

# Building Regulations

## GF-Ro6-E

Carinthia University of Applied Sciences

Version 4  
 24.06.2025

Version	Changed pages	Type of change	Date	Release
1	-	-	01.08.2013	GF
2	3-6	Specifications for the user regulations	01.02.2020	GF
3	4-6	Updating individual passages and incorporating specifications in regards to the Covid-19 pandemic	05.10.2021	GF
4	All	Revision of the order of the regulations, deletion of the specifications caused by the Covid-19 pandemic, implication of the agreement regarding the use of private appliances, update of the regulations on e-bikes and e-scooters.	24.06.2025	GF

## **A. GENERAL PROVISIONS**

### **§ 1 Scope of application**

Unless otherwise specified below, these building regulations apply to all locations (campuses) and buildings of the Carinthia University of Applied Sciences (CUAS). They cover the premises intended for the operation of CUAS as well as other laboratories and comparable facilities located on the premises and for the land, buildings, rooms, outdoor facilities, equipment and inventory assigned to them for the fulfillment of their tasks (territorial scope of application). These building regulations are binding for all persons in the area of application.

### **§ 2 Enforcement**

Enforcement of the building regulations is the responsibility of the management or those persons authorized by the management.

In the event of imminent danger, each person is obliged to take all necessary measures to avert danger and damage to persons and the building and its contents.

### **§ 3 Dedication of land, buildings and rooms**

The land, buildings and rooms allocated to CUAS are primarily used to carry out the teaching, research and administrative tasks of the staff and students of CUAS, above all in accordance with the content and provisions of the FHG (University of Applied Sciences Act), the other relevant legal provisions and the approved curriculum.

### **§ 4 Opening hours, access**

1. Access to the buildings and premises covered by these building regulations is permitted to persons during opening hours subject to the provisions of these building regulations. Access to areas that are not open to the public, such as laboratories, is only permitted to authorized persons. Access is regulated by an electronic key access system.
2. The main and side entrances to the buildings on CUAS sites must be kept open during the following times during academic study operations<sup>1</sup>:
  - Campus Villach: Monday to Saturday, 07:00 am to 8:00 pm;
  - Campus Klagenfurt, St. Veiterstrasse: Monday to Friday, 05:30 am - 6:30 pm;
  - Campus Spittal: Monday to Friday, 07:00 am – 8:00 pm,
  - Campus Feldkirchen: Monday through Friday, 7:30 am - 7:00 pm; Saturday, 8:00 am - 10:00 am;
  - Campus Klagenfurt, Primoschgasse: Monday to Friday, 7:30 a.m. – 6:00 p.m.
3. The management or persons appointed by the management must ensure that the buildings locked outside of these times by issuing appropriate instructions and taking into account any additional instructions from the head of building services/facility management. The opening hours can be changed by the management at any time if necessary.
4. Outside of opening hours, access is only permitted for authorized persons with an CUAS- ID card

---

<sup>1</sup> The schedule of the academic year and periods without classes can be found in the academic calendar on the Carinthia University of Applied Sciences website at [www.fh-kaernten.at](http://www.fh-kaernten.at).

(students, employees) in accordance with the necessary security regulations. Persons who are not in an employment or in an educational relationship (i.e., students) with CUAS are prohibited from being in the rooms or on the premises dedicated to the operation of the university in accordance with § 3 outside of opening hours without express permission; if necessary, the building services / facility management department must be informed in advance of any such permission.

5. Events always require the approval of the management. The organizer is responsible for events that take place outside the opening hours and must notify the building services / facility management in advance. Student events must end at 12 am (midnight); the organizers must ensure the presence of a supervisory body.

