



university of
 groningen

faculty of mathematics
 and natural sciences

A Guide to the Building

Welcome to the Kapteynborg



Version 2.0 - July 2011

a guide to the building

FIRE DRILL INSTRUCTIONS FOR STAFF, LECTURERS AND STUDENTS

FIRE DRILL

alternating high-low signal
(‘slow whoop’) with verbal message

1. Stop what you are doing, switch off electrical equipment if possible.
2. Listen to the instructions given over the PA system.
3. Close windows.
4. Leave the room and take your personal belongings with you.
5. Close the door to your room.
6. Help anyone with a disability to leave the building.
7. Follow the wardens’ instructions.
8. Use of the lifts is forbidden. Use the stairs instead!
9. Go to the assembly point
(5431 canteen: Zernikeborg).



ALL CLEAR

It is safe to enter the building again as soon as the Safety Officer indicates this.

Evacuation of computer/lecture rooms

Lecturers are responsible for helping students evacuate the computer/lecture rooms.



Escape routes and emergency exits



Assembly point

8050

In the event of an accident, fire or other emergency, call the University alarm number

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This booklet provides information on how day-to-day business is conducted at the Kapteynborg. It is intended as a practical guide to everyday matters. We have tried to answer as many practical questions as possible, but if you have any questions that are not answered here please contact the secretariat (ext. 4073).

CONTACT DETAILS

External parties should use the address below if they wish to send items by post or use the Kapteyn Institute'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
Kapteynborg
Kapteyn Institute, Building 5419, entrance J1
Attn...
Landleven 12
9747 AD GRONINGEN

Postal address:

Faculty of Mathematics and Natural Sciences
Kapteyn Institute
Attn...
PO Box 800
9700 AV GRONINGEN

Delivery address:

Kapteyn Institute, Building 5419, entrance J1
Attn...
Landleven 12
9747 AD GRONINGEN

ACCESS FOR THE DISABLED

The main entrance also provides access for the disabled. Although this entrance has a threshold, you can simply tell the secretariat via the intercom that you wish to use the ramp. Lifts provide access to all floors of the building. There is a special toilet for the disabled on the first floor.

ACCESSIBILITY

If you are coming by car, please use car parks P2 or P5. You will need a valid car park pass to gain access to the car park. This does not apply to visitors – see 'Visitors'. It is forbidden 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.

A route description to the Zernike Complex and to the car park can be found on www.rug.nl/fwn/informatieVoor/bezoekers/sterrenkunde/routebeschrijving

More information about the parking policy, car park passes and a map of the car parks is available on www.rug.nl/fwn/informatievoor/medewerkers/intranet/parkerenZernike

The building complex is easy to reach by public transport. There are several bus lines with regular services to and from the city centre. Two bus services (lines 11 and 15) run between the central station and Zernike. Please go to www.ov9292.nl.

ADMISSION TO THE BUILDING

The main entrance to the Kapteynborg is in the building's courtyard. Staff can access the building with a key fob (often called 'druppel' in Dutch), which is provided by the secretariat. Visitors and students should report via the intercom, which is answered by the secretariat. The secretariat is on the first floor, which is accessible via the lift and stairs. The entrance of the building may be difficult to find. Please have a look at:

<http://maps.google.nl/maps/ms?ie=UTF8&hl=nl&msa=0&msid=105713267153847949631.000476d3eeb7ed3292ed0&t=h&z=19>

BICYCLE PARKING AREA

There are bicycle racks near the entrance. Please contact Reception at the Faculty of Economics and Business Duisenberg Building, ext. 4624, if you want to park your bicycle in a locked, covered bicycle shed.

BICYCLES FOR STAFF USE

Two bicycles are available for staff use. They are called the Blaauw bike and the DaVinci bike and they can be borrowed via the secretariat.

CATERING

The Kapteynborg has the following catering facilities:

> restaurant on the ground floor. Opening hours: 8.45 a.m. – 4.45 p.m.

Friday: 8.45 a.m. – 3 p.m.;

> meeting and lunch services (to be booked via the secretariat)

For more information about catering facilities, please visit the website of the University Services Department: www.rug.nl/ufb.

CLEANING

A cleaning company cleans the building every day. Offices have a paper bin and waste bin. The waste bins are emptied twice a week by the cleaning company. When your paper bin is full, you can empty it into the container in the copying room. In order to enable the cleaning staff to do their work properly, please leave your desk as clean and empty as possible at the end of the day. Don't forget to switch off the lights and to lock your door.

DISPLAYING MATERIAL

Staff must not affix posters, art, whiteboards, notice boards, etc. to the walls. It is also forbidden to use drawing pins, adhesive tape, etc. to affix material to walls, windows and doors. Requests to this end should be submitted to the secretariat.

