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Section I

I.1 Foreword

The Students and teachers user guide is part of the User Guides series. In accordance with a decision by the CRC board, the series is an applicable and obligatory set of rules for the operations organised in premises under the mandate of the CRC board.

In addition to applicable rules and regulations, the series also includes information on services and facilities at CRC.

The current edition of the user guide and any errata are indicated on the CRC website. A digital version of the latest edition with any errata inserted is also available there. New editions and any errata to the current edition are sent to all heads of department, research team leaders, unit directors and similar. When a new edition is released, the previous edition ceases to apply from the date of entry into force of the new edition.

The handbook is revised annually to check its correctness and add any new information or regulations. Before the revision, comments and suggestions are sought from the operations at the centre.

In addition to this guide there are also user guides for the Wallenberg Laboratory and for CRC.

The guide is divided into five sections and each section covers one area.

The person responsible for coordinating the User Guide series is Linus Jeppsson, maintenance manager, CRC Service.

I.1.1 Clinical Research Centre

The Clinical Research Centre (CRC) is an attractive research environment in the centre of Malmö with the task of helping to improve people's health around the world. By providing the best possible conditions for research, new medical discoveries can be converted into improved diagnostics and treatment and preventive healthcare. The authorities behind CRC are Lund University and Region Skåne. With the establishment of CRC in Malmö and the expansion of the Biomedical Centre (BMC) in Lund, the Faculty of Medicine at Lund University is now Northern Europe's most modern medical faculty.

I.1.2 The Wallenberg Laboratory

The Wallenberg Laboratory was completed in 1994 and came into being through cooperation between the City of Malmö, Malmö Hospital and Lund University. The research at the Wallenberg Laboratory is currently in a phase of rapid development and is closely associated with the research conducted at CRC.

I.1.3 Locus medicus malmoensis

Locus medicus malmoensis, commonly referred to as Locus Malmö (LMM), is the old hospital chapel of the old Malmö Hospital. In 2011 it was converted into student premises, with space for parties, pub nights and study. LMM is used by Medicinska föreningen.

I.1.4 CRC Service

CRC Service is an infrastructure organisation responsible for the maintenance of CRC and service provision to its operations on behalf of the Faculty of Medicine.

Section II

II.1 Legislation and other rules and regulations

Below are a selection of laws and other central regulations that apply to all work that takes place at CRC and that constitute the foundation for local regulations.

For more information, please see the relevant authority's website; web addresses can be found in section V.

Legislation

The Swedish Environmental Code (SFS 1998:808)	<i>Hantering av väteperoxid</i> (SÄIFS 1999:2) (Handling of hydrogen peroxide)
<i>Förordningen om kemiska produkter och biotekniska organismer</i> (SFS 2008:245) (Ordinance on Chemical Products and Bioengineered Organisms)	<i>Tillstånd till hantering av brandfarlig vara</i> (SÄIFS 1197:3) (Permits for handling of flammable substances)
<i>Lag om brandfarliga och explosiva varor</i> (SFS 2010:1011) (Flammables and Explosives Act)	<i>Explosionsfarlig miljö vid hantering av brandfarliga gaser och vätskor</i> (SÄIFS 2004:7) (Risk of explosion in areas where flammable gases and liquids are handled)
<i>Förordningen om brandfarliga och explosiva varor</i> (SFS 2010:1075) (Flammables and Explosives Ordinance) Work Environment Act (SFS 1977:1160) Work Environment Ordinance (SFS 1977:1166) Radiation Protection Act (SFS 1988:220)	Contained Use of Genetically Modified Micro-Organisms (AFS 2000:5) Microbiological Work Environment Risks (AFS 2005:1) Workplace Design (AFS 2009:2)
<i>Lagen om skydd mot olyckor</i> (SFS 2003:778) (Accident Prevention Act)	<i>Decisions and Regulations</i> Security Policy for Lund University (I C35 12 132/1998)
<i>Förordning om skydd mot olyckor</i> (SFS 2003:789) (Accident Prevention Ordinance)	<i>Förbud att hysa privata husdjur inom universitetets lokaler</i> (I F79 5696/1998) (Ban on keeping domestic animals on University premises)
<i>Förordning om statliga myndigheters riskhantering</i> (SFS 1995:1300) (Ordinance on Risk Management in Public Authorities)	Ban on overnight stays on the premises of Lund University (F79 2717/2005)
Occupational Exposure Limit Values and Measures against Air Contaminants (AFS 2005:17) Laboratory Work with Chemicals (AFS 1997:10) Chemical Hazards in the Working Environment (AFS 2000:4) <i>Gaser</i> (AFS 1997:7) (Gases) Work with Laboratory Animals (AFS 1990:11)	Regulation regarding children's visits to sites of work or studies (I C35 946/2005) Regulation for fire safety training at Lund University (I F79 6297/2002) Regulation regarding first aid training for employees at Lund University (I F79 6297/2002) Regulation on evacuation exercises for Lund University (I F79 6297/2002) Crisis and Disaster Plan for Lund University (I C35 5517/01)
<i>Brandfarlig gas i lös behållare</i> (SÄIFS 1998:7) (Flammable gases in mobile containers)	Lund University Sustainable Development Policy (BY 2009/114)
<i>Gemensamt system för kemikalieförteckning och riskbedömning</i> (BE 2007/162) (Shared system for chemical registration and risk assessment)	Work Environment Policy for Lund University (I F79 2714/2006)

