Contents

[RULES REGARDING THE USE OF UNIVERSITY FACILITIES 2](#_Toc106868145)

[MANAGEMENT AND USE OF UNIVERSITY FACILITIES 2](#_Toc106868146)

[FACILITY COSTS 3](#_Toc106868147)

[PURCHASES RELATED TO FACILITIES 4](#_Toc106868148)

[BOOKING OF FACILITIES 5](#_Toc106868149)

[FACILITY RENTAL TO EXTERNAL OPERATORS 5](#_Toc106868150)

[MOVING AND CHANGING OFFICES 6](#_Toc106868151)

[KEYS, PASSES AND ACCESS CONTROL 6](#_Toc106868152)

[REQUIREMENTS FOR REPAIRS OR ADJUSTMENTS 7](#_Toc106868153)

[CARS AND PARKING 7](#_Toc106868154)

[BICYCLES 7](#_Toc106868155)

[DRONES AND FLYING THEM 8](#_Toc106868156)

[PHOTOGRAPHY 8](#_Toc106868157)

[SERVICE REQUESTS AND FEEDBACK 8](#_Toc106868158)

[TAKING EFFECT 8](#_Toc106868159)

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### RULES REGARDING THE USE OF UNIVERSITY FACILITIES

These rules aim to clarify the procedures involved in using the university facilities and explain the interfaces connected to purchases for the facilities. In addition, the rules exist to help ensure the equal treatment of different schools and units.

### MANAGEMENT AND USE OF UNIVERSITY FACILITIES

All university facilities are managed by the Facility Services. The facilities have been allocated to the schools and units of the university, according to their needs. The schools and units decide on the sharing of their allocated workstations. The university facilities include teaching premises, lobby areas, and individual or shared office rooms, as well as workstations and group work spaces that are freely available for use. Some of the facilities are multi-purpose premises which have so-called quiet work spaces, intended for example for small negotiations or tasks that require concentration. Group-work spaces can usually be found in the multi-purpose premises. The workstations in the multi-purpose premises can be “overbooked” because the assumption is that not everyone is present at the same time. Some colleagues may be working from home or be travelling. There are personal lockers for each employee in the multi-purpose premises.

There will be more multi-purpose premises when the renovation and campus reorganisation are completed. Large offices will be furnished for more than one person, so that the facilities are used efficiently, all the while taking into account the conditions needed for a healthy work environment. The facilities in the academic library Tritonia are managed in cooperation with Tritonia.

When there is no free workstation that can be allocated to an employee, the Facility Services should be contacted at least 14 days before the workstation is needed. This gives the Facility Services enough time to organise the needed facility.

The Facility Services use a facility management programme which follows the usage of work spaces according to the cost unit, and provides, for example, a real-time report of the square metres used by the various schools and units. It is important that the Facility Services are informed whenever an employee or workstation moves to a different cost unit, and also whenever a work space becomes vacant.

Teaching premises are booked via the [PEPPI booking programme](https://www.uwasa.fi/messi/fi/tools). When booking teaching premises, every day of the working week should be used as efficiently as possible. The PEPPI booking programme is used for creating teaching schedules and it aims to use the whole academic year and each working week efficiently.

Meeting rooms are booked via [Outlook](https://www.uwasa.fi/messi/fi/tools). Any cancellations of reservations should be made as much in advance as possible, so that the facilities do not remain booked unnecessarily.

Good manners and general cleanliness should be maintained when using the university facilities. It is forbidden to stay overnight in the university premises. It is forbidden to bring pets into the university premises. Unauthorised presence in the university campus premises is forbidden. If necessary, the custodian should be notified of the presence of any unauthorised persons on the premises.

It is forbidden to bring one’s own furnishings, such as rugs, curtains or plants, into the university premises. The purpose of this rule is to ensure healthy indoor air for all.

All electrical appliances and lights must be switched off at the end of the working day. Electric bicycles can be charged only in places specifically allocated for this purpose.

The Facility Services, the representative of the owner of the premises, the university ICT Management, and maintenance and cleaning services have the right to enter various campus facilities, such as offices, when needed. [The Tenancy Act](https://www.finlex.fi/fi/laki/ajantasa/1995/19950481#a481-1995) that is in effect is applicable when university facilities are rented to external operators.

