

# Rules and regulations (Versie 8)

## I: General

1. Smoking is banned in all buildings. See the Smoking Policy on Albinusnet (access via <<mensen>> <<personele zaken>> <<rookbeleid>>).
2. All employees are required to visibly wear identification badges.
3. In emergencies, such as fire or other calamities, please call extension 66666. In less urgent cases, call extension 62888. The instructions of the Security department should always be followed.
4. Bicycles, mopeds, motor-cycles and other means of transport may not be brought into the buildings, with the exception of bicycles which can be taken into the sheds situated inside the building. Parking places are widely available for all those travelling from and to work by means of commuter traffic
5. Mobile GSM/UMTS telephone equipment operating on the public frequencies are permitted in the buildings. In some departments, the use of mobile GSM/UMTS telephone equipment is NOT permitted, as this may disrupt certain types of medical equipment. Notices to this effect are displayed in all relevant places.
6. The use of wireless equipment for any purpose, and of any transmission capacity whatsoever, is **NOT** permitted in the main building or on the LUMC site without the written consent of the Facility Services-Infra-Business Office (FB-Infra-Bedrijfsbureau).
7. Please note that pets are not permitted on the premises.
8. It is not allowed to occupy vacant space in the building. As soon as space (office and otherwise) becomes vacant, this falls to "Directoraat Bouwzaken" (aprox. Directorship of Building Affairs"). Directoraat Bouwzaken will then reassign the vacant space and make this available for new users

## II: Safety

9. The use of open flames is not permitted on the LUMC premises, except in laboratories and for specified use. If open flames are necessary, a special (Du.) "heetwerkvergunning" (heat operations permit) should be obtained first; please contact (Du.) het Facilitair Bedrijf (Facility Services)
10. The use of household equipment, such as coffee machines, water cookers, kettles and sandwich toasters is not permitted in the workplace; these household appliances are to be used in pantries only. Equipment involving the use of flames or extreme heat, such as deep frying pans and fondue sets, are not permitted at all. All household appliances are to be acquired through the (Du.) afdeling Inkoop van het Facilitair Bedrijf (Facility Services, Purchasing Department); this ensures that all equipment is provided with the required quality mark.
11. Extension leads are permitted, provided they have the required quality mark and have been purchased through the (Du.) afdeling Inkoop van het Facilitair Bedrijf (Facility Services, Purchasing Department). The maximum length of the extension leads is 1,5 metres. Connecting leads is not permitted.
12. Materials that have a detrimental effect on the fire load (the total volume of inflammable material) may not be placed or stored in public areas without taking effective measures. Examples of such measures are: Removal of surplus packaging (cardboard and the like), storage of inflammable fluids in the special flame-retardant storage cupboards, use of ornaments (e.g. Christmas decorations) impregnated with flame retardants. Objects and furniture may not be placed in public areas where they could form an obstruction to evacuation. The Facility Services Security department is authorised to grant dispensations. Objects/furniture for which no dispensation has been granted will be removed.
13. The blue doors of the main corridors (lift centres) in Building 1 have a fire control function and should stay open under all circumstances. These doors must be kept free of obstacles, so that they can close automatically if necessary. Compartmentalisation is also applied in Buildings 2 and 3.
14. Escape routes, doors, corridors and all fire extinguishing equipment must be kept free of obstacles (e.g. furniture, beds, carts, etc.) at all times. Escape routes and fire extinguishers should always be clearly recognizable and visible at all times.

## III: Locations

15. Bicycles, mopeds, motor cycles and other means of transport may not be placed in or around the buildings except in the designated areas for these. Please cf. the Parking Policy on the Albinusnet (access via <<mensen>>, <<personele zaken>> start page, <<parkeren>>).
16. The statutory road traffic regulations (Du. Wegenverkeerswet, Eng. road traffic act) apply on the LUMC premises and all roads and areas surrounding the LUMC premises. All LUMC employees should adhere to the rules entailed in the road traffic act.
17. The Overland Transportation of Hazardous Substances (VLG) (Du. Reglement Vervoer over Land van Gevaarlijke Stoffen) Regulations apply on the LUMC premises and all surrounding areas, e.g. for transportation of chemicals, gas canisters, diagnostic samples and infectious substances.

## IV: Design of buildings

18. For reasons of safety, fire safety, standardisation and quality of maintenance, all fitting/hanging of window dressings, posters, direction signs, notices, paintings and other attributes, and laying of floor coverings of any kind, fall under the responsibility of Facility Services.

19. For the LUMC, a fixed set of guidelines has been issued regarding all movable and non-movable furniture and design. This includes elements such as wallcovering, cladding, kitchen furniture, fixed light fittings and brackets, desks and reception desks, furniture and waste paper baskets. Please contact the Facility Services-Infra-Purchasing Department ((Du.) Facilitair Bedrijf (Infra-Ruimtebeheer en Inkoop)) for a copy of these guidelines. All employees should follow the guidelines that have been issued for reasons of efficiency and to enhance a uniform and recognizable "LUMC" image.

20. It is not permitted to change signposting and other notices such as departmental names. Requests for changes can be forwarded to Facility Services-Infra (Du.) Infra-Ruimtebeheer are responsible for all LUMC signposting.

21. All locks and keys in use at the present time have been especially registered and are included in the so-called (Du.) LUMC sluitplan (overall LUMC system for locks and keys). It is prohibited to replace locks and keys. Please contact the FB etc. etc. in case of further questions.

22. All rooms and areas that can be locked off should be kept locked in case the rooms and areas are not in use.

23. Balcony doors in building 1 and building 2 should only be opened by authorized personnel and for maintenance purposes only.

24. The (Du.) Facilitair Bedrijf (Facility Services) is responsible for the management and servicing of all public areas.

25. (Du.) Kunstzaken, Directoraat Communicatie (Art business, Communications Directorate) is responsible for the management of all art and art works situated in the public areas. Areas within the division boundaries can be provided with art in consultation with Kunstzaken.

26. All audio-visual equipment in use in conference rooms and tutorial areas is considered to be an integral element and inextricable part of the general equipment in these rooms. These locations are let including all audio-visual equipment and it is not permitted, therefore, to remove the equipment from these locations, not even for temporary use. Facility Services is responsible for the management of this equipment.

27. At several places in corridors of building 1 have been created logistic workareas for the (Du.) Facilitair Bedrijf (Facility Services) intended for temporary storage of goods. Those places are recognizable by the yellow lines and signs (Du.) 'logistieke werkruimte' (logistic workareas).