Konsekvensbeskrivning vid förändring i verksamheten (I F1 4684/2005) (Impact assessment for changes to activities)

Krav och råd 2009, Byggnadsenhetens råd och anvisningar (I A39 5203/2002) (Requirements and guidelines 2009, LU Estates guidelines and instructions)

Föreskrifter om fördelning (delegering) av arbetsuppgifter och beslutsbefogenheter inom arbetsmiljö, miljö och säkerhet (2010/195) (Regulations on division/delegation of duties and decision-making powers for the work environment, environment and health and safety)

Föreskrift om tillfällig upplåtelse av lokal för politisk verksamhet (BY 2010/158) (Regulation on temporary leasing of premises for political activities)

Föreskrift avseende intern upplåtelse inom universitetet (BY 2010/28) (Regulation on internal leasing within the University)

Ban on smoking in and close to university buildings (F79 2717/2005)

Föreskrift om försäljning eller marknadsföring av tjänster eller produkter inom universitetets lokaler (BY 2010/27) (Regulation on the sale or marketing of services or products on university premises)

Fördelning av forskningslokaler för Lunds universitet inom SUS Malmö (M: A214 1154/2005) (Allocation of research premises for Lund University at SUS Malmö)

II.2 Coordination agreements

Coordination agreements have been established between Lund University and Skåne University Hospital (SUH) Malmö concerning the external environment and the work environment.

In accordance with the interpretation of the coordination agreements, SUH Malmö (formerly MAS University Hospital) is responsible for the coordination of the external environment, while Lund University (through CRC Service) is responsible for the coordination of the work environment at CRC. The Head of CRC has been given responsibility for the coordination of work environment management. The cooperation agreements are available at www5.lu.se/regelverket.

Please note that these agreements do not change the head of department's responsibility for the work environment.

II.3 HSE organisation at the University

The organisation and division of responsibility for work on HSE takes place along two parallel lines, the first comprising the University's boards and managers. The boards have overall responsibility for deciding on guidelines for the work on HSE at that level of the University. Managers are responsible for the work on HSE and have an obligation to monitor HSE in their operations. The manager in charge of Lund University is the Vice-Chancellor.

Working in parallel are the HSE committee and health and safety committee. The health and safety committee is a central university body and works with general work environment issues, systematic work environment management, adaptation and monitoring of the University's operational planning.

CRC, BMC and HSC each have an HSE committee which is responsible for coordinating and monitoring work environment management at each research centre.

II.4 HSE work and systematic work environment management

All departments and research teams are obliged to carry out systematic work environment management and systematic fire safety management as part of their health, safety and environment (HSE) work.

In order to facilitate the work and enable the coordination of HSE management within CRC, CRC Service has been delegated the responsibility of performing a number of duties, some of which are part of the coordination within CRC. These duties are listed in the table below. The duties that are not listed below remain the responsibility of the head of department or research team leader; these include the work on the psychosocial work environment.

