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This booklet provides information on how day-to-day business is conducted at the Linnaeusborg. 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. 32021.

ADDRESS DETAILS FOR THE LINNAEUSBORG
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:
  University of Groningen
  Faculty of Science and Engineering
  Linnaeusborg
  Nijenborgh 7
  9747 AG Groningen
  Telephone number of Reception: 050-3632021

Postal address:
  Faculty of Science and Engineering
  Department of.../Attn...
  P.O. Box 11103
  9700 CC Groningen, the Netherlands

Delivery address:
  Faculty of Science and Engineering
  Goods Reception
  Attn...
  Department of...
  Nijenborgh 4
  9747 AG Groningen
WASTE
Office waste is disposed of by the cleaning company. Please place glass and other waste from the laboratories in the designated containers in the Logistics Corner. The container with contaminated glassware is emptied on request, ext. 34102 (Logistics department). Hazardous waste is collected on Monday afternoons. The containers with hazardous waste can be placed in the waste area in the Logistics Corner. Other chemical waste (with GROS sticker) must be placed in the fireproof cupboard. You are required to clearly display your pass number and/or project code on waste packaging. Please consult the Products and Services Catalogue for more information. http://myuniversity.rug.nl/infonet/medewerkers/fse/facilitairezaken/purchasing-and-logistics

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 are vending machines for snacks and cold drinks in the hall on the ground floor of Building 5173 and on the fifth floor in the middle section of Building 5172. In the event of malfunction, contact the Service Desk of the University Services Department (ext. 38888) and remember to state the vending machine number. There is also a vending machine for hot drinks. In the event of malfunction, please ring Reception at ext. 32021 and state the vending machine number.

IN-HOUSE EMERGENCY SERVICES (BHV)
The In-House Emergency Services team can be called on at all times via Reception (ext. 32021) 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/fse/organization/locaties/. The building is easy to reach by public transport. There is a regular bus service to and from the city centre. Two bus services (lines 1 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 Linnaeusborg has the following catering facilities:
> take-away with a wide range to choose from on the ground floor of Building 5173. Opening hours: Monday to Friday 8.30 a.m. – 2 p.m.;
> vending machine area on the ground floor in Building 5173;
> vending machine area on the fifth floor in Building 5172;
> coffee machines in the pantries on each floor.
The restaurant in the Bernoulliborg provides more extensive lunches. It is open from Mo-Thu 11.30 a.m. to 2.30 p.m., Friday 11.30 a.m. to 2.00 p.m. Meeting and lunch services can be booked via the secretariat.
Restaurant or take-away reservations can be made via fb@rug.nl. For more information about catering facilities, please visit the website of the University Services Department: https://www.rug.nl/society-business/facility-services/catering/food-and-drinks/

**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 CIT Service Desk on ext. 33232 or e-mail citservicedesk@rug.nl.

**COMPUTER ROOMS**
> as several computer rooms. They are located in:

> 5173.0073;
> 5173.0076;
> 5173.0169.

Workstations for students are available on several floors in the building.

**BICYCLES FOR STAFF USE**
There are several staff bicycles in the bicycle basement at Bernoulliborg and Energy Academy building. 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 building reception 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 5172. This is where staff, visitors and students enter the central hall of the Linnaeusborg. Building 5171 can only be reached from the central hall via the fifth floor of building 5172. In other words, you must first go up to the fifth floor, where you can move to Building 5171 and go to the desired floor.
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 events application form is available from Reception and on the website: http://myuniversity.rug.nl/infonet/medewerkers/faciliteiten-voorzieningen/facilitynet/medewerkers/event-request

BICYCLE PARKING AREA
Bicycles may be parked in the bicycle parking area in the basement of Building 5172, which is open to all staff, students and visitors between 8 a.m. and 6 p.m. Outside these hours the bicycle parking area is only accessible with an authorized access pass. The entrance is on the west 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 and 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. 32021 or e-mail receptie.lb@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 and subsequently extracted through the ceiling. Each room has its own thermostat. The climate system works best if the windows stay closed.

COFFEE/TEA
See ‘Social Corners’.

NURSING MOTHERS’ ROOM/ROOM OF CONTEMPLATION
Room 5171.171a is a BHV room that may also be used by nursing mothers room. The key can be collected from Reception. If you would like to make extended use of the room, please inform Reception so cleaning activities can be coordinated. There is a refrigerator in the room. There is a room of contemplation in 5171.0702.

