

**BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION
TECHNOLOGY**

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**GUIDELINE NO. 2/2024
OPERATING REGULATIONS OF Božetěchova 1,2
CAMPUS**

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PART ONE

GENERAL PROVISIONS

Preamble

1. This regulation governs the rules for operations of the FIT BUT campus. It contains the summary of instructions that set the rules for the organization of the building or the campus, maintain order and safety in all areas of the buildings, the campus, or adjacent areas.
2. This regulation is mandatory for all legal entities and people that are present in the buildings or the campus.

Article 1

Working hours of the campus and entry

1. The working hours of the campus are set from 6:00 AM to 10 PM during the working days and from 8:00 AM to 6:00 PM during the days of rest. During these periods, employees, students, participants in life-long learning of BUT and other persons with special permissions have access to the campus. Other persons, except for persons specified in paragraph 5 of this article, are required to register at reception.
2. During the working hours, the part of the campus Božetěchova 1 can be accessed via entrances from Metodějova and Kollárova streets. The part of the campus Božetěchova 2 can be accessed using the entrance from Křížíkova street. Other entrances are from Božetěchova street (to building "L" via the reception and to building "A" via the wooden entrance doors). Outside of the working hours, the only available entrance is from Božetěchova street via the reception (building "L").
3. The employees can stay on the campus outside of the working hours and during the days of rest after reporting on the reception. The receptionist can require verification by submitting the employee ID badge. If the validity of the ID is in question, the receptionist might require additional ID to verify the identity of the employee (for example the national ID card).
4. If a person plans to stay on campus longer than 10:00 PM, it is required to report this to the reception by 9:55 PM either via the phone or in person specifying the area where the person is going to move and approximate time of departure. Failure to do so is the breach of working discipline and will be discussed with the head of appropriate department. Movement of people on campus outside of working hours is logged at the reception.
5. Employees and tenants from external companies located in the building on campus have access to the areas designated for them including common areas.
6. Employees of delivery companies and craftsmen are given the instructions for movement on campus by the head of campus maintenance, a receptionist, or the maintenance worker.
7. The receptionist work for an external company. The campus is always monitored by the receptionist and closed outside of the working hours.
8. The outside areas of the campus / the garden of FIT BUT is governed by the Visitor's regulations of the FIT Garden, which is the second part of this regulation.
9. During the short-term leases like conferences, concerts and other public events,

the guests have access only to the leased areas. The organizer is responsible for the guests.

10. Entry outside the working hours and on rest days is allowed for these employees:
 - Rector, vice-rectors, questor
 - Dean and the faculty administrator
 - Other employees of FIT BUT after reporting to the reception
 - Campus administration, Computer centre
 - Employees of the outside companies working on the campus, after reporting to the reception
11. Entry to the campus is forbidden to people under the influence of alcohol, narcotic substances or to those, who, due to the mental illness cannot control their behaviour or measure its action. Further, entry with dogs and other animals is also forbidden, except for dogs with special status (guide dogs, police dogs, etc.).
12. It is forbidden to bring firearms to the campus for students and visitors. No category of firearms is allowed, this provision covers gas, expance based, airsoft, mechanical (bows, crossbows, etc.), piercing, slashing and cutting weapons (long knives, machetes
13. It is forbidden to roller skate on campus.
14. In case of emergency, the employees needed to handle this emergency are allowed on campus. The person that requested the remedy of the defects shall inform the receptionist and the head of the campus maintenance.

Article 2

Protection of the FIT BUT property

1. All physical and legal entities are required to safeguard the property of FIT BUT from damage, loss, destruction, or misuse. When users of individual areas and rooms leave, and if they are last, they are required to secure the workspace, lock, and secure the doors, close the windows, water taps, turning off the lights and other electric equipment.
2. The BUT property can be removed from the buildings only based on the approval of the leading employee or the head of the campus maintenance.
3. BUT is insured against property damage. The damage is reported to the employee's supervisor.
4. The campus is always monitored by a CCTV system with recording. The people on campus are informed about this fact using the information plates at the entrances. Special internal regulation sets the rules regarding CCTV.

