welcome to the Bernoulliborg

MAP OF THE BERNOULLIBORG

5161
Reception

Main entrance
# CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address details for the Bernoulliborg</td>
<td>4</td>
</tr>
<tr>
<td>Alarm number (8050)</td>
<td>5</td>
</tr>
<tr>
<td>Vending machines</td>
<td>5</td>
</tr>
<tr>
<td>In-house emergency services (BHV)</td>
<td>5</td>
</tr>
<tr>
<td>Accessibility</td>
<td>5</td>
</tr>
<tr>
<td>Security</td>
<td>5</td>
</tr>
<tr>
<td>Visitors</td>
<td>6</td>
</tr>
<tr>
<td>Calamities</td>
<td>6</td>
</tr>
<tr>
<td>Catering</td>
<td>6</td>
</tr>
<tr>
<td>IT</td>
<td>7</td>
</tr>
<tr>
<td>Computer rooms</td>
<td>7</td>
</tr>
<tr>
<td>Bicycles for staff use</td>
<td>7</td>
</tr>
<tr>
<td>Admission to the building</td>
<td>7</td>
</tr>
<tr>
<td>Events</td>
<td>7</td>
</tr>
<tr>
<td>Facility corners</td>
<td>8</td>
</tr>
<tr>
<td>Faculty room</td>
<td>8</td>
</tr>
<tr>
<td>Bicycle parking area</td>
<td>8</td>
</tr>
<tr>
<td>General house rules and behaviour code</td>
<td>9</td>
</tr>
<tr>
<td>Complaints</td>
<td>10</td>
</tr>
<tr>
<td>Indoor climate</td>
<td>10</td>
</tr>
<tr>
<td>Coffee/tea</td>
<td>10</td>
</tr>
<tr>
<td>Nursing mothers’ room</td>
<td>11</td>
</tr>
<tr>
<td>Access for the disabled</td>
<td>11</td>
</tr>
<tr>
<td>Inappropriate conduct</td>
<td>11</td>
</tr>
<tr>
<td>Opening hours</td>
<td>11</td>
</tr>
<tr>
<td>Displaying material</td>
<td>11</td>
</tr>
<tr>
<td>Working after hours</td>
<td>12</td>
</tr>
<tr>
<td>Parking</td>
<td>12</td>
</tr>
<tr>
<td>Post &amp; goods</td>
<td>12</td>
</tr>
<tr>
<td>Printing &amp; copying</td>
<td>12</td>
</tr>
<tr>
<td>Products and services catalogue</td>
<td>13</td>
</tr>
<tr>
<td>Reception</td>
<td>13</td>
</tr>
<tr>
<td>Reproshop</td>
<td>13</td>
</tr>
<tr>
<td>Booking rooms</td>
<td>13</td>
</tr>
<tr>
<td>University Card</td>
<td>14</td>
</tr>
<tr>
<td>Sanitary facilities</td>
<td>14</td>
</tr>
<tr>
<td>Cleaning</td>
<td>14</td>
</tr>
<tr>
<td>Science linx</td>
<td>14</td>
</tr>
<tr>
<td>Keys</td>
<td>15</td>
</tr>
<tr>
<td>Social corners</td>
<td>15</td>
</tr>
<tr>
<td>Faults</td>
<td>15</td>
</tr>
<tr>
<td>Access</td>
<td>15</td>
</tr>
<tr>
<td>Safety</td>
<td>15</td>
</tr>
<tr>
<td>Lighting</td>
<td>15</td>
</tr>
<tr>
<td>Telephone numbers</td>
<td>16</td>
</tr>
</tbody>
</table>
This booklet provides information on how day-to-day business is conducted at the Bernoulliborg. We have tried to answer as many practical questions as possible, but if you have any questions that are not answered here, please contact your departmental office or Reception, ext. 6868.

ADDRESS DETAILS FOR THE BERNOULLIBORG

External parties should use the addresses below if they wish to send items by post or use the Faculty's address for other purposes. This will prevent loss or confusion and ensure that mail and other matters reach the correct address quickly.

