SAFETY AND USE OF THE ACADEMY OF ARCHITECTURE SPACES

**Safety (fire)**

1. Smoking is absolutely forbidden inside the Campus spaces.

2. The Academy of Architecture / USI declines all responsibility for accidents and damage to people and things due to non-compliance with the guidelines. Any responsibility is borne by the person who commits the offense.

3. The Academy / USI is equipped with a fire detection system, connected to internal sirens and to the firefighters. Should you hear the sound of the sirens, you must immediately go outside the building using the indicated escape routes. In case of improper manipulation the costs will be charged to the person who caused it.

**Security (keys, cards, materials)**

1. The keys and the card are given at the beginning of the courses. The owner is personally responsible for it.

2. In case of cessation of the activity (study or work) at the Academy, the keys and / or the access card must be returned personally and in perfect condition before departure. Any delays, damages and costs are the responsibility of the owner.

3. For personal material of any kind, left unattended in the atelier or deposited in personal drawers, the Academy assumes no responsibility.

4. In the case of technical equipment of the Academy, the assignees will be held responsible for any damage or theft.
Classrooms and teaching rooms

1. The Logistic Department prepares the classroom for the first lesson (switching on racks and controls). At the end of each lesson the beamer must be turned off, the wireless microphones locked in the cupboard and the classroom locked, with the exception of a personal handover to the next assistant/teacher. The rack and the lights in the classroom must be turned off after the last lesson.

2. The assistant or teacher is responsible for checking that the material mentioned is in good conditions and that the spaces are left in good order at the end of the lessons.

3. Equipment malfunctions and any damage must be promptly reported to the Logistic Department.

4. The use of these spaces for exhibitions of models, drawings, plans and any other material is to be agreed with the exhibition manager.

5. The booking of classrooms for activities or lessons outside the calendar defined in the study plan will be processed only if made by e-mail to aule.me@usi.ch. The assistant and/or teacher is responsible for checking that the reservation has been made correctly.
   - Ex-cathedra courses: https://www.arc.usi.ch/it/inside/calendari/
   - Atelier courses: https://www.arc.usi.ch/it/inside/calendari/occupation-aule

6. In respect for the sensitivity and health of everyone, animals are not allowed in the common areas and classrooms. In the outdoor spaces they must be brought on a leash.

7. It is forbidden to consume food and drinks indoors, exception made for the designated areas.

Design workshops and open spaces

1. Behavior, order and cleanliness in these spaces must be respectful of those present, of the furnishings and of the assigned material. The Management reserves the right to charge the disposal costs and any special cleaning costs to the atelier budget.

2. Work for the preparation of models is to be carried out in the modeling workshop. To access the modeling machine room, a qualification course scheduled by the university at the beginning of the year/semester is mandatory. Work such as (cutting, gluing, painting, etc.) is allowed as long as proper work surface protection is used (plastic sheeting or cardboard on workshop tables).

3. Groups of work tables belong to an atelier and cannot be moved without involving the logistics manager; the same as well as the cabinets and other furniture and equipment used must be left clear and clean by the end of the semester.

4. In the ateliers it is forbidden to set up personal furniture, it will be removed (if not explicitly authorized by the administration) without any prior notice. Any resulting costs will be borne by the owner.
5. Listening to music is allowed only without disturbing and at a low volume. After 9.00 pm, only headphones or earphones will be allowed. The administration reserves the right to withdraw equipment that is not used according to this criterion for the duration of the semester.

6. Opening hours and access to common areas. The school is open from Monday to Friday from 07.00 to 19.00. Outside these hours, on weekends, public holidays and half-yearly breaks, it is accessible with the magnetic card. During the six-month breaks, access will be adapted to educational, safety and maintenance needs, and communicated promptly. IT spaces, the library and other enclosed spaces will be regulated separately.

Failure to comply with these provisions is subject to the penalties provided for by the Regulations for examinations and studies and by the Provisions on administrative penalties.

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Updated on 15.02.2022