Article 3

Mail room operations

1. The mail room is in operation on working days Monday – Thursday from 9:00 AM to 3:00 PM, with the technical break between 11:00 AM and 1:00 PM. The mail room is closed on Fridays. Outside of this time, packages can be delivered and picked up from the lockable boxes assigned to this purpose.
2. Distribution of parcels is handled by Česká pošta on Monday, Wednesday and Thursday from 10:00 AM until midday. Packages delivered to the mailroom at 9:30 AM or earlier are sent on the same package handling day. When the number of packages exceeds available administrative capacity needed until the pickup time, these packages are going to be sent on the next package handling day.

3. Mail room takes the packages to be delivered. The delivered packages are available at the reception.
4. The mail room is in the building C, 1st floor, room C 114.3.

Article 4

Operations of the reception, key management

1. The reception service is handled by external workers in the assigned room in the main vestibule of the object "L". The reception is open 24/7. The reception handles issuing keys and it keeps logs on borrowed/returned keys. The replacement keys for all lockable rooms are stored there.
2. The reception serves as the fire reporting station. Contact number: 1333.
3. The keys from all lockable rooms are logged at the Campus management. The keys are assigned by the Campus management employee against a signature. The log of the assigned keys is in written form. Keys from the rooms assigned to the tenants and replacement keys are also at the reception.

Article 5

Car entry to the campus and parking

1. Only delivery companies that deliver repeatedly and the holders of valid ID cards (employee, tenant, transferable guest), rector, questor, vice-rectors and members of other BUT bodies. The entrance to the campus is permitted during the workdays from 6:00 AM to 10:00 PM. Access to additional people can be provided by the dean / faculty administrator / head of Campus management. People without prior access can be let in after contacting the reception using the voice communicator at the front gate. Outside of the working hours, only the BUT employees and people with special permission can enter the campus.
2. Students (including the doctoral students without employment relationship with FIT) are not granted permission to use the garage. The exception can be granted by the head of Campus management or the faculty administrator to handicapped (disabled) student.
3. Parking is allowed only on hardened parking spots or in the underground garage in building "L" on Božetěchova 1. If all of the parking places are full, the receptionists can forbid further parking on campus.
4. The operation of the underground garages on FIT BUT is governed by Operating regulations of garages, the third part of these rules.
5. The stands to put away bicycles are outside, behind building "L" and in the underground garage in the bicycle storage area (only available to the FIT BUT employees). Putting bicycles away anywhere else on the campus is forbidden.
6. Near the courtyard on Božetěchova 1 are additional parking spaces near the building "S" and on Božetěchova 2 near the building "E". Some parking spots are reserved for the dean, faculty administrator, vice-deans etc. Other parking spots are intended for people that can park on campus and/or people let in after communicating with the reception (par. 1 of this article).
7. The handicapped parking spots are placed around the campus.
8. On the working days, the entrance gates open at 6:00 AM and close at 7:00 PM. The entrance to the underground garage closes at 8:00 PM.
9. When the entrance gate to the Božetěchova 2 campus parking and entrance gate to the underground garage under building "L" (par. 8) the vehicles registered in IS FIT can enter automatically (there is no need to place the ID card to the reader).

10. Long term parking (except for the vehicles belonging to the tenants of the Northern cloisters that have the approval) is forbidden.

Article 6

Maintenance and cleaning

1. Maintenance and cleaning of buildings, campuses, and outside areas of BUT is handed by building management. Maintenance and cleaning are performed each workday. Cleaning is performed in common areas and the offices of FIT BUT employees. Cleaning of the tenants' offices is provided by the FIT Campus management. Requests for maintenance and cleaning are handed to the responsible employees by submitting the report using the defect system in IS FIT.
2. Cleaning on the FIT BUT campus is handled by the employees of FIT BUT.
3. It is forbidden to glue or hang anything or deface walls, floors, furniture etc.