Visiting address:
Faculty of Mathematics and Natural Sciences
Nijenborgh 9
9747 AG Groningen
Telephone number of Reception: 050-3636868

Postal address:
Faculty of Mathematics and Natural Sciences
Department of...
Attn...
P.O. Box 407
9700 AK Groningen, the Netherlands

Delivery address:
Faculty of Mathematics and Natural Sciences
Goods Reception
Attn...
Department of...
Nijenborgh 4
9747 AG Groningen
ALARM NUMBER (8050)
The University of Groningen’s internal alarm number is 8050. Please use this number in an emergency so that calamities can be dealt with quickly and adequately.

VENDING MACHINES
There is a vending machine area on the first floor, near the exit area of the large lecture hall. There are machines for confectionery and hot and cold drinks.

If a confectionery or cold drinks machine is defective, please contact the University Services Department Service Desk, ext. 8888, stating the relevant machine number. Defects in hot drinks machines should be reported to Reception, ext. 6868, stating the relevant machine number.

IN-HOUSE EMERGENCY SERVICES (BHV)
The In-House Emergency Services team can be called on at all times via Reception: ext. 6868 for non-urgent matters or 8050 in the event of an impending calamity or actual emergency. The In-House Emergency Services team is led by the Head of BHV.

ACCESSIBILITY
For directions to the Zernike Campus and the car parks, please go to: http://www.rug.nl/fwn/organization/locaties/bernoulliborg/.

The building is easy to reach with public transport. There is a regular bus service to and from the city centre. Two bus services (lines 11 and 15) run between the central station and Zernike Campus.

SECURITY
A security company monitors the areas in and around the University’s buildings on a daily basis. A security officer from the company makes a final check of the building every evening.
VISITORS
Visitors should enter the building via the main entrance and report to Reception. The receptionist will then contact the secretariat of the relevant department. Please inform your secretariat if you are expecting visitors. The secretariat will then instruct Reception to allow them access. The secretariat can also book parking spaces for your visitors.

CALAMITIES
In the event of fire or an accident, you should always dial the alarm number 8050. Please state:
> the building and floor
> hall/room number
> important information
> if there is an injury as a result of an accident, state the nature of the injury.
In the event of an injury, please stay with the victim until a BHV officer has arrived and try to reassure the victim. In the event of a fire, call the emergency number 8050 immediately or activate a manual fire alarm. The building has a fire alarm and sprinkler system. In the event of a fire, leave the building by the stairs and follow the instructions of the BHV team.

CATERING
The Bernoulliborg has the following catering facilities:
> restaurant on the ground floor. Opening hours: 11.30 a.m. – 2.30 p.m.;
> Take-Away on the first floor. Opening hours: 8.45 a.m. – 5 p.m., Friday 8.45 a.m. – 3 p.m.;
> vending machines on the first floor;
> hot drinks machines for staff in office areas.
Meeting and lunch services can be booked via the secretariat. Restaurant or take-away reservations can be made via facilitairbedrijf@rug.nl. For more information about catering facilities, please visit the website of the University Services Department: www.rug.nl/ufb.
IT
The Faculty IT department offers a wide range of services for IT workstations. Services range from creating network and internet connections to delivering complete IT workstations including applications. If there are questions, problems or disruptions relating to the network or PCs, please contact the IT Helpdesk on ext. 3232 or e-mail: citservicedesk@rug.nl

COMPUTER ROOMS
The building has several computer rooms. The study environment of the Education Support Centre also has a number of workstations.

BICYCLES FOR STAFF USE
There are several staff bicycles in the bicycle basement at Bernoulliborg. These may be used between 8 a.m. and 6 p.m. Staff members can reserve a bicycle from the Bernoulliborg Reception by phone, ext. 6868 or via e-mail: receptie.bernoulliborg@rug.nl. You can then collect the key from Reception. It is not possible to reserve a bicycle in advance, you can only make a reservation on the day you wish to use it.

