A Guide to the Building

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This booklet provides information on how day-to-day business is conducted at Nijenborgh 4, the Physics and Chemistry complex. 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 via e-mail receptie-nb4@rug.nl or ext. 34133.

ADDRESS DETAILS FOR NIJENBORGH 4

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 Science and Engineering
- Nijenborgh 4
- 9747 AG Groningen
- Telephone number of Reception: 050-3634133

Postadres:
- Faculty of Science and Engineering
- Department of...
- Attn...
- P.O. Box 221
- 9700 AE Groningen, the Netherlands

Delivery address:
- Faculty of Science and Engineering
  Goods Reception
- Attn...
- Department of...
- Nijenborgh 4
- 9747 AG Groningen
LEAVING EQUIPMENT RUNNING

If long-term tests are performed outside the standard working hours, an ‘aanlaatformulier’, a form for leaving equipment running, must be left by the equipment/test in question, and a copy of the form handed in to Reception. This way, accurate information will be available in the event of an emergency. The form is available from Reception.

WASTE

Office waste is disposed of by the cleaning company. Hazardous waste is collected via the Logistics Department. Please consult the Products and Services Catalogue for more information.

http://myuniversity.rug.nl/infonet/medewerkers/faciliteiten-voorzieningen/pdc/per-categorie/services/afval

ALARM NUMBER

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 are vending machines at the following locations:

> 5111.0030 ground floor: confectionery, hot and cold drinks machines;
> 5113.0049 hot drinks machine;
> 5115 ground floor: hot drinks, sweets and cold drinks machines;
> 5116.0050 hot drinks machine;
> 5118.0069B hot drinks machine.

If a confectionery or cold drinks machine is defective, please contact the University Services Department Service Desk, ext. 38888, stating the relevant machine number.

Defects in hot drinks machines should be reported to Reception, ext. 34133, 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. 34133 for non-urgent matters or ext. 8050 in the event of an impending calamity or actual emergency. The In-House Emergency Services team is led by the Head of BHV. Every day, two members of the BHV team are on call to make a first assessment of any incident that may arise.
ACCESSIBILITY
For directions to the Zernike Campus and the car parks, please go to http://www.rug.nl/fse/organization/locaties/. The building complex is easy to reach with public transport. There are several bus lines with regular services to and from the city centre. Two bus services (lines 1 and 15) run between the central station and the 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. Parking spaces for your visitors must be reserved by the secretariat.

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 system. In the event of a fire, leave the building by the stairs and follow the instructions of the BHV team.
CATERING
Hot and cold snacks are available from the Take-Away in building 5111. The opening hours are:
> Monday to Thursday, 8.45 a.m. - 4 p.m.;
> Friday 8.45 a.m. - 3 p.m.
The restaurant in the Bernoulliborg provides more extensive lunches. It is open from 11.30 a.m. to 1.30 p.m. 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.

CIT
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. 33232 or e-mail: citservicedesk@rug.nl.

COMPUTER ROOMS
Our building has several computer rooms. They are located in:
> 5111.0010 (The ‘Ei’ i.e. The Egg);
> 5113.0303;
> 5116.0303;
> 5116.0310;
> 5116.0315.

BICYCLES FOR STAFF USE
There are several staff bicycles in the bicycle basement at Bernoulliborg and Energy Academy. 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. 36868 or via e-mail: receptie.bernoulliborg@rug.nl. Or from the Energy Academy by phone, ext. 35555 or via e-mail: receptie.eae@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 to the building is located in Building 5111. This is where staff, visitors and students enter the central hall of Nijenborgh 4. The other parts of the building are accessible via the central hall.

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/faciliteiten-voorzieningen/facilitynet/medewerkers/event-request.

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. If you wish to use the locked bicycle shed, you can obtain a key from the Bernoulliborg Reception. You will be required to pay a deposit.

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. 34133 or e-mail: receptie-NB4@rug.nl.

COFFEE/TEA
There are vending machines for hot drinks at various locations in the building. You can use your University Card to get coffee, tea or other hot drinks. See ‘Vending machines’.

NURSING MOTHERS’ ROOM
Room 5116.0125 is a BHV room that may also be used by nursing mothers. 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. There is a room of contemplation in the Linnaeusborg in room 5171.702.

LABORATORIES
Staff conducting activities in laboratories must familiarize themselves with the applicable rules.

STORE
The store for laboratory supplies and/or chemicals is located in building 5116, room 0010. To collect parcels from the warehouse and to hand in items that are considered dangerous goods, you’ll need a valid Rugpass. If you are not able to show a valid Rugpass, the items will not be handed over. A project code will also be required. Opening hours: 9 a.m. to 1 p.m. Call ext. 34102 if you need supplies quickly.

