

**House Regulations of
the Basic Medical Science Center (EOK)
of Semmelweis University**

1. The scope of the present house regulations covers the whole premises of the Basic Medical Science Center of Semmelweis University (1094 Budapest, Tüzoltó u. 37-47.) (hereinafter referred to as: „EOK”) as well as the underground garage, the private property covered by parks around the building, and the artwork within the park, all other installations, all persons inside the building and wishing to enter the building.
2. All those, entering EOK, should accept the present regulations and should proceed according to the them.
3. All those, entering EOK – by accepting the House Regulations - , should accept that, during any event held on the premises of the EOK, photo or video records may be taken of the audience and also any public presentation of public figures, may be used by EOK in social media (eg. homepage, facebook, instagram, etc.).
4. Those, who violate the regulations, will be escorted from the building, people showing explicit anti-social behaviour can be banned from the building.
5. All people, entering EOK are obliged to respect that there are educational and research activities in process in the building, and they should behave accordingly. No one can endanger the tranquility, personal or property security of anyone within the building.
6. According to the above mentioned it is strictly forbidden to litter or to smoke within the building, to bring pets into the building, or to use any equipment of EOK improperly. Deliberate cause of damage implies obligation of indemnification.
7. Any waste may only be disposed into the containers or bins designed explicitly for this purpose. Dangerous wastes should be disposed by following the relevant rules and regulations. The collection of batteries takes place on the ground floor of comb corridor „C”. The disposal of dangerous office wastes is the responsibility of the dispatcher or of the safety officer. Selective waste collection bins are placed both within the institutes/departments and within community areas.
8. The building of EOK is open between 7.00 a.m. and 22.00 p.m. on weekdays. Beyond these opening hours students are forbidden to stay in the building, except for those visiting the library or working in or visiting the institutes/departments. The underground garage and the areas of institutes/departments can be visited beyond these opening hours as well, but only for those, who have the permit to do so.
9. During the academic year and the exam period the library is open 24 hours per day. Within the opening hours of the building and between 7.00 a.m. and 22.00 p.m. on week-ends students are entitled to stay in the areas of the café near Békéssy lecture hall, within the studying „island” near the Tüzoltó street entrance, on the gallery, on the sublevel, in the bathrooms of comb corridor „B” and „C” and may also use the darts, table tennis and table football in the community areas. Beyond the opening hours of the building – those visiting the library – may only stay in the library, within the area of the café near the Békéssy lecture hall, within the area of the studying „island” near the Tüzoltó street entrance, but not at any other places within the building, and, moreover, between 22. p.m. and 07.00 a.m. students are not entitled to use the table tennis, darts and table football facilities.
10. Within the EOK building there is healthcare service during the academic year, between 8.00 a.m. – 20.00 p.m. The healthcare service is available both for the students and the staff of EOK. The place of the healthcare service room is as follows: EOK, ground floor, comb corridor „A”, room 0.808. Tel.: +36-20-825-84-14
11. Those, who wish to enter the EOK building, should show their valid student ID card from any higher education institution, or a Semmelweis University entry card. Entering the building is also possible through the reception service, according to the entry rules and regulations of the university. Those guests, coming without their cards, or those students, coming without their student ID cards will be sent by the security service staff to the reception counter, where they will be identified on the basis of the guest list given to the reception or any other possible way. After this identification process guests may either go to the receiving area of the institute/department by the elevator with a guest card or the host will come down to the reception desk and accompany the guest to the institute/department.
12. The EOK building has one main entrance on the ground floor, from Thaly Kálmán street. The Tüzoltó street entrance is open on work days between 7.00 a.m. and 22.00 p.m. Those, who have an entry card, may also access the building through the restaurant entrance, via the „F” stairway.

Those, who come to the building by car through the underground garage, can access the inner elevators with proximity card through the -1 „B”, „C” and -2 „B” and „C” corridors.