ADMISSION TO THE BUILDING
The main entrance is located on the east side of the building.

EVENTS
If you want to organize an event in the building, you must fill in an events application form to apply for permission. This mainly refers to extracurricular activities such as symposia, lectures, drinks parties and receptions. The digital events form can be found at http://myuniversity.rug.nl/infonet/medewerkers/fwn/facilitairezaken/.
FACILITY CORNERS
There are Facility Corners on the third, fourth and fifth floors. Each Facility Corner has a multifunctional machine for copying and printing. In the event of problems with the multifunctionals, or if you have any other questions, please contact the CIT Helpdesk, ext. 3232, stating the machine number. You can find this number on the red plate on the machine.
Containers for wastepaper, empty batteries and toner cartridges can also be found in or near the Facility Corners.
Cardboard boxes should be dismantled and stored flat in the corner of the Facility Corner.

FACULTY ROOM
The Faculty Room is on the south side of the first floor. It is available to for lunch meetings, drinks parties or dinners with colleagues from within or outside the Faculty. Lunch meetings may be attended by no more than twenty people and drinks parties by no more than thirty. The Faculty Room can be reserved by contacting the secretariat of the Faculty Board on ext. 4615 or via e-mail secrbestuur-FWN@rug.nl. Please inform the secretariat of the Faculty Board if there are any changes in the day or time.

BICYCLE PARKING AREA
There is a bicycle parking area in the basement of the Bernoulliborg which is open to all staff, students and visitors between 8 a.m. and 6 p.m. Staff with a key fob can use the bicycle shed between 7 a.m. and 10 p.m. The entrance is on the east side of the building. The entrance hall on the ground floor can be accessed directly from the bicycle parking area. Bicycles parked outside must be placed in the racks situated around the building. Bicycles outside these racks will be removed. It is not permitted to take a bicycle with you into the building.
GENERAL HOUSE RULES AND BEHAVIOUR CODE

Pleasant working environment
Because everyone deserves a pleasant work and study environment, please:
> do not smoke in the buildings;
> do not bring your pet(s) to work;
> do not reserve a computer and/or leave a computer unattended for more than 15 minutes;
> do not eat or drink in teaching or computer rooms;
> be aware of and obey the University of Groningen House Rules and General Code of Conduct and the User Regulations for University Computer Systems.

Safety
With an eye to safety, you must:
> keep public spaces and escape routes free of obstacles, and not use escape routes unnecessarily;
> not move around the building on inline skates, scooters or the like;
> not install any household appliances in the building;
> call the alarm number 050 363 8050 in the event of something amiss, theft, fire or unsafe situations;
> use safe, approved electrical and other equipment, machines or instruments when working or conducting lab work (CE-marked and/or NEN3140 approved) in the designated areas;
> observe and be aware of the relevant lab rules when conducting lab work.

Accessibility
To ensure free access to our buildings, please:
> park your bicycle in the bicycle parking area or the bike racks;
> park your car in the proper parking spaces.
Sustainability
With regard to the environment, we ask you to:
> separate your waste and use the various collection options;
> use power and water sparingly.

Lectures
> Telephones, laptops and tablets may only be used during lectures for matters related to that lecture;
> Be on time – there is no ‘academic quarter hour’, lectures begin at the scheduled time;
> Keep quiet – talking disturbs the lecturer and fellow students.

Buildings and the surrounding area
> Only eat and drink in the designated areas - never in lecture halls, computer rooms, libraries or laboratories. Reclosable water bottles are permitted, except in laboratories;
> Only make phone calls where this is permitted, and not in or near lecture halls, study areas or libraries;
> Throw litter in the litter bins;
> Do not bring animals with you – only guide dogs and assistance dogs are permitted;
> Only smoke in the designated areas;
> Park your bicycle in the sheds or bicycle racks;
> Keep emergency exits accessible; call 050 363 8050 in an emergency.

COMPLAINTS
Complaints can be reported via Reception, ext. 6868 or e-mail: receptie.bernoulliborg@rug.nl.

