

The hows & whats

House rules



Table of contents

1. Rooms	4
1.1 Opening hours	4
2. HSLU-Card	4
3. Parties, events and exhibitions	4
4. Kitchens and catering	5
4.1 Kitchens	5
4.2 Canteen/cafeteria	5
5. Emergencies and safety	6
5.1 Safety regulation	6
5.2 Emergency escape routes	6
5.3 Fire alarm	6
6. Sustainability and recycling	7
7. Urban context and how to get here	8
7.1 How to get here	8
8. Contacts	9



We think of our home at Viscosistadt as one big laboratory. It's where we get together to develop our visions and ideas. Amid a digitalised and globalised professional environment, the Lucerne School of Art and Design makes a conscious effort to promote proximity and closeness. We work in teams and foster personal relationships. The 745 Viscosistadt building and our rooms in building 742 are the place where all of this can happen. However, with lots of people under one roof, conflicts occur and accidents happen. In order to avoid that wherever possible, we have drafted these house rules.

1. Rooms

Creative work requires space, of which the Viscosistadt has plenty. We share most of our infrastructure and that means we need to be **considerate of each other**.

- When leaving a room, we **switch off the lights** and move tables, chairs, workbenches, shelves etc. back to their original position.
- **Animals** are not permitted in the building, except for certified guide and assistance dogs.
- **Smoking** is prohibited in the entire building.
- **Spending the night** on the premises is not permitted.

Each student has their own **workspace in the studio** run by their specialisation. Students are free to decorate the walls and the floors whichever way they wish. Would you like to hang up something? No problem. If you need to use a **power drill** to do so, consider the water pipes and power lines in the walls. Drilling into the **ceiling** is prohibited. Only Facility Services staff are authorised to manipulate the power outlets in the ceiling girders. Please also get in touch with Facility Services if you need something changed outside your studio.

1.1 Opening hours

With a HSLU-Card: 24/7
Without HSLU-Card: Mondays to Fridays, 7:30 to 19:00
During the summer and Christmas holidays, building 745 Viscosistadt remains closed.

2. HSLU-Card

Every student and employee gets a HSLU-Card. It acts as an employee badge or as a student ID. It can be topped up with cash and used as a **means of payment** in **cafeterias** and for **photocopiers**. There is a card terminal on the ground floor of building 745 (side entrance near the REX).

Always carry your card with you when you are in the building. We have hired a **security firm** to patrol the premises at night. They are authorised to expel anyone who doesn't have a HSLU-Card. In case of loss, you may order a new HSLU-Card at the Front Office (745 Viscosistadt, 4th floor) for a replacement fee of CHF 50.

3. Parties, events and exhibitions

We like it when things are happening; be it in the studios, the kitchens or the foyer, at the REX or in the exhibition room on the ground floor. However, before you get started, make sure to talk to our **room administrator** (raum.design-kunst@hslu.ch). He will talk you through the process and book the rooms for you.

We occasionally host **guests** from outside the School for guided tours and other events. If we do, we try our best not to interfere with the students' and employees' activities too much. In return, we also appreciate if you are considerate of our guests.

4. Kitchens and catering

Studying is hungry work. There are six kitchens located at Viscosistadt that are open to everybody. Make sure to dispose of your scraps and to **clean** all areas of the kitchen you've used after your soup meeting, gala dinner, potluck or tea party.

Coffee makers and fridges with an A++ energy label or higher are allowed in the studios. Additional stove plates, microwave ovens and kettles are not allowed and will be removed by Facility Services.

4.1 Kitchens

- Four on every floor of the new building
- One on the third floor of the old building
- One in building 742 (Digital Ideation/preparation course)

4.2 Canteen/cafeteria

- The **"Nylon 7" canteen** operated by IG Arbeit is located at Spinnereistrasse 1, directly by the site entrance to the Viscosistadt.
- On the ground floor of 745 Viscosistadt, IG Arbeit runs a **cafeteria** with a wide range of warm and cold food items and beverages.



5. Emergencies and safety

5.1 Safety regulation

- Standing on the **windows sills, projecting roofs** and **guard rails** is forbidden.
- Please do not place any items on the window sills.
- If an **accident** happens or someone needs **first aid**, call Facility Services or directly contact ambulance services at 144.

5.2 Emergency escape routes

- **Staircases** and **emergency escape routes** are not usable floor space and must be kept free at all times.
- **Fire protection doors** are marked with a sticker and must never be blocked or kept open.

5.3 Fire alarm

- **Fire emergency procedures** are described on the fire escape plans posted in every room and by the lifts.
- The cost of **false alarms** will be billed to those who have caused it.



6. Sustainability and recycling

We talk about the climate and about sustainability a lot. That's definitely a start. But we would also like to actually do something.

- If the room temperature gets a little too hot during the heating season, **air the room** by opening doors and windows as far as you can for a brief period. Always leave tilt windows closed.
- Leave doors and windows of **air-conditioned rooms** closed.
- **Sort your waste** and use the bins for waste cardboard, paper, PET bottles, aluminium and residual waste in the designated recycling rooms on every floor.
- **Glass recycling** is your own responsibility. The Ibach recycling centre is open on weekdays from 8.30 am – 12 pm and 1.30 pm – 5.30 pm. You can find other glass collection points in Emmenbrücke under www.recycling-map.ch.
- If you use **disposable containers** regularly, consider the purchase of a reusable one. The IG Arbeit cafeteria, for instance, sells reusable coffee cups.
- If you work with **plaster, cement, clay, glazes**, etc., please rinse containers and tools, etc. at the designated sinks (with a plaster and clay separator).
- Similarly, brushes and tools that contain **residual paint, turpentine, chemicals**, etc. must be cleaned at the designated sinks (i.e. sinks with a water separation machine attached).
- Should a mishap occur, please talk to Facility Services about how to best clean it up.



7. Urban context and how to get here

The Viscosistadt is a historically significant industrial estate where synthetic fibers have been produced for over a century. There are still companies in our **neighbourhood** that are active in the field, but a number of other companies and institutions have settled here as well over the past few decades, the Lucerne School of Art and Design being one of them. Please be considerate of the site's other occupants and users.

- The Lucerne School of Art and Design is a **tenant**.
The estate is owned by the Viscosistadt AG.
- The **park** behind the building is a public space.
- The Viscosistadt AG rules and regulations apply to the entire site.
- Events of any description require authorisation by the Viscosistadt AG.

7.1 How to get here

Our site in Emmenbrücke is easy to reach by public transport. **Emmenbrücke railway station** is just around the corner, as is the nearest **bus stop** ("Viscosistadt"). Will you be coming by bicycle? Be careful with the old **railway tracks** on the estate.

You can rent **parking spaces** from the Viscosistadt AG in the new building's indoor car park. If you need a parking space for just a few hours or for a day, please pay the parking fee at the machine. Don't use any of the rented parking spaces (they are marked as such), as this can lead to a hefty fine (CHF 260 or higher).

8. Contacts

Facility Services

041 248 63 44, hd.viscosi@hslu.ch
745 Viscosistadt, room 456

Room administration

041 248 61 66, raum.design-kunst@hslu.ch
745 Viscosistadt, room 432

Front Office

041 248 64 64, design-kunst@hslu.ch
745 Viscosistadt, room 421
Opening hours: Monday – Friday
8 am – 11.30 am and 1 pm – 4.30 pm

Ambulance service

144

Further information

hslu.ch and mycampus.hslu.ch



Illustrations

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House rules

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