Article 7

Mode of the technical equipment

1. Delivery of heat to the heaters around campus and regulation of individual branches is handled by the on-premises gas boiler room. The heating mode is set in accordance with regulation no. 194/2007.
2. When using an elevator, if it is present in a building, users shall follow the instructions in the cabin. Device for acoustic warning in case the lift get stuck is in the cabin. Rescue of the stuck passengers is handed by the external elevator servicing company.
3. Repairs, maintenance, and external servicing is handled by campus management.

Article 8

Extraordinary situations

1. During blackouts, during fire alarm or other extraordinary situations, the maintenance worker or a receptionist must close all main energy valves and inform the head of campus maintenance immediately. Maps with the locations of the valves must be always available at the reception. When a maintenance worker is not available, the receptionist must close the valves.

Article 9

Navigation and information system

1. To make a movement around the campus easier, the information and navigation system is prepared.
2. The dean approves the placement of any further information tableaux.

Article 10

Fire prevention (PO)

1. The fire alarm guidelines and the evacuation plan are prepared for all buildings (campuses) of BUT. All employees are required to familiarize themselves with these and follow them. The graphical representation of the evacuation plan is on every floor with exit routes and emergency exits clearly labelled.
2. Hallways, stairways, and other public areas that serve as escape routes must remain free permanently. It is forbidden to use these areas as storage, etc., flammable and fire supporting

materials cannot be stored here. The entrance halls of the building are exempt from this requirement.

3. If someone discovers a fire, he/she must do anything in his/her power to put it out. Even if the fire was put out, it must be reported to the reception, which serves as the fire reporting point. When the fire alarm is declared, the receptionists work to make sure that the fire trucks have free entry into the campus.
4. Electric cookers and other convective appliances cannot be used on campus. This applies to tenants that use some areas of the buildings. Use of private electric cookers and convective appliances is forbidden.
5. Welding is allowed only after obtaining written permission, obtained by the welder before starting work. The welder hands this permission to the head of campus management of FIT BUT. The welder takes care of fire watch, after consultations with the head of campus management, for the entire weld time and at least 8 hours after. The permission is one of the amendments of Guideline 7/2019 Guideline of the Dean of the FIT BUT Concerned With Securing Occupational Safety and Health and Fire Prevention.
6. Work with open fire is forbidden on campus.
7. When activities with increased chance for fire starting are taking place and during events with many participants, the safety technician shall establish fire assistance watch as prescribed by currently valid fire prevention legislation.
8. Fire prevention outside of work hours is handled by receptionists, who need to have a qualification to operate the electric fire signalling system (EPS).
9. Reception, being staffed 24/7, serves as the fire reporting point. When a fire alarm is called, the receptionists follow the Operating regulations of the fire reporting point and Fire alarm regulations.
10. Information about available fire protective gear is kept up to date by the campus management. Campus management also handles procurement of fire prevention equipment, fire protection devices, their maintenance, and repairs. It also makes sure that the employee proficient in electric fire signalling system (EPS) is available. Additionally, another employee has to be able to perform monthly inspections of EPS, after being tutored by an external company. The campus maintenance also makes the tutoring, revisions and checks by an external company available.
11. Individual head employees are responsible for keeping fire protection and following the fire protection guidelines. The contract on Fire protection, pursuant to § 2 par. 2 of law 133/1985 Coll (Fire protection law as amended), is signed with all tenants. This contract specifies a person responsible for fire protection in areas used by the tenant.
12. Smoking and consumption of addictive substances is forbidden on campus and in all buildings.
13. Elevators cannot be used for evacuation in case of fire.