INDOOR CLIMATE
The building has a climate-control system that blows fresh air into the building through ceiling grids. This air is heated or cooled to the desired temperature by a floor system and subsequently extracted through the open parts of the ceiling. The climate system works best if the windows stay closed.

COFFEE/TEA
See ‘Social Corners’.
NURSING MOTHERS’ ROOM
Room 5161.0029 is a BHV room that may also be used by nursing mothers or as a room of contemplation. The room can be locked from the inside, and there is a fridge. If you would like to make extended use of the room, please inform Reception so cleaning activities can be coordinated.

ACCESS FOR THE DISABLED
There are a number of parking spaces for the disabled on the north side of the building. Disabled users can enter the building on the north side and on the east side next to the revolving door. This entrance is fitted with an intercom. Lifts provide access to all floors of the building. There are accessible toilet facilities on every floor.

INAPPROPRIATE CONDUCT
University of Groningen staff can consult the Confidential Advisor if they encounter undesirable behaviour or are subjected to unfair treatment in a workplace situation. Staff can also contact the Confidential Advisor if they are experiencing conflicts at work. The Confidential Advisor is an independent counsellor who has access to all the necessary information. The Confidential Advisor can be contacted on ext. 5435.
For more information:
www.rug.nl/bureau/expertisecentra/vertrouwenspersoon/index

OPENING HOURS
The Bernoulliborg is open from 8 a.m. to 8 p.m. Staff are issued with a key fob. See ‘Access’ for more information.

DISPLAYING MATERIAL
Please contact Facility Services if you want to put up posters, whiteboards, noticeboards, etc. Special material is available for affixing such items. Please do not use pins, tape, etc. to affix items to walls, windows and doors. If you have any requests regarding putting up any items, please notify Reception.
WORKING AFTER HOURS
Staff and students at the Faculty of Mathematics and Natural Sciences are required to register when present outside standard working hours. Please submit details of the times you will be in a Faculty building and your location by logging in via fwnpresence.webhosting.rug.nl. This measure is meant to ensure your safety during hours when few people are around. The registration is also an aid to evacuating buildings more effectively in the event of an emergency.

PARKING
If you are coming to the Bernoulliborg by car, please use car parks P4 or P5. You will need a valid car park pass to use the car parks. See ‘Visitors’ for more information about parking spaces for visitors. It is not permitted to park your vehicle outside the car parks because easy access must be guaranteed for the fire service and other emergency services. With an eye to possible theft, we recommend you lock your car and do not leave any valuables in it. Use of the car parks is entirely at your own risk. For more information about the parking policy, see www.rug.nl/fwn/informatievoor/medewerkers/intranet/parkerenZernike

POST & GOODS
The In-House Services Department delivers the post to the secretariats around 10 a.m. on weekdays. Outgoing post is picked up by the In-House Services Department at 2.30 p.m. at the latest. Anything needing to be sent by courier must be delivered to Reception before 12 noon. Goods and parcels are received daily from Nijenborgh 4 (Logistics Centre). The In-House Services Department delivers the goods to the departmental secretariats. If you wish to send goods to addresses in the Netherlands or abroad, please contact the Logistics department on ext. 4102. Private post will not be processed.

PRINTING & COPYING
See ‘Facility Corners’.
PRODUCTS AND SERVICES CATALOGUE
The Facility Services department has compiled a Products and Services Catalogue, listing the products and services available at the Faculty. The Catalogue also explains how the services can be used. For more information:
http://myuniversity.rug.nl/infonet/medewerkers/fwn/facilitairezaken/

RECEPTION
The Reception desk is on the first floor. A receptionist is present every working day from 8 a.m. to 5 p.m., after which a staff member from the security service is available until 8 p.m. Reception deals with questions, applications, complaints and reports, and ensures that the appropriate action is taken. You can contact Reception on ext. 6868 or by e-mail: receptie.bernoulliborg@rug.nl.