All staff members of University of Vaasa are forbidden to use alcohol during working hours. At some events, alcohol may be served with the supervisor’s permission. More information about the responsible serving of alcohol can be found in the [University of Vaasa regulations regarding the use of intoxicants](https://uwasa.sharepoint.com/:w:/s/Tilankytnpelisnntuusiksi/EedbEC-7TtlNh3hZIAJXKGcBaG1-EIliINlIb8nh8htXWg?e=MwG1KF)

### FACILITY COSTS

The coverage of university facility costs is centralised and the facility budget is prepared by the Facility Services. Facility costs are passed on to the cost units in the economic system (SAP) and allocated to each cost unit according to their facility usage during the previous year. The costs of teaching and meeting facilities are passed on to cost units according to their usage (PEPPI, Outlook bookings) during the previous year.

### PURCHASES RELATED TO FACILITIES

The Facility Services are responsible for the furnishing of the university facilities and specify in the budget the amount needed for purchasing furniture. Any purchases for Tritonia related to furniture or ergonomics are the responsibility of Tritonia.

If a unit needs to change or renew their furnishings before ten (10) years have passed since the existing furnishings were purchased, the unit in question is responsible for all costs incurred.

Any furniture or appliance purchases for Technobothnia are taken into account in the Technobothnia budget.

The ICT Management offers the personnel of the whole university a high quality basic selection of IT appliances, and the costs and acquisition of such appliances are the responsibility of the ICT Management. If an employee needs special appliances to perform their work tasks, the ICT Management is responsible for their acquisition but the unit or the project in question covers the expenses.

Workstations are rentals, and therefore they are replaced every three years.

Regarding the purchase of IT and mobile devices and subscriptions, contact [it@uwasa.fi](mailto:it@uwasa.fi) approximately 14 days in advance, so that the devices can be ready for use on time.

Purchases related to improving workplace ergonomics following occupational health services referrals are handled in the following way. The costs and acquisition of electric desks and desk chairs are the responsibility of the Facility Services. Such purchases require:

* + - * A written recommendation from a physiotherapist / occupational therapist.
      * A continuous employment contract for at least 6 months, starting from the date when the physiotherapist gave their recommendation. The employee’s existing contract must be valid for a minimum of one year.

* + - * A decision from the manager of the unit in question concerning the recommendation of the occupational health care’s physiotherapist.
      * The relevant persons in the Facility Services must be informed about the recommendation given by the physiotherapist.

When furniture is replaced, all new tables should be electrically adjustable. The Facility Services are responsible for acquisitions. The costs of any other ergonomics-related purchases are covered by the unit in question.

### BOOKING OF FACILITIES

Lecture halls are shared by all schools and units and they are booked via the [PEPPI booking programme](https://www.uwasa.fi/messi/fi/tools). Meeting rooms are booked via [Outlook](https://www.uwasa.fi/messi/fi/tools). If the event, meeting or lecture schedules change, or there are cancellations, any bookings for facilities must also be changed or cancelled. The correctness of bookings affects the allocation of costs for the shared facilities and ensures that vacant work spaces can be found when needed.

Meetings held after 6 p.m. in the meeting room of the sauna facilities in the Konttori building are charged to the unit according to the facility rates. The same applies to meetings in the same venue that end after 6 p.m. The university personnel and staff organisations can book the sauna facilities from Monday to Thursday until 6 p.m. After this time, the facility rates apply. Whoever makes the booking is responsible for the proper usage of the facility.

The university schools, units and personnel are not allowed to book the sauna facilities for students.

More information on the equipment in the facilities available for booking can be found on the [PEPPI booking programme](https://www.uwasa.fi/messi/fi/tools). Ask the custodians or the ICT Management for any additional equipment required.

If needed, it is possible to rearrange the furnishings found in facilities booked via the PEPPI system. If the furnishings in a facility are rearranged independently by the users, they must also leave the facility as it was upon arrival.

Any room bookings related to teaching or external events that take place on weekends or during the so-called quiet weeks of the academic year (June and July) are mainly centred on Tervahovi.

Computer classrooms are not rented to external operators due to the college licences.

The university also has a small apartment (1 room+kitchen) available for short term rental. The apartment is located at Palosaarentie 5-7 and the Facility Services answer enquiries about its availability at [tilat@uwasa.fi](mailto:tilat@uwasa.fi).

### FACILITY RENTAL TO EXTERNAL OPERATORS

In order to cover the costs of facilities and to improve the effective use of premises, vacant facilities and combinations of facilities and premises can be rented out to companies.

The university can refuse to rent out their facilites to external operators if there is reason to believe that such a rental or event would endanger general health, peace, or safety, or in other ways conflict with the general guiding principles of the university.