Article 11

Ensuring health and safety at work (BOZP)

1. The employer is mandated to ensure the safety and health of the employees during their work in regards to possible threats to their life and health that are related to their work (henceforth as "threats"). The employer mandate to ensure BOZP applies to every person that is present on the employer's workplace.
2. The head employees of tenants or the organizations themselves are responsible for ensuring BOZP in the areas assigned to the tenant.
3. Tenants that perform work that can be dangerous to other persons are required to inform the

head of BUT maintenance about this fact. The report shall contain the risks associated with the work and the performed mitigations to negate the risks.

4. All elevator users are required to abide by the manual and how to use information in the cabin.
5. The Work-related injuries logbook for FIT BUT employees is at the reception.
6. Employees of BUT are required to follow internal guidelines of the employer regarding BOZP, Labour code, and the employer's instructions.

PART TWO VISITORS REGULATIONS OF THE GARDEN

Article 12

General provisions

1. Visitors are required to maintain their safety and safety of the children they are responsible for.
2. Entry of children below 15 years old is forbidden without an accompanying adult.
3. Employees and students of FIT BUT can use the garden during the working hours of the campus.
4. The public can use the garden during the working hours of the campus during the workdays.
5. The garden can be closed in bad weather (rain, strong winds, frost, etc.) for safety reasons.
6. FIT BUT does not take any responsibility for abandoned or stolen property of the visitors.

Article 13

Duties of the visitors

1. In the garden, it is forbidden to:
 - a. Damage, pollute or endanger the garden or its equipment.
 - b. Enter the grassy areas.
 - c. Pick flowers, berries, break tree branches or damage bushes or violate the peace in any way.
 - d. Enter with animals (except for assistance dogs).
 - e. Enter while under the influence of alcohol or other narcotics.
 - f. Bringing alcoholic beverages, guns, explosives, poisons, or other items dangerous to health or manipulate with these items in any way.
 - g. Stay overnight, pitch tents, create an open fire.
 - h. Throw garbage outside of the garbage cans.
 - i. Use the garden for unsanctioned PR, advertising, or other events.
2. Visitor of the garden must:
 - a. Abide by these regulations.
 - b. Inform the campus manager about injuries or property damage.
 - c. Follow instructions of the campus manager or employees of FIT BUT.

Article 14

Other provisions

1. Breach of these regulations is sanctioned by the general regulations using the misdemeanour proceedings.

PART THREE

RULES FOR THE OPERATIONS OF THE GARAGES

Article 15

Aim of the rules

1. These rules set the rules for operations of the underground garages on the FIT BUT campus on Božetěchova 1, Brno. These rules contain organizational instructions for the object, keeping the object clean and the basic rules of health protection and safety in the underground garages and the surrounding areas.
2. These rules are mandatory for all parts of BUT dislocated on the campus and for everyone present on the campus.
3. All users of the garage are required to familiarize themselves with these rules, follow them, be careful while travelling through the garage, respect the traffic signs and follow orders of the employees.

Article 16

Use of the object

1. Underground garages serve for parking of company vehicles of FIT BUT and for short-term parking of the FIT BUT's employees and tenants.
2. Parking places on the left side of the garages are reserved for the company vehicles. Boxes in the back of the garages are reserved for the equipment of the campus management.
3. Vehicles powered by LPG or CNG are forbidden from entering or parking in the garages at Božetěchova 1.
4. Long-term parking in the underground garages is forbidden except for the company vehicles that park there permanently. Spare keys are stored in the safe at reception.
5. Employee that leaves for the business trip can leave the personal vehicle in the garages Božetěchova 1 outside the working hours. The employee shall leave the spare keys at the reception. A receptionist notes the taking of the keys. The keys are going to be locked in a safe at the reception and would be used only in the case that the vehicle must be moved. After the business trip concludes, spare keys are returned to the employee.

Article 17

Working hours of the garages

1. Working hours of the garages are from 6:00 AM until 10 PM during working days. The main gate (from Metodějova street) is open from 6:00 AM until 8:00 PM. Outside this period, the gate can be opened by the receptionist upon request.
2. Outside of working hours, entrance to the garages is allowed only by the receptionist that opens the gate and closes it after the vehicle enters.