EMERGENCIES

In the event of fire or an accident, you should always call the alarm number by dialling **8050**. In the event of fire, please activate a manual fire alarm to summon the In-House Emergency Service. 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.

EMERGENCY NUMBER

In the event of an emergency call **8050**.

FAULTS/DISRUPTIONS

See 'Secretariat'.



HOUSE RULES AND BEHAVIOUR CODE

Inside the complex it is forbidden:

- > to smoke;
- > to harass or offend your colleagues or others;
- > to create noise or odour nuisance;
- > use a bicycle, scooter, in-line skates, etc. Obviously, wheelchairs are permitted;
- > to place obstacles in public areas and corridors;
- > to block emergency exits or use them unnecessarily;
- > to park your car on the roads outside the car parks. If you do so, there is a risk that your vehicle may be clamped;
- > to leave litter in or around the complex. There are plenty of litterbins available for your rubbish;
- > to install household equipment.

You must:

- > keep all areas as clean as possible and tidy up your workstation;
- > for the benefit of the environment, separate paper from the rest of your rubbish and conserve power and water;
- > dial the alarm number **8050** if you discover something amiss, theft, fire or an unsafe situation;
- > park your bicycle in the bicycle parking area or in the special racks;
- > park your car in a designated car park (if you have a car park pass);
- > only use safe and approved (electrical) appliances, machines or instruments (CE-marked and/or NEN3140-approved);
- > use paper responsibly.

INAPPROPRIATE CONDUCT

University of Groningen staff can consult the Confidential Advisor if they encounter undesirable behaviour or are subject 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.

INDOOR CLIMATE

Several rooms on the first floor of the Kapteyn Institute, i.e. the lecture hall (161) and the computer cluster (142), are air conditioned. For complaints about the climate, you can contact the facility manager.

IN-HOUSE EMERGENCY SERVICES (BHV)

The In-House Emergency Services team of Zernike Complex West is present from 9 a.m. until 5 p.m. and can always be called in the event of a (potential) emergency. The In-House Emergency Services team is led by the Head of BHV. In the event of a calamity, please contact the Main Control Room (security) on ext. **8050**. They will then contact Reception in the Duisenberg Building, who will summon the BHV team. (If there's no reply, please call ext. 4625, the alarm number of Reception at Zernike Complex West).

IT

The Kapteyn Institute has its own computer group, which provides services within the specific IT environment of the Institute. More information can be found on the Kapteyn Institute intranet (www.intra.astro.rug.nl/intranet/computing/index.php). If you have an IT-related problem, please send an e-mail to helpdesk@astro.rug.nl. Problems concerning University Workstations can be reported to the IT Helpdesk, ext.3232 or e-mail servicedeskzernike@rug.nl.

KEY FOB

All staff members and all students following the second-year computer practical are provided with a key fob, which allows them to enter the building outside the standard opening hours and use the lifts and staircases. Staff with a key fob can enter the building between 7 a.m. and 10 p.m. on weekdays. You can apply for a key fob at Reception.

KEYS

Each office has a unique lock and key. Keys can be requested from the secretariat, as well as key fobs and keys for guests and visitors. At the end of your stay please return your keys and key fob to the secretariat.

LECTURE ROOMS

The Kapteynborg houses a limited number of FWN lecture rooms. Bookings for these rooms are organized by the Timetable Office. The rooms are locked outside timetabled hours. If you wish to book a lecture room for an incidental meeting, please go to the Room & Facility Booker on the intranet (www.intra.astro.rug.nl/intranet/index.php) or contact the secretariat.

LIBRARY

The Faculty library is on the first floor of the Bernoulliborg building (Nijenborgh 9). The library is open on weekdays from 9 a.m. to 5 p.m. This library houses the following collections: Chemistry, Physics, Energy Science, Environmental Science, Pharmacy, Astronomy, Biology, Mathematics and Computer Science. The library has the following study facilities:

- > 67 workstations with PCs ;
- > 41 workstations without PCs;
- > 6 carrels, 3 with PCs, each with between 1 and 3 workstations;
- > 1 work group room, seating 25, with 8 PCs;
- > 1 instruction room.

For more information please ring ext. 4126, mail wn-bibliotheek@rug.nl or consult the website: www.rug.nl/bibliotheek/locaties/bibfwn/index.

A printer, a copier and several scanners are available on the first floor. You can also use your own laptop in the library. Eating, drinking or using mobile telephones is not permitted in the library.

MEETING ROOMS

Meeting rooms can be booked via the Room & Facility Booker on the intranet www.intra.astro.rug.nl/intranet/index.php. Room 257 (12 seats) can be extended to 26 seats in consultation with SRON.