REPROSHOP
The main Faculty Reproshop is on the first floor. The Reproshop is open on working days from 8 a.m. to 12.30 p.m. and from 1 to 4 p.m. You can contact the Reproshop on ext. 4107 or by e-mail: reprobernoulli@rug.nl.

BOOKING ROOMS
The building has a number of teaching and meeting rooms. Room bookings for teaching are organized by the timetablers: schedules.fwn@rug.nl. All other room bookings can be arranged via e-mail: receptie.bernoulliborg@rug.nl or ext. 6868. Video projectors, laser pointers, microphones, etc. can also be reserved at Reception (if not already present). There are meeting rooms for eight people on the third, fourth and fifth floors (two meeting rooms per floor). These meeting rooms are managed by the secretariat on the floor in question. To book a meeting room, contact your departmental secretariat. Catering for meeting rooms can be arranged by contacting the University Services Department Service Desk via www.rug.nl/ufb or via facility net.
UNIVERSITY CARD

The University Card (or RUGpas) can be used for a variety of purposes, including the hot drinks machines, printing/photocopying, as a Library card, at the Sports Centre and, for those who qualify, as a parking pass. Students pay for hot drinks and printing/photocopying with the virtual wallet linked to their S-number. The University Card is also an identity card.


There is a vending machine for visitor's cards near the exit area of lecture hall 5161.0151 in the Bernoulliborg. Upon PIN payment of EUR 10 this machine issues a card worth 20 hot drinks from a Douwe Egberts machine.

SANITARY FACILITIES

There are toilets at several locations in the building. There is also a shower room on the ground floor, the key to which can be collected from Reception.

CLEANING

The cleaning company cleans the sanitary facilities and laboratories every day. The sitting rooms and offices are cleaned twice a week.

SCIENCE LINX

Science LinX is the Faculty's science centre for schools, located in the entrance hall of the Bernoulliborg. Science LinX presents the Faculty's latest research and teaching in an engaging manner, using interactive installations and an extensive website. Each installation is linked to a research group, providing in-depth information and interviews with scientists and students on the website. School groups can visit the centre for a morning or an afternoon. They will be shown around the centre and can attend a workshop or lecture in a science subject of their choice. Science LinX can also help school pupils with their profile-related assignments, either by means of an experimental setup or by answering questions through the Science Support Desk. For more information and for booking a visit: www.rug.nl/sciencelinx or sciencelinx@rug.nl.

The University's travelling laboratory, the RUG Discovery Truck, can also be booked via the Science LinX website.
KEYS
Each office has a unique lock and key. Keys can be requested from Reception. When a key is issued, the occupant signs a receipt. Each departmental secretariat has a key cupboard with spare keys for all the rooms in the department. The staff member in question is responsible for looking after the key.

SOCIAL CORNERS
Each office floor has two Social Corners. A Social Corner is a seating area with a pantry that has a tea/coffee machine. Staff can use their University Card for the hot drinks machine. A refrigerator and a microwave are provided in the pantry for general use. Staff are responsible for the items they place in the refrigerator. Thermos flasks for tea and coffee are available from the departmental secretariats; these can be used for meetings.

FAULTS
Faults can be reported via Reception, ext. 6868 or via e-mail: receptie.bernoulliborg@rug.nl. For any urgent problems arising outside working hours, please contact the Main Control Room on ext. 5520.

ACCESS
Every member of staff is issued with a key fob, available from Reception, so that they can enter the building between 7 a.m. and 10 p.m. on weekdays.

SAFETY
Safety information can be found on the website: www.rug.nl/fwn/arbomilieu

LIGHTING
Lighting in the building is centrally controlled. Lights in offices operate by means of motion sensors.
TELEPHONE NUMBERS

Central emergency number (050-363)8050
CIT Service Desk (050-363)3232
Reception (050-363)6868
Bernoulliborg Reproshop (050-363)4107
Bernoulliborg Restaurant (050-363)7711
Bernoulliborg Take-Away (050-363)5378
Store – Logistics (050-363)4102