Article 18

The way to use garages

1. During the working hours, the garages can be used in two ways:
 - a. The driver has the ID card to enter the garages:
 - The driver places the ID card to the reader in front of the entrance.

By placing the card, the barrier, garage door or the gate will open. After the vehicle passes, the barrier, garage door or the gate will close again.

- After parking the vehicle, the driver will open the doors to the object "L" by placing the card to the reader that is on the left side of the exit door.
- b. Visitors and guests:
- Visitors and guests shall ring the reception using the ring button on the pillar in front of the garage entrance. After talking with the driver, the receptionist will open the doors and after the vehicle enters, closes the doors again.
 - After parking the vehicle, the driver again contacts the reception using the intercom (on the left side of the exit from the garages) and asks for entry into object "L".
 - When the parked vehicle wants to leave, the driver uses the button on the stand in front of the garage doors.

Article 19

Duties of users of the garages

1. When moving around the garages or the access road, users (drivers and other people) are required to:
 - Be careful and behave in a way that does not endanger health, life, or property of the user or a third party.
 - Follow the traffic signs, traffic rules and the mandated way of travel.
 - Move with the vehicle only on specified communication areas.
 - Keep the vehicle speed up to the maximum of 10 km/hour.
 - Park the vehicle so that there is enough room on both sides to allow for the doors to be open on the neighbouring parking spots.
 - Before leaving the vehicle, making sure that it is safely locked and secured from movement.
 - Keeping the garages clean and throw the garbage into the bins.
 - Don't smoke and work with fire in all garage areas.
 - Do not repair, maintain, wash, or refuel the vehicles in the garage. Do not work with fuel or with other flammable substances.
 - Remove all IDs and valuables from the vehicle.
 - Inform the FIT BUT building manager (telephone number 54114 1130) or the reception (telephone number 54114 1333) when any damage to the vehicle, property or health occurs (even to third parties) or when the garage equipment is damaged.
 - Pay the damages to the aggrieved party.

Article 20

Garbage disposal

1. Garbage disposal and cleaning of the garages is handled by the FIT BUT Building management.

Article 21

Emergency exit

1. The emergency exit is situated in the back of the garage object. The user of the emergency exit must close it after using it.

2. The use of the emergency exit must be reported to the reception or the FIT BUT building manager.

Article 22

Fire safety

1. Fire safety of the building is handled in the project documentation of the building. The garages are equipped with hand-held fire extinguishers. They must always be freely available; no items can be placed on them, and the employees must be instructed on their use.
2. In the garages, it is forbidden to smoke and manipulate open fire. The “No smoking or entry with fire” and “No entry unless authorized” signs must be placed on the entrances. When working with the open fire in the garages, it is considered as a work that carries an increased risk of fire and it can only be carried out when all requirements of the state norms (ČSN) are met.
3. The garages must be kept clean and orderly.
4. The alert guidelines must be placed on the visible spot. All visitors are required to follow these guidelines. When someone spots a fire, he/she must perform all measures required to safe anyone in danger, to keep the fire from spreading and, if possible, get the fire out. If it is not possible to get the fire out, the person must report the fire via the intercom to the reception.

Article 23

Safety and health protection in the garages

1. Is discussed in Article 11 of these Rules.

Article 24

Other provisions

1. The traffic code applies in the garages.

PART FOUR CLOSING PROVISIONS

Article 25

Closing provisions

1. This guideline comes into effect on the date specified in its header.
2. Update of the appendices of these rules will be carried out after the change is approved by the issuer. Updated appendix is going to be made publicly available on the specified date. The appendices are:
 - Appendix no. 1 – Operating regulations of the Research centre of information technology (VCIT) building
 - Appendix no. 2 – Operating regulations to the apartments situated in the northern cloisters – I
 - Appendix no. 3 – Safety instructions for visitors
 - Appendix no. 4 – Operating regulations – treadmill.