

House Rules August 2021



Engineering and Policy Analysis

Dear EPA Students,

To keep the rooms, hall and kitchen a pleasant place to stay, work, meet and socialise we would like to ask you all to read and apply the house norms below. This will keep the 5th floor organized, clean and tidy. You will find a copy from the house rules in the common room.

Opening Hours

- The opening hours of the 5th floor are different than those of the Wijnhaven Building. At 22.30 hrs. The door on the third to the staircase is locked. Please make sure you leave before 22.30! It is not allowed to use the emergency exit to leave the building; this causes problems with the alarm system from the building.
- EPA students can use the Wijnhaven Building in the weekends, but the 5th floor will be closed. A LU-card is required to enter the building during the weekend and in the evening.
- Information about [opening hours of the Wijnhaven Building](#)

Labs

- You can work/study in the labs except if the rooms are reserved for a lecture or an event. Check the [calendar](#) from TU Delft The Hague and [mytimetable](#) for availability.
- Please be careful with the labs, especially the walls (see attached document: Lab instructions)
- Lab 2 is to work in silence, so please keep this into account.
- Please do not eat in the labs.
- In case you lost something: we have a lost and found box.

Common Room

- The common room is for students and staff to meet/discuss/relax.
- Some meetings will take place in the Common Room. During meetings others will have to leave the room. The Common Room is reserved for Team The Hague on Wednesdays.
- Please do not move the chairs of the meeting table to other rooms.
- Keep the doors of the common room and lab 1 open, to keep the rooms available for all students.

Hall

- Many people work and study on the 5th floor, for that reason please prevent making too much noise and do not talk too loud, so that your fellow students and employees from TU Delft as well as our neighbours from the Grotius Centre are able to work and concentrate.
- Always clean up *everything* you have used when leaving, don't leave papers books or pens.
- If you take furniture from the labs to use in the hall, please always put it back when leaving.
- When eating on the blue seats please be aware to prevent spots on the coating.
- When listening to movies/media on your phone or laptop, always use earplugs.

Kitchen

- Please, always put everything you use (plates, cups, glasses, cutlery) etc. in the dishwasher, pre rinse in case of dirty plates and trays.
- Help to unload the dishwasher if necessary.
- If you are one of the last to leave the building in the evening, please switch the dishwasher on.
- You can use the microwave, but always clean it afterwards and use the microwave cap.
- You can use the fridge, but please use the food or move it out in time. Do not use it as storage since we have not that much space in the fridge.
- Do not forget to clean the table after eating, remove breadcrumbs etc.!
- It is not allowed to bring any electrical equipment other than laptop, I pad or phone. This is policy from Leiden University.
- If you take plates and cutlery from the restaurant to the 5th floor, always bring it back to the restaurant.

Reservation for Skype meetings

- Except for the common room, the rooms on the 5th floor are for staff of the TPM faculty only. If you have phonecall, interview or online meeting, You can reserve room 5.32 and 5.33. Please contact the office manager for a reservation, or send an e-mail to secretariaat-DenHaag@tudelft.nl

Hang up Posters / Flyers

- The place for announcement Posters/Flyers are the walls of the labs.
- Please be aware we can also use the screens in the common room to announce news/events.
- You can also use the glass wall in the hall to hang up posters / flyers, please do not use tape on the walls but ask Xandra for handy glue pads.

Thank you very much for keeping the above points into account.
Any questions or remarks are welcome.

Xandra Tober and Haiko van der Voort

Office Management The Hague:
Xandra Tober
secretariaat-DenHaag@tudelft.nl
s.i.tober@tudelft.nl
015 278 14 59
06 – 381 491 64

Haiko van der Voort
Programme Director Engineering and Policy Analysis
015 – 278 85 41