<u>Activity</u>	<u>Interval</u>	<u>Comments</u>	<u>Reports to</u>
Checks of emergency showers	Twice a year	Perform and document checks	Head of dept/equivalent

Checks of eye showers	Twice a year	Perform checks. Monthly checks are performed by the users	Head of dept/equivalent
Checks of fume cupboards/downflow benches	Once a year	Service through LU Estates or RF	Head of dept/equivalent
Checks of LAF cabinets	Once a year	Procure service from external consultant	Head of dept/equivalent
Maintenance of Millipore equipment		Carry out inventory of equipment at CRC and procure maintenance services	Head of dept/equivalent
Ice machines			
Autoclaves (large)			
Centrifuges (large)			
Fire safety inspections	4 times a year	Perform fire safety inspections together with the staff concerned	Head of dept/equivalent
Fire safety training		Arrange fire safety training for staff at CRC	
Evacuation exercises		Carry out evacuation exercises	
Permits for flammable substances		Provide information regarding permits for flammable substances	
Permits for radioactive material		Provide information regarding permits for radioactive material	
Safety representatives		Maintain a list of safety representatives Remind the relevant head of department or equivalent when it is time to appoint new safety representatives	Head of dept/equivalent
HSE inspections (safety inspections)	At least once a year	The CRC coordinator initiates and carries out the inspections The users <u>must</u> participate (at least the manager and safety representative)	Head of dept/equivalent
Joint routines/rules for: Chemicals storage The cell culture lab Waste management – conventional/hazardous		Develop joint routines for labelling, handling and follow-up	Head of dept/equivalent
Risk assessments		Participate in risk assessments regarding the physical work environment, e.g. when changes are made to premises or new equipment is purchased	Head of dept/equivalent
Crisis and disaster management		Draw up overall crisis and disaster plans for CRC	Head of dept/equivalent

Investigations of accidents and incidents	Develop routines for investigations into accidents connected to shared areas within CRC	Head of dept/equivalent
Inductions for new employees	Participate in inductions for new employees – general information about the premises and CRC Service	Head of dept/equivalent
Information provision	Participate in workplace meetings and inform staff about issues concerning the premises and the coordination of work environment management at CRC	Head of dept/equivalent

Section III

III.1 Alarms

III.1.1 Response alarms

There are response alarms in the refrigeration room, disabled toilets and rest room. Response alarms produce an acoustic and light signal outside the room and on the alarm panel in the reception.

If an alarm goes off – help the person in need, or contact CRC Service.

III.1.2 Equipment alarms

Freezers and other critical equipment equipped with an alarm are connected to the alarm panel in the reception, who monitor the equipment. If an alarm goes off, CRC Service or a security guard will attempt to rectify the problem.

For freezers and other equipment for the storage of chemical or biological material, the operation concerned is contacted in the case of a fault with the unit. Contact details are to be given to CRC Service for this purpose, including telephone numbers of individuals who can be contacted around the clock in the case of a fault with the unit.

If an alarm goes off – rectify the problem and reset the alarm, or contact CRC Service.

III.1.3 Fire alarm

The fire alarm system at CRC consists of different forms of fire detectors, manual alarm buttons, sprinkler systems and an evacuation alarm.

The evacuation alarm comprises both alarm bells and a spoken message.

The fire alarm at CRC is divided into sections, which means that the evacuation alarm is only activated in the areas that need to be evacuated.

For further information on action to be taken in the event of an evacuation alarm, please see the section 'Fire safety and evacuation plan' below.

III.1.4 Burglar alarm

CRC has an extensive burglar alarm system. In order to avoid unnecessary false alarms and to make best possible use of the alarm, it is important that you as a user of the centre know how the burglar alarm works.

All locked doors and all windows are equipped with magnetic switches that ensure that they are not opened by force or left open.

In order to provide additional protection against attempted break-ins, acoustic detectors and vibration sensors are installed. These set off an alarm if attempts are made to break a window or break through a wall.