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

LOGISTICS SERVICE POINT
Each department has its own Logistics Service Point (LSP). The LSP is fitted with a refrigerator and freezer and a fireproof cupboard. It also contains cupboards for other goods, such as post. Goods that are too large for the cupboards can be delivered elsewhere on request.
**STORE**

The Store and Goods Reception are located in Nijenborgh 4, building 5116 room 0010. This is where you can get laboratory supplies and/or chemicals. Opening hours: 9 a.m. to 1 p.m. Call ext. 34102 if you need supplies quickly.

To collect parcels from the warehouse, you’ll need a valid Rugpass. For all items that are considered dangerous goods, a valid project code will also be required. Please note that this goes for items that are picked up as well as for items that are handed in.

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.

**ACCESS FOR THE DISABLED**

Disabled people can use the door next to the revolving door at the building’s main entrance. This entrance is fitted with an intercom, which you can use to ask Reception to open the door remotely. Individual arrangements are made with disabled staff. Lifts provide access to all floors of the building. Adapted toilet facilities are available on nearly every floor of the building.

**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. 35435. For more information: [www.rug.nl/bureau/expertisecentra/vertrouwenspersoon/index](http://www.rug.nl/bureau/expertisecentra/vertrouwenspersoon/index)

**OPENING HOURS**

The Linnaeusborg is open from 8 a.m. to 8 p.m. Staff are issued with an access pass. 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 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 to the Bernoulliborg by car, please use car parks P1 or P4. You will need a valid RuGpass 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, go to http://myuniversity.rug.nl/infonet/medewerkers/fse/facilitairezaken/formulieren/parkerenzernike

POST & GOODS
The post is delivered to the Logistics Corners by the Logistics department every working day. Outgoing mail is collected from there by the Logistics department no later than 2.30 p.m. Items for delivery by courier should be handed in to Reception before 12 noon. Goods and parcels are received daily from Nijenborgh 4 (Logistics Centre). The Logistics 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. 34102. Private post will not be processed.
PRINTING & COPYING
A number of multifunctional printers are available near the coffee corners. 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/](http://myuniversity.rug.nl/infonet/medewerkers/fse/facilitairezaken/)

RECEPTION
The Reception desk is located on the ground floor, opposite the entrance. 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. 32021 or e-mail receptie.lb@rug.nl

BERNOULLIBORG 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. - 5 p.m. You can contact the Reproshop on ext. 34107 or 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: timetable.fse@rug.nl
All other room bookings can be arranged via e-mail: receptie.lb@rug.nl or ext. 32021.
Video projectors, laser pointers, etc. can also be reserved at Reception (if not already present).
The departments each have their own meeting rooms. Please contact the relevant secretariat if you want to book a meeting room. Catering for meeting rooms can be arranged by contacting the University Services Department Service Desk via www.fb@rug.nl
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’ll find a vending machine to buy a guest card 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. There is also a shower room in the basement of Building 5172.

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. Each departmental secretariat has spare keys to all the rooms in the department. The person who occupies the room is responsible for looking after the key.

SOCIAL CORNERS

Each office floor has Social Corners. A Social Corner is a seating area for the department. There is a hot drinks machine in the nearby pantry. Staff can use their University Card in 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. 32021 or receptie.lb@rug.nl. For any urgent problems arising outside working hours, please contact the Main Control Room on ext. 35520.

ACCESS
Every member of staff is entitled to an access pass. Staff with an access pass can enter the building between 8 a.m. and 8 p.m. on weekdays. The building can be accessed from the bicycle basement from 7 a.m. The laboratories within your department can only be accessed with an access pass, which you can apply for at Reception.

SAFETY
Safety information can be found on the website: www.rug.nl/bureau/expertisecentra/vertrouwenspersoon/index

LIGHTING
Lighting in the building is centrally controlled. Lights in offices operate by means of motion sensors.
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<tr>
<th>Service</th>
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<tr>
<td>Central emergency number</td>
<td>(050-36)8050</td>
</tr>
<tr>
<td>CIT Service Desk</td>
<td>(050-36)33232</td>
</tr>
<tr>
<td>Reception</td>
<td>(050-36)32021</td>
</tr>
<tr>
<td>Bernoulli Reproshop</td>
<td>(050-36)34107</td>
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<tr>
<td>Bernoulliborg Restaurant</td>
<td>(050-36)37711</td>
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<tr>
<td>Linnaeusborg Take-Away</td>
<td>(050-36)32384</td>
</tr>
<tr>
<td>Store - Logistics</td>
<td>(050-36)34102</td>
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