

## Usage Regulations for space in WWA-building

These Usage Regulations regulate the use of the space at Wasserwerkstrasse 10, 8006 Zurich (WWA), which the Department of Mechanical and Process Engineering (D-MAVT) provides to the students of the focus projects (teams) for a certain timeframe to enable them to carry out their activities within the scope of the focus projects.

### 1 Principles

- Mutual respect and consideration for each other applies to all users.
- The escape routes (area marked in grey) must be observed and always kept clear.
- Night rest must be observed and consideration for the residents must be shown.
- Basic cleaning and waste management is carried out by the operations of the building area RZ. Nevertheless, each person is responsible for keeping the premises clean and tidy.
- Smoking and the consumption of alcohol is absolutely prohibited in the entire premises.
- The use of the premises for overnight stays and parties is prohibited.
- There is an obligation to report when something is no longer functioning.
- Open fires are prohibited. No candles!
- Do not endanger other team members with your activities.
- The last person to leave the WWA is responsible for ensuring that all electrical appliances (exceptions: refrigerators, chemical cabinet, battery storage cabinet) are switched off and the doors are locked.
- The windows as well as the direct outside door may only be opened with the permission of D-MAVT.

### 2 Furniture and equipment

- Basic equipment is available to the teams for the duration of the project. This basic equipment must be returned in an orderly condition at the end of the project.
- The teams will replace material (e.g. toolbox) that is no longer available after use.

### 3 Access

- The premises are only accessible to authorized persons.
- The premises must be locked. Access is granted through the allocation of keys.
- The keys are given for a limited period of time and must be returned to the ISC at the end of this period.
- The keys may not be given to third parties.
- If a key is lost, a flat administrative fee of CHF 200.00 must be paid. In case of gross negligence, the replacement of all matching lock cylinders and keys can be charged.

#### **4 Office area**

- The office area is divided into four work areas (Team A - D) and is marked by a bright area.
- The areas marked in grey are escape routes and must be kept clear at all times.

#### **5 Workshop area**

- The workroom must be kept clean. Clean up the work surface after use.
- Work in the workroom may only be carried out in good physical and mental condition.
- Working alone is not permitted if the work can lead to an injury that requires immediate assistance from a second person.
- When working with chemicals, tools, equipment and machines, appropriate personal protective equipment (PPE) must be used.
- Chemicals (e.g. acetone, ethanol) must be kept in the safety cabinet for chemicals and must not be stored in the refrigerator. The maximum permissible quantity of 2x 250 ml spray bottles and 1 l bottles for subsequent use must not be exceeded. Nitro thinner and epoxy are not permitted.
- Chemicals must not be filled into food containers and must only be used in the workroom.
- 3D printers may only be operated under supervision and with the ventilation switched on.
- Food and drink is not permitted in the workroom.

#### **6 Kitchen and common room**

- Keep the kitchen (especially refrigerator, microwave and dishwasher) and the lounge clean.
- The teams are responsible for the maintenance of the dishwasher (tabs, salt, rinse aid) as well as other kitchen equipment. Maintenance is not responsible for this.

#### **7 Entry into force**

These Usage Regulations enter into force on 17 February 2020.