### MOVING AND CHANGING OFFICES

Changing offices and moving are notified with [the Facility Services moving form](https://www.uwasa.fi/messi/fi/services/38)which is available on [Messi](https://www.uwasa.fi/messi/fi). The moving form must be filled in carefully, since the same information is sent simultaneously to both the Facility Services and ICT Management. Any moves or eventual new offices are agreed on beforehand with the staff member’s supervisor and the Facility Services.

The Facility Services will provide the mover with moving boxes. The boxes must be emptied as soon as possible after the move (5 days). The unit that has requested the moving boxes will cover the costs of any unreturned boxes.

Bringing old material to the new office is not recommended because it can potentially cause indoor air problems and be a fire hazard. For this reason, it is advisable to go through all materials in the office before the move, and throw out anything that is not needed.

The custodians provide the bins and data privacy disposal bins for clearing out offices. The waste collection charges for cleaning out an office are covered by the Facility Services.

Each employee is responsible for clearing out any excess material in their office after their contract ends and for agreeing with their supervisor on any material that is to be retained.

### KEYS, PASSES AND ACCESS CONTROL

The university uses both Abloy and Esmikko access control and the Iloq key system. The new Iloq system will cover all university facilities as the renovation progresses. A supervisor applies for a key and right of access for an employee by filling in a key application form. This form is available on Messi via the search words avaimet ja kulkuluvat (keys and passes). University keys are administered by the Facility Services. Keys and passes are handed out by the custodians and must be signed for.

Keys and passes that a staff member has signed for are for their personal use only. The holder of the key and/or pass is responsible for it. Staff members are not allowed to hand over keys or passes to each other.

The holder of the key and/or pass must report any lost keys immediately. Only the Facility Services are permitted to have extra keys cut.

The keys and passes must be handed in when a contract ends or when there will be a long-term absence from work. The person who signed for the key is charged 70€ for any unreturned keys.

The lock system is owned by Merikampus Oy. The Lobby, Facility and Security Services are responsible for the locks on doors and the costs for rekeying them.

### REQUIREMENTS FOR REPAIRS OR ADJUSTMENTS

Any changes to facilities are made or commissioned by the Facility Services. The Facility Services make repairs or order the needed repairs and adjustments from the owner of the premises, comparing price estimates in order to find the best offer, if needed. The ICT Management participates in the planning when necessary (for example with cables and technology). The costs of any needed repairs or adjustments are agreed on separately. The need for repairs must be reported and reviewed in good time since the actual work requires time, funds and planning.

The costs related to campus buildings and outdoor areas are covered by the owner of the premises. The costs of taping the doors and signposts are covered by the Facility Services. When there are special individual needs for adjustments that are caused by the internal arrangements in a unit, the costs of such adjustments are covered by the unit in question.

When the need for repairs is caused by careless use of facilities, the unit in question may be required to cover the costs.

### CARS AND PARKING

The parking spaces on campus are used with parking permit stickers that are attached to car windows. Visitors can request a temporary individual parking permit for parking on campus. Individual permits can be obtained from the information desks in Tervahovi and Fabriikki. The units are responsible for advising their visitors on parking. The university has made a contract for parking control on campus with the City of Vaasa.

### BICYCLES

Bicycles must be parked in allocated spaces. Bicycles must not be parked at emergency access points. Electric bicycles must be charged at home according to the manufacturer’s manual. There are no charging sites on campus at the moment.

### DRONES AND FLYING THEM

A drone is a small remotely-operated flying helicopter. Written permission is needed to fly a drone in the vicinity of the university. The date, time and area are specified in the permit. The permit is applied via [tilapalvelut@uwasa.fi](mailto:tilapalvelut@uwasa.fi). Permission may not be granted, if for instance if there is an event being held on or near the university campus. The person flying the drone must be registered on the drone register and they must have passed the required test.

More info can be found on <https://www.droneinfo.fi/fi/>.

### PHOTOGRAPHY

Photography is allowed on streets and market places, in forests or in other similar public spaces. Schools are also considered to be public spaces, excluding the classrooms and offices. The right to photograph in public spaces is based on the Constitution of Finland.

### SERVICE REQUESTS AND FEEDBACK

The user of facilities is responsible for reporting any defects or repair needs to the Facility Services. Service and repair requests, development ideas and feedback are filed with the facilities feedback form available on Messi.

### TAKING EFFECT

These rules have been compiled by the Rules for the Use of University Facilities work group: Marita Kätevä, Anne-Mari Latva, Paul Niemistö, Jukka Perälä, Ronald Pått,

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The Rules for the Use of University Facilities are updated when needed.