

ETH Zurich General House Rules

of 12 October 2023

The Executive Board of ETH Zurich, in accordance with Article 4 paragraph 1 (b) of the ETH Zurich Organisation Ordinance of 16 December 2003 (RSETHZ 201.021), hereby decrees:

1 General provisions

1.1 Purpose

The General House Rules seek to ensure that teaching, research, services and public events run smoothly in the buildings and sites used by ETH Zurich, and that the premises are safe, properly looked after, and used in accordance with their intended purpose.

1.2 Scope

The General House Rules, subject to restrictions pursuant to Section 1.3, apply to all buildings and sites used by ETH Zurich, regardless of whether they are leased or owned by the Federal Government or ETH Zurich.

1.3 Relation to other decrees

1 The Regulations on the Use of Premises (RSETHZ 214.11) define the terms and conditions under which members of ETH Zurich and third parties may use ETH Zurich premises.

2 If required, supplementary building regulations shall be issued for individual buildings or groups of buildings, in agreement with the users concerned. These supplementary regulations shall take precedence over the General House Rules insofar as they extend or amend them.

1.4 Infringement

Users of ETH Zurich buildings or sites who infringe the General House Rules or decrees pursuant to Section 1.3 may be ejected from the building or site by the responsible authorities, banned from the premises or held liable under the Personnel Ordinance for the ETH Domain, the ETH Zurich Disciplinary Code and, if applicable, under criminal law. Ejection is carried out specifically by the building managers, the security service, or persons acting on their instructions.

2 Opening hours; use of buildings and sites

2.1 Opening hours

The building opening hours published on the ETH Zurich homepage (ethz.ch) apply.

2.2 Intended use and events

1 The use of ETH Zurich buildings and sites is generally only permitted if the user has a legitimate interest. An interest is considered legitimate if the intended use relates to teaching, research, services or events conducted or approved by ETH Zurich.

2 The use of the premises is governed by the Regulations on the Use of Premises and the associated schedule of charges.

3 The Permit Office of the Campus Services department shall decide on the holding of events or activities that are not in line with the intended purpose of the space, in accordance with the Regulations on the Use of Premises.

4 The usage and safety regulations issued by institutes and departments for premises assigned to them take precedence over the General House Rules, insofar as they supplement without contradicting them. The same applies to the regulations for the use of libraries, collections, data centres, etc.

5 The use of motorcycles and bicycles on ETH premises is governed by the Parking Ordinance (RSETHZ 214.41). This ordinance takes precedence over the General House Rules insofar as it supplements without contradicting them.

3 Locking plan and keys

The ETH Zurich building and room locking plan and the procedures of the Facility Services department provide the framework here.

3.1 Locking plan

No locks or lock cylinders may be replaced. This work may only be carried out or authorised by Lock and Key Management in consultation with the units involved.

3.2 Issue of keys

1 Building and room keys may only be issued by the responsible Info + Service Centre (ISC) in the Facility Services department, and in consultation with the key managers from the units involved.

2 Keys may be requested through the Real Estate Services portal.

3 Building and room keys are, in general, not issued to students.

3.3 Return, loss and replacement of keys

1 Members of ETH Zurich must return any keys they have obtained to the responsible ISC when they leave or no longer need them, without being requested to do so. For each key not returned, CHF 200 will be charged or, in cases of deliberate intent or gross negligence, the cost of replacing all matching cylinders. Any loss must be reported immediately to the responsible ISC.

2 Keys that have been issued may not be copied.

3 Keys that have been issued may not be passed on or lent to third parties. The Facility Services department may confiscate keys that have been passed on to a third party at any time, without prior notice.

4 General rules of order

4.1 Order must be maintained inside buildings and on sites. Noise or any other disturbances, in particular those that disrupt courses or other events, must be avoided.

4.2 Carrying weapons or imitation weapons of any kind is prohibited. The Safety, Security, Health and Environment (SSHE) department may allow exceptions in justified cases.

