

Housekeeping Information on Campus Zug-Rotkreuz

1. General

All facilities and equipment must be used with care. Anyone found responsible for grossly negligent damage will be held liable. The Lucerne University of Applied Sciences and Arts cannot be held liable for the theft, loss or damage of personal effects or valuables (e.g., laptops, smartphones etc.) Students, continuing education course participants and employees have 24-hour access to the Campus Zug-Rotkreuz with their HSLU card. However, overnight stays in the buildings are not permitted.

The above-mentioned housekeeping rules apply for: Suurstoffi 1, 4, 12, and 41.

2. Opening hours

Suurstoffi 1 (Building A)	Monday to Friday Saturday	07:00 – 22:00 07:00 – 18:00
Suurstoffi 1 (Roof terrace - Building A)	Monday to Friday	07:00 – 18:00
Suurstoffi 12	Monday to Friday Saturday	07:00 – 22:00 07:00 – 18:00
Suurstoffi 41	Monday to Friday Saturday	07:00 – 22:00 07:00 – 18:00
Suurstoffi 4 (Building B)	Monday to Friday	07:00 – 17:00
Reception at main entrance (Building A)	Monday to Friday	08:00 – 12:00 13:00 – 17:00
Library	Monday to Friday	09:00 – 17:00
Admin Offices IT	Monday to Friday	08:00 – 12:00 13:00 – 17:00
Admin IFZ	Monday to Friday	08:00 – 12:30
Reachable via e-mail/telephone	Monday to Friday	08:00 – 12:30 13:00 – 17:00
Restaurant Food-Stoffi	Monday to Friday	Lunch service
Bistro Food-Stoffi	Monday to Sunday	24/7

Restricted opening hours apply outside of the contact study period. These will be announced with prior notice.

3. Work and Study Spaces

Walk-in space on the second floor, Building A: Silent Learning Zone.
Individual workstations are available here. Reservation is possible via MyCampus.

Project workstations for students on the fourth floor Building B: Project Zone.
Both group and individual workstations are available here.

Additional rooms for students to study will be defined for the study and examination period. You will be informed before the study period.

4. Tidiness of Rooms / Technical Equipment

User(s) are responsible for keeping rooms tidy. It is forbidden to block emergency escape routes. All fixed technical devices on the lecturer's desk must not be touched, unplugged or removed from the room.

Before you leave the room:

- Restore original seating – see seating map next to the entrance door.
- Clean whiteboards.
- Remove and dispose of used sheets of paper from the flipchart.
- Switch off any technical equipment using the touch-panel device in the room.
- Change light control panel at entrance door to automatic mode and switch off.

5. Waste Disposal

There are numerous disposal points for PET and aluminium, as well as general waste, in all buildings on Campus Zug-Rotkreuz. Students and employees are responsible for maintaining tidiness in the self-catering area of Suurstoffi 4, as well as the recess areas of Suurstoffi 1, 12 and 41. Dirty dishes and cutlery must be washed and put away by the students and employees themselves. Dirty tables should be wiped down by those who use them.

6. Smoking

All rooms, as well as the garage, on Campus Zug-Rotkreuz are smoke-free zones. Smoking in these areas is strictly prohibited.

Smoking zones are located in the outdoor area of Building A, on the first floor, as well as on the roof terrace of Building A (only in the designated area).

7. ROOF TERRACE

The roof terrace on the sixth floor may be used by employees and students. Users of this roof terrace are responsible for keeping it tidy.

8. Infrastructure

For structural reasons, the awnings in Building A of Suurstoffi 1 cannot be operated in strong winds and low temperatures.

All classrooms are equipped with cables for students. These must not be removed from the rooms.

Due to fire safety regulations, the use of personal electrical appliances (e.g., coffee machines, kettles, etc.) is prohibited on campus. Unauthorized equipment will be removed by facility management.

9. Printers

Printers can be found in designated copy and printing rooms. They are all equipped with the 'Follow-Me-Function' and can be operated with a HSLU card.

Further information: [Multifunktionsgeräte | Hochschule Luzern](#)

Universal multi-function devices for printing / copying / scanning / are available at the following locations:

Building A: second and third floors
Building B: third and fourth floors
Suurstoffi 12

Personal printing devices are not permitted. HSLU photocopiers and printers may be used for private purposes but not for commercial purposes. Office supplies are subject to a fee and can be obtained from the reception desk at the entrance to Building A.

Software licensing restrictions must be complied with. The [user regulations](#) of Lucerne University of Applied Sciences and Arts are applicable to IT resources.

10. HSLU CARDS

HSLU cards must be validated yearly. The validation machine and the card validator for HSLU cards is located on the second floor between room 209 and room 212. Any credit loaded onto your HSLU card can be used for photocopying and for printing.

11. Lockers

Lockers for students are located in Building A of Suurstoffi 1 and in the large recess area in S41. Padlocks must be purchased by students themselves. The lockers must be cleared out at the end of the spring semester (July) so that a yearly clean can be carried out. Lockers which have not been cleared out will be broken open, and the items inside will be disposed of after two weeks of storage. The Lucerne University of Applied Sciences and Arts accepts no liability for damage caused to material in lockers or for broken padlocks.

12. Catering

Meals brought from home may only be consumed in the self-catering area (Building B, second floor. You must bring your own cutlery. Any provided cutlery must remain in the designated area and must not be taken away.

13. PETS

Pets are not permitted on campus. Service animals with harness vests are permitted, provided they are registered in advanced.

14. Behavior in case of an emergency

Students and continuing education course participants are required to complete obligatory emergency training. [You can find it here.](#)

In general, the following procedures should be followed when responding to emergency situations:

1. Raise the alarm
2. Rescue and warn
3. Close doors and windows
4. Take action

There are escape and rescue route plans in the communal areas. Further information on emergency procedures is summarized in the emergency policy. Students and continuing education course participants access this document via the [MyCampus](#) platform.

15. Fire Alarm

All buildings are installed with fire alarms. Generating smoke, heat, or dust must be avoided. Raising a false alarm may lead to legal and financial consequences.

Rotkreuz, 01. Mai 2024