1. Purpose

1.1. The Department of Logistics' facilities including the Masters and Phd offices VDS 3048 – VDS 3050 are for the use of the <u>Department's senior students for academic purposes</u>.

1.2. *Persons who register to use the Department's facilities must <u>sign an agreement</u> to verify that they are familiar with the latest Department of Logistics Code of Conduct.*

1.3. *Failure to adhere to the set rules will lead to termination of access and disciplinary action.*

2. General Rules

2.1. To ensure an environment that stimulates Academic Excellence **NO GAMES, NO SOCIAL MEDIA and NO Non-Academic VIDEOS** are allowed in the Department's facilities without explicit permission.

2.2. **NO NOISE** (e.g. music, cell phones or conversations) are allowed inside the Department's facilities, or in the passages bordering offices, lecture halls or labs. Persons causing disturbances may be asked to leave.

2.3. **All personal items must be marked** (including books, <u>stationary, food containers etc.)</u>, unmarked items are subject to being thrown out or donated without prior warning!

2.4. Students may only use their assigned <u>lockers</u> to store their personal items.

2.5. **Do not leave valuables unattended** in the lab.

2.6. Students that are going to be **ABSENT** from the lab for a period of **3 or more WEEKS must clear their desks, lockers and remove all personal and food items from the kitchen**.

2.7. **All student belongings must also be removed from the lab (desks, lockers, kitchen) during the 15 Dec-20 Jan break** for maintenance purposes and to allow ease of registration for the following year.

2.8. **Abandoned items will be thrown out or donated without prior warning!**

2.9. **The bins** in the lab are <u>only for paper waste</u>! Dispose of other waste in the appropriate bins.

2.10. <u>NO Prestik or other adhesives</u> may be used on the walls, windows, blinds or equipment. And no decorative stickers on any lab surfaces or equipment. Melamine surfaces and pin boards may be used to put up notices.

2.11. <u>NO Pets</u> are allowed inside the Department's facilities – with the exception of guide dogs.

2.12. <u>NO Wheels</u> are allowed inside the Department's facilities - with the exception of wheelchairs.

2.13. <u>NO SMOKING</u> in or around the Department's facilities are allowed.

2.14. Workstations and <u>desks must be left tidy</u> with seats neatly tucked in.

2.15. Check that all <u>equipment and lights are switched off</u> when not in use.

2.16. Persons will be kept <u>liable for all damages</u> that they cause, or damages caused by others because of their negligence.

2.17. **Report all problems promptly to ms. J. Thiart.**

3. Food, Drinks and Kitchen Use

3.1. To ensure a hygienic work space **NO FOOD, NO DRINKS, NO SWEETS, NO SNACKS and NO GUM;** only water from spill-proof containers are allowed at the lab desks.

3.2. All food and drinks must be kept in marked sealed plastic, tin or glass containers (i.e. no open packets of sugar).

3.3. No food that can spoil are allowed in the lockers.

3.4. Everyone is responsible to check that they do not have ageing items forgotten in the **fridge**.

3.5. Always leave the kitchen neat and clean.

4. **Equipment Setup and Use**

4.1. Students and staff are responsible for **keeping backups of all their work.**

4.2. Only the administration is allowed to change the computer hardware or software setup. Tampering with the computer setup will not be tolerated.

4.3. Request for special software for class or research purposes can only be made by staff.

4.4. Students are allowed to use the monitors in conjunction with their own laptops if prior consent was obtained from ms. Thiart.

4.5. Abuse or misuse of printers and paper will not be tolerated.

4.6. All computers are subject to upgrades as and when needed without prior warning.

4.7. All users must adhere to the US Electronic Communications Policy (ECP) at all times.

5. **Access**

5.1. All staff and students must enter the Logistics facilities using their own cards. Persons whose cards have not been registered for the Department facilities are not allowed to enter these facilities unless they are accompanied by staff.

5.2. Card Access Times:

 i. **Lecture rooms VDS 3022 & 1004**: Card access only during office hours, Mon-Fri 08:00 – 16h30.

 ii. **Labs VDS 3046-3050**: 24/7 card access.
Use VDS Entrance 3 after hours to enter/ leave the building.

5.3. Access to the Department of Logistics is allowed through the main glass door entrances, near VDS 3017 and VDS 3044. The side door near VDS 3004 is only for Staff use and Deliveries.

5.4. Students are NOT allowed to use Staff facilities: including the staff toilets, break room VDS 3019 and staff kitchen VDS 3020.

5.5. Meeting Rooms VDS 3032/33/34 is only for use by appointment with staff.

6. **Security**

6.1. Network cameras are used in the VDS building to recording everything 24 hours, 7 days a week. No tampering with the cameras will be tolerated.

6.2. The lab and lecture room doors must be closed properly at all times to avoid unauthorised access.

6.3. The last person that opened the door will be regarded as the person who left the door open for unauthorised access. This person will be held liable for any damages or loss incurred to the Department.

6.4. Emergency exits and door break glass may only be used in proper emergency situations and reported immediately to the Department and Campus Security. No unnecessary use or tampering will be tolerated.