ACCESS FOR THE DISABLED
Disabled visitors can use the entrances to buildings 5111 and 5117. There are a number of parking spaces for the disabled in front of building 5113, 5115 and 5117. The 5115, 5117 entrance requires an access pass. Lifts provide access to all floors of the building. There are accessible toilet facilities in building 5111.
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. 35435. For more information: www.rug.nl/bureau/expertisecentra/vertrouwenspersoon/index.

OPENING HOURS
Nijenborg 4 is open from 8 a.m. to 8 p.m. Staff are issued with an RuGpas. See ‘Access’ for more information.

WORKING AFTER HOURS
Staff and students of the Faculty of Science and Engineering 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 https://fse.webhosting.rug.nl/prod/presence/ or app (FSE-presence) for Android and iOS smartphones. 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 by car, please use car parks P1 or P4. You will need a valid University Card 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 http://myuniversity.rug.nl/infonet/medewerkers/fse/facilitairezaken/formulieren/parkerenzernike.
PERSONAL PROTECTIVE EQUIPMENT IN LABORATORIES
When working with chemicals, you must always wear safety goggles and a cotton laboratory coat (see ‘Laboratory House Rules and Behaviour Code’). Cotton lab coats, face protectors and gloves are available from the store. Lab coats should be washed regularly. Information about this is available from your departmental office.

POST & GOODS
Post is delivered to Reception several times a working day and is sorted as soon as possible. Urgent post and registered items must be handed in at Reception before 10.30 a.m. Goods and post are received daily at Nijenborgh 4 (Logistics Centre). You will be notified by e-mail when your goods have arrived and are ready for collection. Private goods will not be processed. If you wish to send goods to addresses in the Netherlands or abroad, please contact the Logistics department on ext. 34102.

PRINTING & COPYING
There are multifunctionals in the corridors on all floors of the building. In the event of problems with the multifunctionals, or if you have any other questions, please contact the CIT Helpdesk, ext. 33232, stating the machine number. You can find this number on the red plate on the machine.

PRODUCTS AND SERVICES CATALOGUE
The Facility Services department has compiled a Products and Services Catalogue, listing the products and services provided by the Faculty Facility Services department. The Catalogue also explains how the services can be used. For more information:
http://myuniversity.rug.nl/infonet/medewerkers/fse/facilitairezaken/.
RECEPTION
The Reception desk is located on the ground floor of building 5111. 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. 34133 or via receptie-NB4@rug.nl.

REPROSHOP
The Faculty’s central Reproshop is located in the Bernoulliborg building, on the first floor next to Reception. The Reproshop is open on working days from 8.30 a.m. to 5 p.m. You can contact the Reproshop on ext. 34107 or via 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 Reception, ext. 34133. Video projectors, laser pointers, microphones, etc. can also be reserved at Reception (if not already present). Catering for meeting rooms can be arranged by contacting the University Services Department Service Desk: www.rug.nl/ufb.
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 and an access pass for Nijenborgh 4 and the Energy Academy.


You can buy a guest card in the vending machine which you’ll find in the hall of the Energy Academy. 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 and there are a number of shower rooms as well. Please contact Reception for more information about the shower rooms.

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

KEYS
Each office has a unique lock and key. Keys can be requested from Reception. The person who occupies the room is responsible for looking after the key.

FAULTS
Faults can be reported via Reception, ext. 34133 or receptie-nb4@rug.nl. For any urgent problems arising outside working hours, please contact the Main Control Room on ext. 35520.
ACCESS

The main entrance is in building 5111 and is open on workdays from 8 a.m. to 8 p.m. The other building entrances may be used with a valid Rugpass. This allows staff to enter the building outside the standard opening hours. The standard times the access pass can be used are between 7 a.m. and 8 p.m. Application forms for access are available online:

http://myuniversity.rug.nl/infonet/medewerkers/fse/facilitairezaken/formulieren/

Please make sure the application form has been completely filled in and signed by the applicant as well as the head of department.

SAFETY

Safety information can be found on the website:

TELEPHONE NUMBERS

- **Central emergency number**: (050-363)8050
- CIT Service Desk: (050-36)33232
- Reception: (050-36)34133
- Bernoulliborg Repro: (050-36)34107
- Bernoulliborg Restaurant: (050-36)37711
- Nijenborgh 4 Take-Away: (050-36)34110
- Store – Logistics: (050-36)34102