Those, who come by car and do not have entry cards can access the ground floor main entrance and the reception through the outer parking stairway and elevator.
13. Entrances from the underground garage and from the restaurant are protected by camera, proximity card entry system, there is no personal control.
14. Without entry rights, without the approval of the host, under the influence of alcohol or in case of showing disgraceful behaviour, the security service may deny the entry besides drawing up minutes about the incident.
15. Subcontractors or companies carrying out service activities for any organizational unit within the building, should follow the same entry process as the guests. Institutes/departments – in order to facilitate the administrative processes – may submit a list of their subcontractors or SAP orders at the reception, or to the EOK Directorate. This list should contain the names and availabilities of contact persons and their deputies for the subcontractors. The staff of the operators of EOK may stay in the building without any constraints, while the subcontractors of the operator of the building may only stay within the premises under the supervision of the operator or under the responsibility of the operator. People entering the building with the above purpose, should check in at the EOK Supervision.
16. Those, who do not work in the building, beyond opening hours can only enter the building with special permit. Such permit may be given by the heads of organizational units, which operate in the building. The list of those, who have such permits are kept at the reception and this makes it possible for those, having permits, to enter the building beyond opening hours.
17. In special, well justified cases authorized persons (for university citizens it is the staff of the Safety Directorate, the Director of EOK Directorate, for subcontractors it is the head of the security service or the Responsible of the Establishment), may order in writing the control of outgoing persons or cars.
18. Within the EOK building there is a 24 hours security service, who work in uniform. They manage the keys of the rooms, check the entry cards and they forbid those from entering the building, who do not have the right to do so. They show the way to the arriving guests, open and close the building. In case of fire or any other damage they ask for help and save people from the elevators. They do the general safeguarding tasks, handle the fire tableau, the camera system, the entry system and the building supervision system and they write the operational logs. It is also their responsibility to assist the disabled persons.
19. They do the patrolling within the building and in the adjacent outside areas, which belong to the building, every 3 hours. They check the permissions of the parking lots in the underground garage, they prohibit parking at unauthorized places. When it is needed or when they are asked, they write minutes about their activities and processes.
20. The cleaning staff is responsible for the cleaning of the building and for building hygiene in night shift. During working and educational hours they are on duty, and also during the week-ends they are on part-time duty.
21. Those, who are entitled to stay in the building, can move free on the ground floor, in the main hall, within the area of the cafés and the first floor gallery. The lecture halls, seminar rooms, and the first floor practice rooms and the adjacent corridors can only be used by those, who take part in education or in any other event organized in these facilities. 2-4th floor stairways and the area of institutes/departments can only be visited by EOK staff and their guests (with accompanying persons or with guest card). No one coming from outside may have any access to the operational areas of the building.
22. The area of institutes/departments is protected by a proximity card entry system. Entry card can be asked for the staff or long-stay guests of institutes/departments. The entitlement for the entry card must be certified by the head of the institute/department, and is processed by the EOK Directorate. The rules for staying at a certain institute/department are governed by the inner regulations of the institute/department.
23. In case of delivery of big size or high weight objects, the Operator of the building should be notified in advance, and the Operator will check the quality of delivery (protection of static elements, floor coatings) and if it’s needed the Operator assists in the setup. Transport of heavy equipment can only be done in the freight elevator (comb corridor „B”, Tüzoltó street side elevator). On the door and in the inside of the freight elevator the following signs should be written in Hungarian, German and English: „FREIGHT ELEVATOR!”, „LIVING ANIMAL!”, „DELIVERY OF WASTE!”.

24. The main hall can only be used for transporting light weight packages, which can be held in hand. In order to protect the floor of the main hall, delivery should be processed with a light weight, rubber-wheel carriage, and to only those premises, which can be accessed only through the main hall (library, isotope laboratory, laboratories of the ground floor „D” comb corridor, lecture halls, seminar rooms, café). All other facilities of the building may only be accessed through the underground garage, by freight elevators. The delivery company either should park in the underground garage and deliver the products by freight elevator from there, or should stop on the street and must use the underground garage elevator up to a load of maximum 1000 kgs. The underground garage is allowed to use only with vans maximum height of 2,1 meters.

25. Gas bottles may only be delivered in hand or by an orderly delivery equipment, according to the relevant labour protection regulations, that is, through the underground garage, by using the freight elevator. No other person can use the freight elevator during the time of the delivery of the gas bottle. The gas bottles of the common CO₂ network of the institutes are managed by the given institute/department.

26. The common gas bottle storage of EOK can found on the 5th floor, the building dispatcher is in charge for its operation. Different gases must be stored in rooms labeled accordingly, in line with the relevant rules and regulations. Within the room the full and empty bottles should be stored separately. The relevant side should be marked. The bottle must be fixed in all cases.

