



Student Workspace Rules and Regulations

September 2023

Important note:

Please ring the doorbell to enter.

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REGIONAL
BAUHAUS

A PROJECT BY



1. Do refrain from handling or relocating the personal belongings of others. If you suspect an item has been misplaced, contact the responsible person for assistance.
2. The kitchen is a shared space with the coffee machine, fridge, and tap water for your use. **After use, it must be kept clean, and dirty tableware should be placed in the dishwasher.**
3. The NRB building is a shared working environment, everyone should do their best to **maintain a quiet working atmosphere** and not disturb others.
4. Users of the NRB building have access to the **"NAME"** wireless network. Illegal data file download such as: torrent is not allowed. Do your best towards fair Internet usage.
5. The workspace is open on **Mondays, Wednesdays, and Thursdays from 9:30 AM to 5:30 PM**. It is closed on German public holidays.
6. **Blocking room exit doors and keeping any house or room exit doors open is strictly prohibited.**
7. The faculty does not take responsibility for the security of personal belongings and equipment brought in, including computers. Please note that, even though the workspace can be locked, it is not secure against break-ins.
8. The storage of any materials such as model-making and posters materials away from the assigned worktable, such as on the wall or the floor, is not allowed. Storing materials in the corridors and stairwell is prohibited for fire safety reasons. **The storage of valuables and hazardous substances (easily flammable paints, sprays, etc.) is not allowed.**
9. **The workspace and the work area must be kept in an orderly and clean condition.** The storage of food and its packaging is not allowed. Independent and regular emptying of the waste bins, as well as disposing of model-making leftovers, is mandatory.
10. **The table arrangement is not to be changed.**
11. Damages and defects to furniture, technical and sanitary facilities, doors, windows, or other parts of the room furnishings must be reported immediately.
12. Toilets are to be left clean after use.
13. Pets are not allowed on the premises.
14. Smoking is strictly prohibited throughout the entire building. Cigarette litter outside the building should be disposed of in the appropriate containers.
15. Emergency doors and escape routes must be kept clear at all times.
16. Contaminations on the building caused by sprays, paints, and adhesives constitute property damage and will be pursued.
17. The use of cutters and permanent pens is only permitted if a cutting pad is used.
18. The use and parking of motorized or muscle-powered two-wheelers, inline skates, and other sports equipment is prohibited inside the building.
19. As part of the maintenance cleaning, only the waste containers set up in the rooms will be emptied in the sanitary areas. Additional waste must be disposed of immediately by the user him/herself. This includes hazardous waste, spray and paint cans and glass bottles.