4.3 Smoking (including e-cigarettes) and drug consumption is forbidden in all the buildings.

4.4 Eating is not permitted in the lecture halls except during examinations.

4.5 The parking of bicycles and scooters in ETH Zurich buildings is prohibited. Members of Facility Services and the departments are permitted to use bicycles and scooters inside the building only if there is an operational need to do so, no risk to third parties, and the area is sufficiently spacious (e.g. HIF construction hall). Areas with specific hazards, particularly corridors where chemicals and gases are frequently transported, must be assessed by the SSHE department in advance.

- 4.6 The lecture hall may not be overcrowded. Any attendee arriving after all seats have been taken must be turned away. The organisers may request video transmission of the lecture into another lecture hall in advance.
- 4.7 Animals are not permitted in the buildings, except for animals kept for research and those required for medical or official purposes, such as guide dogs, therapy dogs and service dogs.
- 4.8 Private energy consumers (equipment and private vehicles) may not be connected to the ETH Zurich energy supply without the approval of the Facility Services department. This does not apply to small personal devices, such as radios and laptops.
- 4.9 When leaving the rooms, all doors and windows must be closed, water and gas taps turned off, and equipment and lighting switched off. Machines and appliances that must remain switched on must be labelled accordingly. If no label is affixed, the security staff are authorised to switch them off.
- 4.10 Items of lost property must be handed in to the responsible ISC. Any loss and theft must be reported to the SSHE department using the appropriate form.
- 4.11 Users must obtain approval from Campus Services before carrying out advertising and sales activities, putting up notices, displaying posters outside the designated areas or distributing flyers, pamphlets or samples.

5 Interference with buildings, fixtures and stock

- 5.1 Interference with buildings, fixtures or stock and unauthorised manipulation of technical equipment is prohibited. Any damage or faults must be reported to Facility Services, the responsible ISC or the Emergency Desk.
- 5.2 Structural modifications, or the installation of new machinery and equipment that necessitates such modifications, must be requested using the Real Estate Services order form.
- 5.3 Room signs, and any modifications to these, must be requested through the Real Estate Services portal.
- 5.4 Hazardous waste, chemicals and materials likely to clog may not be poured down the sinks but must be disposed of in the designated containers. The disposal guidelines issued by the Facility Services and SSHE departments must be followed.
- 5.5 Deliberate or negligent damage to buildings and facilities will result in liability for damages and, if applicable, criminal sanctions.

6 Car parks

- 6.1 Car parks are to be used for the parking of vehicles in accordance with the Parking Ordinance (RSETHZ 214.41). They are to be used for their intended purpose and only with an appropriate permit.
- 6.2 In particular, the following are prohibited:
- unnecessary or unauthorised driving, and lingering for other than the car park's intended purpose,
 - fouling (e.g. with chewing gum and cigarette butts), littering and dumping of refuse,
 - smoking and lighting fires.
- 6.3 The costs for the removal of any fouling and the repair of any damage or tampering will be invoiced to the party responsible by the Facility Services department on a time and materials basis.

7 Fire prevention

- 7.1 Fire safety guidelines must be strictly adhered to. Escape routes such as corridors, stairwells and emergency exits must not be obstructed or sealed off.
- 7.2 If any defects are found in fire protection systems or if extinguishers and equipment are not fit for use, this must be reported immediately via the Real Estate Services portal to the Facility Services department, or to the responsible building area.
- 7.3 The transport of goods or any work that could increase the risk of a fire must be reported to the Facility Services department or the responsible building area in advance.

8 Emergency

In an emergency, the ETH Zurich Emergency Desk must always be notified immediately on 888 (internal calls) or +41 (0)44 342 11 88 (external calls).

9 Final provisions

- 9.1 Entry into force
- 1 The General House Rules of 1 October 2018 are revoked.
 - 2 This ordinance shall enter into force on 1 November 2023.
- 9.2 Publication
- 1 The General House Rules, together with the supplementary regulations for the corresponding building, are to be posted in a clearly visible location in all buildings at ETH Zurich and made available electronically.
 - 2 They will also be provided to all teaching, research and administrative units as well as organisations and other users housed in the building.
 - 3 They may be given out to event organisers.
- 9.3 Enforcement
- The Facility Services department and the teaching, research and administrative units of ETH Zurich have been commissioned with enforcing the General House Rules.

SWISS FEDERAL INSTITUTE OF TECHNOLOGY ZURICH

The President