7. **Bookings**

7.1. Bookings may only be made by staff.

 i. Lab VDS 3046 bookings @ ms J. Thiart

 ii. Lecture room bookings @ ms. M. Mostert

 iii. Meeting room bookings VDS 3032/33/34 @ door DIY.

7.2. All bookings must be made well in advance.

7.3. The use of the facilities for scheduled classes will always take preference over ad hoc bookings and general use.

7.4. Venues no longer needed must be cancelled to enable use by other parties.

Updated Dec 2019

NO ENTRY

V/D Sterr 3048

V/D Sterr 3050
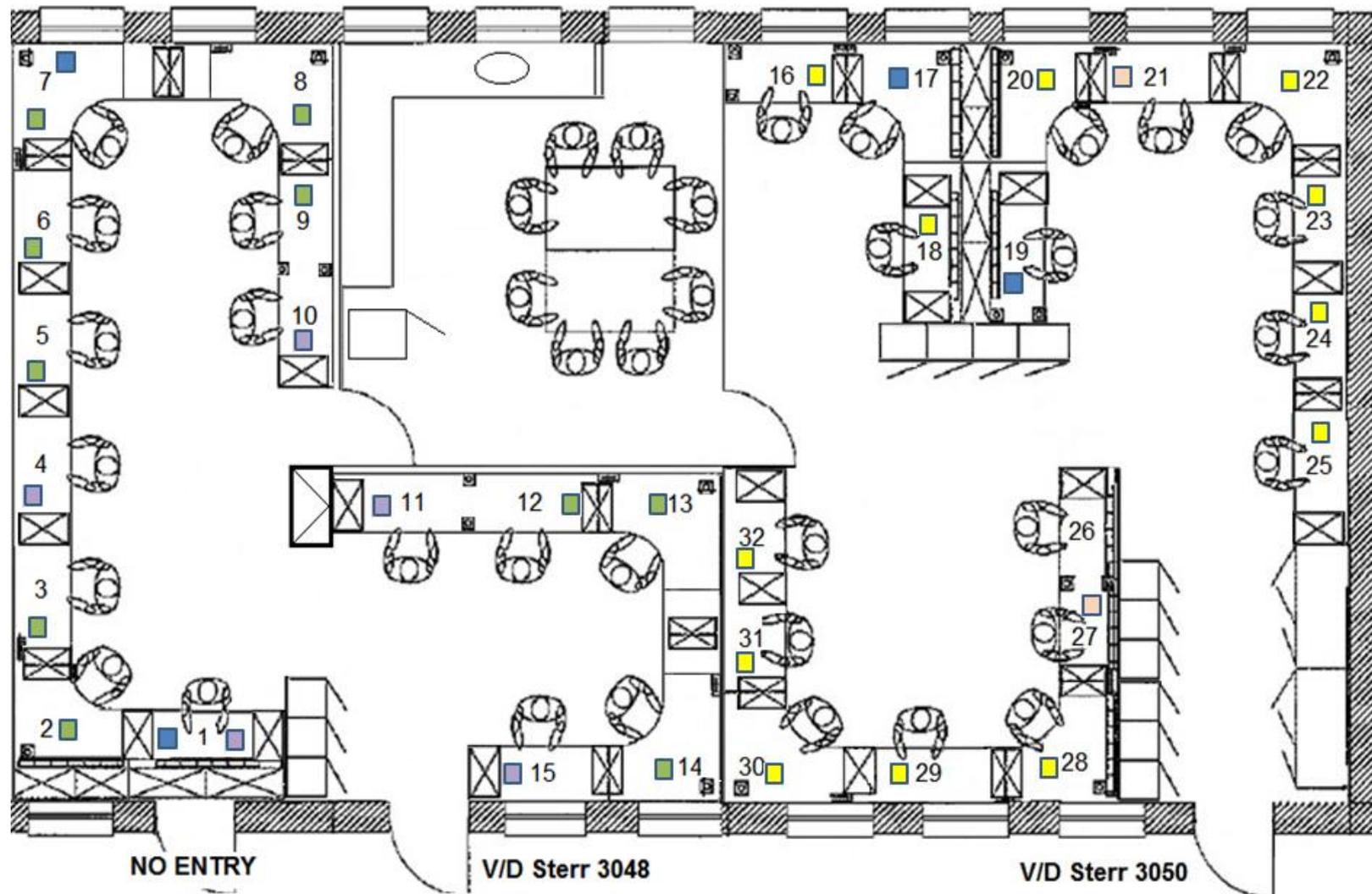
BYO = Bring your own

■	PHD school laptop
■	5050 Tower
■	9010 Tower (old)
■	3500 Laptop
■	BYO - Screen only
■	BYO - No screen

VAN DER STERRGEBOU - VLAK 1
skaal 1:200

Ingang 1
Ingang 2
Ingang 3
Ingang 4
Ingang 5
Ingang 6

VAN DER STERRGEBOU - VLAK 3
skaal 1:200

Mostert
Goodhals-gerber
HOD Visagie
Krijsman Thiart
IN
AdBad
Hans Lab 3046

Staff Only
Appointment with staff
Lecture Rooms (office hours)
24/7