## **B. TERMS OF USE**

### **§ 1 Key - entering the building**

1. As a general rule, the (electronic) keys issued for buildings must be treated with care. In particular:
  - a. to lock external doors outside opening hours whether entering or leaving the building,
  - b. to lock lockable doors inside the building outside opening hours after use,
  - c. to comply with the regulations of the controlling body in this context.
2. In particular, users are prohibited from
  - a. to pass on (electronic) keys to other persons,
  - b. to allow persons who have not received a building key or electronic key access to the building outside of opening hours; this does not apply to courses or other events of the degree programs or other organizational units.
3. Employees of CUAS are responsible for ensuring that the above provisions are also complied with outside of opening hours if they are accompanied by persons entering the building for professional or private reasons.
4. Students are permitted to use the facilities of CUAS outside opening hours in accordance with the access authorizations of their electronic student ID card. This does not apply to courses or other events of the degree programmes or other organizational units.

### **§ 2 General regulations for use**

1. All buildings and rooms are to be used with the greatest possible care for the buildings, facilities and other equipment and with economical use of energy.
2. Students, teaching staff and employees are permitted to use the marked parking areas during opening hours, subject to the respective parking situation on campus. Parking in reserved and unmarked spaces is expressly prohibited. Infringement may be punished by CUAS as an act of trespassing. Bicycles, e-bikes, e-scooters and of the like may only be parked in the spaces provided for this purpose.
3. The users of the facilities of CUAS buildings must, within the scope of their activity and competence, in particular ensure that
  - a. the lecture halls, offices, front doors and, if necessary, individual desks and cupboards when leaving the workplaces are locked,
  - b. limiting the lighting in the work areas to the extent necessary,
  - c. windows may only be opened if they are secured; windows should be closed during storms, snow and rain and when leaving the room after work or for a longer period of time; (Note for the Klagenfurt/Primoschgasse campus: windows should be opened and closed

- with the greatest possible care to prevent damage to persons and/or the building). Operation via the "dead man's switch" is only permitted with a full view of the window sashes and a safety distance of at least one meter from the people in front of them),
- d. the restoration of the original condition before the usage of all rooms; this applies in particular to leaving the social rooms clean and tidy and also to returning furniture and equipment that has been moved to its original place.
  - e. compliance with the posted special behavioral instructions in the individual rooms or on the building,
  - f. suitable protection of dangerous or particularly valuable devices and equipment against unauthorized use or theft,
  - g. the imposition of entry bans to prevent unauthorized access (e.g., to rooms containing specialized equipment, laboratories) and the posting of notices for the safety of persons,
  - h. the official reporting of obvious and existing defects and damage to buildings, pipes, facilities, equipment, lecture halls, corridors and stairwells to the management or building services,
  - i. escape routes and exits must be kept clear across their entire width; obstruction or narrowing by wall tables, display cabinets, etc. is not permitted,
  - j. the reporting of accidents involving students or lecturers to the management and the respective dean within 5 days by course lecturers if the accident occurred in their area of responsibility,
  - k. cooperation by providing useful information in investigations to clarify the facts in the event of violations of these building regulations,
  - l. immediate notification of the management in the event of extraordinary incidents, such as thefts, riots and acts of vandalism (e.g., graffiti),
  - m. reporting perceived violations of the building regulations, in particular, if this necessitates safety measures to prevent damage or if there is a risk of violating criminal law,
  - n. compliance with the provisions contained in the fire safety regulations, the IT user regulations, the library regulations and the individual laboratory regulations.
4. In particular, users are prohibited from
- a. the creation of unnecessary noise that disrupts normal teaching and research activities and the violation of public decency,
  - b. smearing or damaging the walls and furniture, depositing waste outside the bins provided for this purpose (e.g. drinking cups, paper, plastic sacks) and disposing of private waste,
  - c. failure to separate waste in the lecture halls, offices and other rooms and to return empty containers to the bins provided for this purpose,
  - d. soiling lecture halls, IT and laboratory facilities and disrupting teaching by consuming drinks or food,
  - e. bringing, parking and using private vehicles such as e-bikes, e-scooters and bicycles in buildings, particularly in offices, corridors or on escape routes. Charging batteries on the premises is also prohibited for fire safety reasons. Only the designated bicycle racks or parking spaces outside the building may be used to store private vehicles.
  - f. the use of cell phones during courses and other events for private purposes to an extent that disrupts the course or event,
  - g. to bring and the use of private electronic household appliances within the building (kettles, hotplates, etc.), unless an agreement for the use of private appliances (GF-F16-E) has been reached with the management.
  - h. opening the windows when the air conditioning is running and leaving them open for too long, which leads to energy wastage or moisture penetration,