Handled incorrectly, these burglar alarms can issue false alarms. It is therefore important that you inform CRC Service before you begin activities that you suspect may set off the burglar alarm. CRC Service will follow up all false alarms and take action to prevent them happening. If you have any information concerning a false alarm you are therefore welcome to pass this on to CRC Service's maintenance manager.

III.1.5 Routing of alarms

The alarms from the ventilation, heating, cooling and other systems are directly connected to RegionFastigheter for monitoring.

In the evenings, the fire alarm is rerouted directly to SOS Alarm. During the day, an alarm delay system is used and is managed by CRC Service.

Response alarms and equipment alarms are routed to the emergency response centre around the clock, to avoid the possibility of any failure to respond. During the day, these alarms are dealt with by CRC Service; at other times the security firm sends out a security guard.

The burglar alarm is routed to the emergency response centre in the evenings. During the day, these alarms are dealt with by CRC Service; at other times the security firm sends out a security guard.

III.2 Access cards

Two different access cards are in use at CRC, the LU card and the RSID card. Both cards are printed with the holder's name and personal identity number and a photograph.

Both cards use the same technology, hence why they can both be used in the systems at CRC and SUS.

Students at Lund University obtain the LU card.

Access cards shall always be worn visibly while at CRC.

III.3 Access system

III.3.1 General

Around the buildings there are areas to which access must be limited for one reason or another. Likewise, CRC is locked in the evenings. This means that you will need your access card to get into and around CRC.

III.3.2 Description

There are two types of access system at CRC: Bewator and SALTO.

Bewator is used in communal areas and is linked to CRC's burglar alarm.

SALTO is used for doors to offices and laboratory modules.

III.3.3 Using Bewator

In order to pass through a door in the Bewator system, hold up your access card to the upper centre of the panel. In some cases you are required to enter your PIN code. In these cases the green light will flash on the panel.

Some doors stand open during daytime. This is indicated by the fact that the green light is on. You can then pass through the door without using your card.

If you do not have access to a door, this is indicated by a red on the panel, light shining for 3 seconds after you use your card.

Sometimes the red light shines even if you have access. This is due to an in-built security function, which is set off after four attempts to pass through a door with an invalid card. The card reader is closed for 15 minutes and works normally again after this time. Therefore, if the red light is on, try another door to which you have access. If the red light also comes on at that door, it is most likely that your card has been blocked.

Areas that are considered to face a greater risk of break-in are equipped with IR detectors. You can see if an area is alarmed because the red light on the panel shines constantly. In order to deactivate the alarm, providing you have authority to access the area, press 0A, use your card and then enter your PIN code. In order to activate the alarm again, press 1A followed by your card and PIN code.

III.3.4 Using SALTO

In order to pass through a door in the SALTO system, hold up your access card to the black eye on the reader on the door. When the green light comes on, the door can be opened.

If the red light comes on you do not have access to the room.

If the light on the reader flashes yellow, the reader has not had time to read the information from the card. Put the card against the reader again and hold it still.

III.3.5 Requirements for access

To obtain an access card for CRC, you must be an actively enrolled student on one of the educational programmes or courses given at the Faculty of Medicine on Lund University.

An actively enrolled university student is defined as one who is actively conducting studies during the university academic year, which means that access permissions are not distributed to students during the summer recess. For this reason, all student privileges are disabled two weeks after the end of the spring term and activated two weeks before the start of the autumn term.

Students participating in the summer courses, thesis or scholarship work, or the equivalent, may retain their access privileges during the summer recess. To enable these privileges during the summer, please contact CRC reception providing documented proof.

III.3.6 Ordering and administration of access cards

LU cards can be obtained from one of the card stations at CRC, LTH Studiecentrum, Humanisthuset at SOL, Juridicum or Campus Helsingborg. For addresses and opening hours, see section V.

Application for the access card is made for through CRC service's electronic services:

<http://creservice.med.lu.se/student/studentform.htm>.

Access is added to the LU card, and therefore one of these cards is needed to be able to get access to CRC.

It usually takes two working days from application for the access to be added to the card. Please note that this time may be longer in busy periods. The cardholder will be notified when the access has been added to the card.