27. Experimental animals can be taken out from the animal house in closed, filtered or plastic boxes. The animal cages cannot be used for this purpose. The delivery of animals and animal cadavers should be done via: entrance of the animal house – underground garage – comb corridor „B” freight elevator. No animal can be transported in the passenger elevators.

28. The delivery of experimental animals, dangerous materials and isotopes are governed by university regulations, and the observation of these rules is compulsory.

29. The underground garage of EOK is operated by the EOK Directorate, they only have the right to issue invoices, and to determine the rules and regulations of the garage.

30. The doors of the building have a main key system. When key cutting is needed or when someone loses a key, the Operator of the building should be contacted.

31. The main and the group keys of different rooms are to be stored in the key case at the reception, separated by floor. The taking out and giving back of the keys is done through a key register booklet, which is to be signed, after the rights to the given key are checked. The rights for the keys are presently determined by the EOK organizational units. A list is given to the reception by each institute, which determines the rights to certain keys.

32. New keys can only be ordered from the Operator of the building by the head of institute/department, by the secretariat of the institute/department or by the financial administrator of the institute/department.

33. The lockers of the exercise rooms on the different floors are to be managed by the institutes/departments.

34. The luggage lockers on ground floor „B” comb corridors can be used freely. The magnetic card, which is essential for their use can be asked free of charge at the reception after giving a valid student ID to the receptionist. The lockers should be emptied until the end of the opening hours of the building at the latest, and magnetic cards must be handled back to the reception. The use of luggage lockers in the „C” comb corridor of the ground floor is compulsory for those, attending the library. The magnetic card, which is essential for their use, can be asked free of charge from the librarian after handing in a valid student ID to the librarian. The lockers should be emptied upon leaving the library and the magnetic card should be given back to the librarian. The loss of magnetic cards should be reported at the reception and the price of the card should be paid.

35. EOK cannot be held liable for any object lost or found in the building, neither for objects placed in the luggage lockers.

36. Handing in and takeover of lost and found objects (on the day when they are found) is done at the reception. Anyone, who finds something is obliged to immediately hand it over to the head of the security service, the security personnel in service or to the receptionist. If the owner can be found at the premises, the lost and found object should be given back to its owner after certifying the ownership, or if the owner of the lost and found object can be identified, the security service will contact him/her.

37. The staff of the reception service will register the lost and found objects on a dedicated lost and found object coupon which is authenticated and sequentially numbered. The coupon contains the data regarding the person, who found the object, the detailed description of the object, and the place and circumstances of the recovery, and is fasten on the object. Those lost and found objects, which should be stored for a longer time, are to be stored by the Informatics and Operation Department of the EOK Directorate, where they are listed in a password protected digital registry according to the coupons, and will be given back there to their owners after certifying the ownership. The registry also contains the fact of returning the objects. Office hours: Monday-Friday: 09.00 a.m. – 14.00 p.m.

38. Flammable or explosive materials, perishable objects cannot be stored together with the lost and found objects.

39. There is a wireless internet network (WiFi) on the area of the whole building. It can be accessed for guests through the EOKGuest network, and for students through the Eduroam network. During the time of the exams the WiFi system might be switched off upon the request of the head of the examining institute/department.

40. Any operational problem regarding the EOK building or infrastructure should be directed to the EOK Support (eok.support@semmelweis-univ.hu), which confirms the claim and forwards it to the Operator through the deficiency reporting-monitoring system. The Operator sends a feedback after the checkup and repair of the deficiency.

41. For all questions, not governed by the present regulations the other relevant rules and regulations of Semmelweis University and the Basic Medical Sciences Center apply.

42. The reporting, handling and registering of thefts, and vandalism is managed by the Operator of the building.

43. In case of any emergencies the following persons are to be notified:

 - a. Semmelweis University EOK responsible for fire protection and labour protection: biztonságtechnika.eok@semmelweis-univ.hu - +36(20) 663 2383
 - b. Head of Operation: Györi István , MŰPA Üzemeltető Kft. +36(20) 329 6572
 - c. Semmelweis University EOK, head of the EOK Directorate: Hegedűs Judit
 - d. Assigned authority

44. The present regulations enter into force on the day of their approval and remain in force until withdrawal.

Budapest, July 12, 2019

*Semmelweis University
Basic Medical Science Center
Operative Body of Consent*