- i. tampering with the doors (e.g., mechanically preventing the door from closing) and the electronic components of the access system,
- j. the entry of unauthorized persons into rooms that are subject to restricted access and marked accordingly,
- k. entering an elevator that is not in operation and failure to observe the instructions for use posted in the elevator and at the stations,
- l. the commissioning of obviously defective appliances and equipment or the failure to comply with existing instructions for use or adhering to the instructions of the responsible personnel,
- m. any unauthorized changes to switch boxes and other technical equipment,
- n. a shutdown or interruption of gas, electricity, water pipes and IT connections due to repair or maintenance work without informing the building technician in good time, except in the event of imminent danger,
- o. switching on electric heaters in centrally heated rooms, except when the room temperature is below 19 degrees,
- p. the removal or damage of notices serving security and order (marking of security facilities, escape routes, etc.) or their removal from view,
- q. the bringing of animals of any kind,
- r. any handling of sales transactions and other distribution of goods without authorization,
- s. the organization of collections of any kind whose purpose lies outside CUAS degree programs, with the exception of approved collections dedicated to charitable purposes,
- t. the distribution of flyers and the display of notices and posters contrary to the provisions of § 4 of these building regulations,
- u. smoking in all rooms dedicated to the operation of CUAS (§§ 12 and 13 Tobacco and Non-Smoker Protection Act - TNRS, Federal Law Gazette 1995/431 as amended). Outside the buildings, smoking is only permitted in the designated areas. Cigarette remains must be disposed of in the containers provided for this purpose.
- v. staying overnight on the premises of CUAS.

### **§ 3 Allocation and use of information areas - Distribution of information material**

1. Posters and billboards are only permitted in the designated information areas.
2. The allocation of the information areas is the responsibility of the management or the persons authorized to do so.
3. The allocation of an information space will be revoked by the management or the persons authorized to do so if repeated misuse is detected or the notice board is obviously not used for a longer period of time. Misuse is deemed to have occurred in particular if the relevant legal provisions are violated.
4. Notices on the information boards must be certified/endorsed by the management or the persons authorized to do so. This certification shall be refused if the notice does not have a publisher's imprint or constitutes misuse of these boards within the meaning of para. 3.
5. Posters on free information areas without certification as well as posters on areas not intended for this purpose (e.g., on corridor doors, elevator cabins, elevator doors) as well as illegal posters must be removed by the authorized persons.
6. The distribution of flyers is permitted with the prior approval of the management, provided that the flyers bear a proper publisher's imprint and the distribution is carried out by employees or students of the CUAS degree programs in a quiet and unobtrusive manner. Election advertising for political parties is not permitted, with the exception of advertising measures for the

ÖH/Austrian Student Union's election taking place at CUAS.

### **C. LIABILITY PROVISIONS**

1. All users are liable for any damage caused by them to buildings, rooms, outdoor facilities, equipment, devices or other material resources of CUAS in accordance with the general rules of civil law. The damage shall be repaired by CUAS at their own expense. The provisions of the Austria's Employee Liability Act (DHG) apply to employees of CUAS.
2. CUAS is not liable for damage caused by third parties. In particular, it is not liable for theft, loss or damage to items brought onto the premises.
3. These building regulations must be observed by all users. In the event of violations of these building regulations, CUAS is free to impose appropriate sanctions. These sanctions range from a warning for minor violations to an indefinite house ban for serious and/or repeated violations.

### **D. FINAL PROVISION**

1. These building regulations enter into force on 24.June.2025.
2. Any change to the building regulations requires a decision by the management of CUAS; accordingly, these building regulations apply until revoked by the management.
3. The building regulations must be posted on the notice board and on CUAS intranet.