Please note that CRC Service is very restrictive in issuing temporary access cards to staff without an LU card or RSID card.

Access is not issued to visitors. External service staff or similar are issued temporary cards for one day at a time while they are working at CRC.

Visiting researchers, students or similar who will be at CRC for less than two months are issued special short-term cards.

If you experience any problems with your access card, please contact CRC reception as your first point of call, crcreception@med.lu.se.

III.4 Rules for alarms and access system

III.4.1 Rules and regulations for alarm and access systems

Your access card together with your PIN code is a personal valuable document and must be handled in a secure manner. Your access card is the document that shows that you have the right to enter a locked area.

Persons without an access card (LU or RSID) must not be admitted to locked areas.

Your access card may not be lent to anyone else.

Loss of a card must be reported immediately to CRC Service's maintenance manager.

Locked doors must not be held open for longer than 60 seconds, unless permission has been obtained from CRC Service.

Doors that have been unlocked by CRC Service must be closed before the agreed locking time.

Seminar rooms and similar must be vacated and closed at the end of the booking period.

Windows may only be opened between 8:00 and 17:00 on weekdays. Only open windows if you are sure that this will not disturb the safety ventilation in the premises.

III.4.2 Financial liability

In accordance with *Föreskrift om betalningsansvar vid orsakande av larm* (regulation on financial liability in the event of alarm activation), which was approved by the CRC Board on 2 September 2007, CRC Service has the right to debit a user the costs arising from a false alarm.

For the costs to be debited by CRC Service, the alarm must have been set off through incorrect handling, failure to follow the rules in force or negligence. CRC Service also has the right to debit the costs in connection with the calling in of security officers, as long as this is not due to technical problems.

III.5 Security

Security is currently managed by the security firm G4S Security Services.

III.5.1 Guard tours

Security patrols are carried out every day at varying times. Stationary security can be ordered and is paid for by the unit placing the order. For ordering, please contact Linus Jeppsson, linus.jeppsson@med.lu.se. The security firm also responds to burglar and equipment alarms.

III.5.2 Dorr opening

The security guards can let you in if you have forgotten your access card or similar. However, you will be required to show approved ID. This service is provided at your own cost.

III.5.3 Security guard

There exists permits for the use of security guards in CRC's public spaces, with authority to evict or apprehend any person disturbing the peace within the facility.

III.5.4 Alarm central

As a part of the security operation the security firm provides an alarm central. Through the alarm central one can request door opening, report on-going or suspected criminal activity or other danger or contact CRC Service on-call technician.

III.6 Visits

It is not allowed to bring friends or other visitors, who are not registered on Lund University, inside Clinical Research Centre after closing due to current insurance regulations.

The right to stay at CRC after closing time, is confirmed by a valid access or LU card issued from Lund University. Persons without the required cards, will be removed.

III.7 Fire safety and evacuation plan

IV.7.1 General

- The fire alarm is signalled by three (3) blasts of sound, followed by a spoken evacuation alarm.
- In some areas there are alarm bells and flashing lights.
- Only the areas where the fire alarm sounds are to be evacuated.
- Always evacuate away from smoke and fire!
- Evacuate the injured first!
- Always evacuate when the fire/evacuation alarm sounds!

III.7.2 If the fire alarm sounds

- Stop ongoing activities in a way that makes them safe in the short and long term.
- Close fume cupboard doors.
- Check that no-one is left in the room.
- Close the door behind you when you leave the room.
- Evacuate the building in accordance with the evacuation plan and go to the assembly point.
- One person per division should check that all staff have been evacuated.
- Do not re-enter the building until you have been given the all-clear by CRC Service or the emergency services!

III.7.3 In an emergency, e.g. fire, smoke

- Rescue persons in danger.
- Summon help and warn others.
- If the fire alarm has not activated, press the button to sound the alarm.
- Ring (0)-112 and check that the alarm has been routed to them.
- If possible, contain the fire and attempt to extinguish it.
- Evacuate solvents and gas cylinders.
- Shut in the fire and smoke to limit and prevent its spread.
- Evacuate the area quickly.
- Meet the emergency services.

