University of Zurich

Irchel Campus
Usage Management Steering Committee

University of Zurich
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To all
Institute directors
Heads of departments
Heads of specialist departments

On the UZH Irchel Campus

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Zurich, 31 March 2020

Irchel Room Pool policy: phase 2

From 1 August 2020, the following terms of use of the shared-use rooms in the Irchel Room Pool, also referred to as **"Irchel Room Pool policy: phase 2"**, shall apply:

Authorized rooms:
- Rooms on the Irchel Mitte and Irchel Süd campus, which are not managed using the "Domino / IBM Notes" (central IT department) or "Rooms" (Room Allocation Services) software, can be added to or removed from the Room Pool. The dean decides on whether a room can be added or removed.

Authorized persons:
- All *professors, group heads and specialist department heads,* as well as *other persons selected* by you from the MeF, MNF, Vetsuisse faculties, from core facilities, as well as from the central services units on the Irchel Mitte and Irchel Süd campus, can register for shared use. All *registered* persons can make room bookings for all rooms in the Irchel Room Pool within the defined framework.

Booking profiles:
1. "User" profile: can book each room in the Room Pool within a four-week period, i.e. 30 days in advance. These bookings are shown in black.
2. "Object administrator" profile: can, without limitation, book rooms for other users for whom they are responsible, or for themselves. Three groups of people are eligible for the "Object administrator" profile:
   a. Contact persons for a room: their bookings will be shown in black in the calendar.
   b. Curriculum planning: their bookings will be shown in blue in the calendar.
   c. Selected persons who, with the approval of the head of the organizational unit, should be able to book in advance, without limitation. Their bookings will be shown in black in the calendar.

Booking rights and sanctions:
1. Each organizational unit has a preferential right for booking the rooms allocated to it.
2. Each registered person *may* book the Room Pool rooms, or have them booked, in advance, without limitation. In operational terms, this depends on their booking profile.
3. Only actual meetings may be booked, even for events where individual meetings are mostly repeated but not entirely identical. The exception to this is provisional room reservations during: (a) scheduling polls, and (b) decentralized classroom planning at the beginning of the lecture period

(cf. special deadlines), which must be clearly identified as such. Room bookings that become obsolete or turn out to be shorter must be deleted or shortened.

4. A booking expires if it is not used 15 minutes after the start of the booking.
5. The published special deadlines for room bookings in the seminar rooms apply. The special deadlines are to be defined as briefly as possible in order to optimally support both teaching and scientific work.
6. Individual persons or groups who, as guests, repeatedly act uncooperatively towards a room host (e.g. not using reserved rooms, leaving a mess or causing damage to property) shall have their booking rights removed by the person responsible for the room.

Administration by the organizational units (OU):
1. An email address is stored for each room. The same generic email address can be stored for all rooms of an OU (e.g. Meetingraeume_DekanatMNF@uzh.ch). Each email address must be managed by at least 2 people.
2. The OU defines at least 2 contact persons for each room. 100% availability of the contact person assigned to the role must be guaranteed from Monday to Friday during office hours. A substitute contact person for absences (e.g. part-time employment, vacation, sickness) must be guaranteed.
3. Access to a room from Monday to Friday during office hours must be guaranteed. It is possible to leave a door key at the Service Center. This can be obtained for the duration of the room booking upon presentation of ID, a UZH card or another form of identification.
4. The contact persons are responsible for the following in their OU:
   a. Making room bookings for authorized persons who do not have the corresponding booking rights,
   b. Maintaining the object or room information so that the current equipment for each room (which must meet the minimum Room Pool standard), access regulations, and 1-2 photos of the room are stored with the information about the room,
   c. Maintaining user data, e.g. arranging registration, amendments to or deletion of users,
   d. Ensuring the occupancy notice is displayed in front of every room,
   e. Ensuring the rooms are accessible.
5. It is not possible to have an interface to a digital room display in the IT department or to synchronize the authorized groups with an UZH authentication server (Active Directory).
6. An occupancy notice must be put up in front of every room (e.g. printout, QR code). The Irchel Room Pool QR code template for creating a QR code occupancy notice should be used for QR code displays.
7. Each OU can obtain web links to Irchel Room Pool room calendars (e.g. daily calendar for QR codes, multi-week calendar for the intranet) from sharedequipment@infra.uzh.ch.
8. If a room is added to or removed from the Room Pool, it is the individual responsibility of the affected OU to migrate existing room bookings.

Information concerning these procedures is published at:
https://www.staff.uzh.ch/de/arbeitsplatz/labor-buero/shared-equipment.html, and
https://www.nutzungsmanagement.uzh.ch/en/massnahmen/sharedEquipment.html.

31 March 2020, signed by the Irchel Campus Usage Management Steering Committee