the backup generator, they do not need additional power supply. The phones use a dedicated virtual network, no other devices (notebooks, PCs, etc.) can be connected to it. The outlets of the phone network are designated by a **blue circle**.

The VoIP phones are associated to a person and can be moved. When moving offices, you'll take the phone with you, the number remains the same. This does not apply for the group phones assigned to the room.

Computer network

The cable outlets without markings are connected to the centrally managed computer network. Only computers issued or registered by CVT FIT can be connected to this network (contact kasperek@fit.vut.cz). The cable outlet designated by the green circle is connected to the "notebook" network. Devices can be connected temporarily without registration, temporary IPv4 address is going to be assigned.

The conditions of the commercial internet access are set in the lease agreement (bandwidth, the level of aggregation). Only connection of client computers via NAT is offered as standard.

The computer network administrator is entitled to immediately disconnect from the network any device that endangers safety or security of the network or other connected equipment, or if the device sends spam.

The WiFi network pcovers the entire area of the buildings. We recommend using the secured connection with WPA2 encryption.

It is forbidden to operate WiFi access points without previous permission. The range 2,4 GHz is not available in building Q for WiFi networks.

Orientation system

Do not glue (**and in no circumstances drill**) any temporary nameplates or labels to the walls. Missing or incorrect labelling is handed via the VCIT office (Q 222).

Room equipment

When taking the room, the protocol containing all the equipment, its description and the number of units is signed. The furniture cannot be generally moved or reconfigured. The furniture was supplied during construction based on the requirements for security and workplace safety. If a tenant decides to move the furniture, the responsibility for any damage due to the move, or to any equipment or to any third party is transferred to the tenant.

Reservation of the meeting room

Meeting room Q322 and rooms S206 and S207 (in the “Little chateaux” - Zámeček) serve the needs of all companies in the building Q. The room Q332 fits up to 10 people. Because the rooms can be used by anyone, no equipment or other items can be left unattended. The meeting room S206 (capacity is approximately 20 people) in the Zámeček building – access via the connecting corridor on the 2nd floor above ground is available only to companies with large amount of contract research. Access to these rooms is restricted using the ID card.

To reserve a meeting room, contact the VCIT office via email provozvcit@fit.vut.cz.

Cards, replacement keys (reception)

If the ID card is lost, the VCIT office (Q 222) or the reception (if the card is lost outside the working hours) must be informed immediately. The VCIT office will block the card and a new one is going to be issued. The replacement card costs 150,- CZK.

The tenant shall submit the list of people that are allowed to obtain the replacement key to the VCIT office (Q 222). This list will be given to the reception. The replacement key will be given only to the people on the list.

Leasing of other areas of FIT

If the tenant wishes to lease any other areas of FIT, the request is approved using standard lease approval process: the written request must be submitted to the Dean's secretary on standard form and based on the dean's decision, a one-time lease agreement for the required areas is written.

Communications channels

All communication to the companies regarding operations of building Q, repairs, sudden changes and other measures will be send as soon as possible to all members of the provoz@fit.vutbr.cz mailing list. If you want to add/change a person for your company, contact duzanik@fit.vut.cz.

Contact persons – building Q

- 1) **IT connection, cables, connection, phones, etc.** – Ing. Tomáš Kašpárek tel.: 541 141 220, e-mail: kasperek@fit.vut.cz ,
- 2) **concept, structure, IT placement, server room** – Ing. Tomáš Kašpárek tel.: 541 141 220, e-mail: kasperek@fit.vut.cz,
- 3) **management and operation of technologies of VCIT building, solution of operation problems** – Lukáš Duránek – tel.: 541 141 133, +420 731 137 883, e-mail: duzanik@fit.vut.cz,
- 4) **cleaning, waste, normal maintenance, replacement furniture, request for moving the furniture, etc.** – Ing. Mieczyslaw Szydło: tel.: +420 541 141 130, +420 731 137 861, e-mail: szydlo@fit.vut.cz,
- 5) **cards – extending the allowed person list etc.** – provozvcit@fit.vut.cz (include name, surname and name of birth of people that request access rights).

Report all malfunctions, defects and requests to the VCIT office (Q 222) provozvcit@fit.vut.cz at the same time.

Users of the VCIT building are required to report the found defects via email to the contacts specified above.

Common and concluding provisions

- 1) Disputes between tenants or between a tenant and the landlord that arose in relations established by these regulations are decided by the faculty administrator of FIT BUT, if the decision does not belong to other authorities.
- 2) These regulations can be changed or amended based on the needs that arise.
- 3) These regulations, along with the Fire alarm guidelines is permanently placed in the hallway of the building accessible to all tenants.
- 4) **These regulations come into effect on 2023-12-23.**

Responsible leading employee: Ing. Petr Hajduk
In Brno on 2023-12-23

Approved by Ing. Petr Hajduk
Faculty administrator FIT

Important contacts:

Emergency number:	112
Fire department	150
First aid	155
State police	158
Local police	156
FIT reception	1120