OPENING HOURS

The Kapteynborg is accessible to all staff and students who have a key fob. See also 'Admission to the building'. If you enter the building outside office hours, it is a good idea to notify the Zernike Complex Reception (security desk) of your presence via ext. 5520. The building is closed during holidays and on collective days off. This means that facilities such as the central heating are switched off on those days. In exceptional cases you may be able to borrow an electric heater via the secretariat.

OUT-OF-HOURS WORKING

Staff and students at the Faculty of Mathematics and Natural Sciences are required to register when present outside standard working hours, after 8 p.m. and during weekends. In such cases you must submit details on the times you will be in a Faculty building and your location. These details are entered in a database and connected to your personal details via your P or S number by logging in at <http://fwnpresence.webhosting.rug.nl>. The security service is then able to check whether your presence during such hours corresponds with the details submitted. This measure is meant to ensure your safety during hours when few people are around. The registration is also an aid in evacuating buildings more effectively in the event of an emergency and increases informal social control.

PARKING

See 'Accessibility'.



POST & GOODS

A member of the In-house Services Department delivers the post to the offices before 10 a.m. on weekdays. Outgoing mail is collected from the departmental offices no later than 2.30 p.m. Please place your outgoing mail items in the boxes on the table in the corridor outside the secretariat. The various boxes are designed for 'internal post' (within the University/UMCG), 'external post' (outside the University) and 'post inside the building' (Zernike Complex). Courier items, which have to be sent on the same day, must be delivered to the secretariat before 12 noon. Goods and parcels are received daily from Nijenborgh 4 (Logistics Centre). Please contact the secretariat if you wish to send goods to addresses in the Netherlands or abroad. Mail that has to be sent after 2.30 p.m. can be delivered to the Duisenberg Building Reception. Please contact Reception (ext. 4624) or the University of Groningen mailroom (ext. 5296) if you have any mail-related questions.

PRINTING & COPYING

ZG 172 is the printing and copying room, with a printer/copier, two colour printers and a flatbed scanner connected to a PC with BlueRay, DVD RW and a DAT-drive.

Large copying jobs should be performed by the Reproshop with an eye to the availability of the copier.

RECEPTION

A central reception desk will be installed near the entrance in 2011. This will be staffed by SRON but will also assist visitors to the Kapteyn Institute when necessary.

REPROSHOP

The Zernike Reproshop is located in the Plaza of the Duisenberg Building and is open on work days from 8.30 a.m. to 5 p.m. It can be contacted via ext. 4626 or reprozernike@rug.nl.

SAFETY

With regard to safety matters, the Kapteyn Institute falls under the Zernike Complex building maintenance regime. Please go to this website www.rug.nl/feb/Faculteit/gebouwenbeheer/ongeval?lang=en for more information. A map and evacuation plan can be found here.

SANITARY FACILITIES

There are toilets at several locations in the building. There is also a shower room on the first floor. If the shower room is locked, you can request a key from the secretariat.

SECRETARIAT

The secretariat is in ZG 178 on the first floor, opposite the library – to the right when you step out the lift, or left if you use the stairs. The secretariat deals with questions, applications, complaints and fault reports, and can be reached on ext. 4073 and via secr@astro.rug.nl.

SECURITY

A security company monitors the areas around the University's buildings on a daily basis. In addition, a security officer from the company makes a final check of the building every evening. See 'Emergencies' for further information.

SMOKING

Smoking is not permitted inside the Kapteynborg. There are cigarette bins in front of the building, near the entrance and on the balcony near the door to the coffee corner. Cigarette stubs should be placed in these bins.

VENDING MACHINES

There is a coffee machine in the coffee corner on the first floor. This machine is managed by the Catering Services Unit of the University Services Department. Problems with vending machines should be reported to the University Services Department, ext. 8888.

VISITORS

Please inform the Kapteyn Institute secretariat that you plan to receive visitors. The secretariat can also arrange facilities for your guests if desired.

Visitors should use the intercom near the entrance in the courtyard to request access to the building. It is a good idea to give your visitors a phone number where you can be reached in case the secretariat, and thus the intercom too, is temporarily unavailable. Your visitors must report to the secretariat on the first floor. They should use carpark P2 or P5.

Signposts with building numbers and letters are in place to direct visitors to the Kapteynborg. The Kapteynborg is indicated by building number 5419 and letter J1.

A map of the car parks and buildings can be found on

www.rug.nl/feb/Faculteit/PlattegrondenEnRoutebeschrijvingen/ZernikeCampusGebouwenLetters.pdf.





TELEPHONE NUMBERS

Bernoulliborg Library	4126
Central emergency number	8050
Main Control Room	5520
Zernike Reproshop	4626
Secretariat	4073