III.7.4 Evacuation plan

Assembly point: In front of CRC

Do not use the lifts!

Building 60: Evacuate by the stairs in building 60, or through the lift area between buildings 60 and 91.

Building 91: Evacuate through the lift area between buildings 60 and 91, or by the fire escape in the laboratory section, at the far end towards Pildammarna. Evacuation can also take place via the balcony on level 10.

Building 91, level 09: Evacuate by the evacuation route towards Obstetrics and Gynaecology (Kvinnokliniken), or towards building 92, or through the entrance to the animal house (Djurhuset).

Technical floor, building 91: Evacuate by the fire escape by the lifts or the fire escape towards Obstetrics and Gynaecology (Kvinnokliniken).

Building 92: Evacuate by the quadrangle in building 90 or the fire escape towards Pildammarna. From level 09 it is also possible to evacuate towards the narrow space between buildings 92 and 93.

Building 93: Evacuate by the quadrangle in building 90 or the fire escape towards Pildammarna.

Technical floor, building 93: Evacuate by the fire escape towards the quadrangle in building 90.

Building 90: Evacuate by the main entrance or through the fire escape doors on level 09 between buildings 91 and 92 and between buildings 92 and 93.

Building 28: Evacuate by the stairs in building 28 or towards the quadrangle in building 90.

III.8 Crisis management and readiness

III.8.1 Crisis management plan

There exist a crisis management plan for CRC, with the main focus on maintaining essential service functions during periods of severe stress on the facility and the service organization. The crisis management plan contains regulations regarding the transfer of decision authority between key staff, readiness management, priority of service functions and regulations regarding communication and documentation. During a crisis, the below listed functions will take priority:

1. Mail distribution
2. Parcel distribution
3. Gas distribution
4. Alarm management
5. Waste management
6. Fire safety operations
7. Fault report management

III.8.2 On-call technician

To manage alarms, disturbances in services and other events that can occur during the facility's closing hours, there is an on-call technician available. The technician can when needed be reached through the security firms alarm central.

III.9 Crime

III.9.1 Prevention

Preventing crime and theft means making committing the crime so difficult and the target so worthless for the thief that he or she chooses not to commit the crime. Other crimes, such as arson and vandalism can also be prevented by not providing an opportunity for the person to carry out the criminal activity.

- Lock computers and screens in place.
- Do not leave wallets or other valuables visible.
- Security mark computers and other machines and fixtures.
- Lock windows and doors when you leave for the day.
- Avoid gathering flammable material in public areas or outside.
- Do not distribute information about security measures.
- Be alert to strangers in or around the public areas.

CRC Service works on a general level to prevent burglary and theft. This is done with the help of access systems, burglar alarms, camera surveillance systems and security staff.

III.9.2 Action in an emergency

The points below address what to do while a crime is being committed. These are intended as guidelines on how you should act in a situation in which you are a victim of or witness to a crime.

- Remain calm, do not provoke the perpetrator.
- Do not defend objects or other valuables at the risk of your life.
- If you are attacked, you have the right to use the force required to protect yourself.
- If there is a need for protection and medical assistance, act quickly.
- Assess the risk of fresh attacks and/or injuries.
- Take note of what happened or what you saw and document it as soon as possible.
- Inform the relevant authorities such as police or medical staff and your employer as soon as possible.

In cases of threats or bomb threats, try to obtain the following information:

- When and where the crime is to be committed
- What the threat comprises
- Whom the threat is aimed at
- Why the operations are being threatened
- Who is issuing the threat
- Information about the person delivering the threat

If you discover a suspicious item at CRC, Wallenberg laboratory or LMM, leave the item where it is and report it to CRC Service or the security firm immediately.

III.9.3 Reporting

All criminal activity must be reported. The report should be made as soon as possible. The affected party is responsible for making the report in accordance with section IV.12 Event report.

III.9.4 Insurance

Lund University is insured through the Legal, Financial and Administrative Services Agency. Claims can be made for damage or loss over the value of SEK 40 000. Insurance claims should be completed and sent to Lund University's head of security.

If the damage or loss concerns personal possessions such as wallets, the individual concerned should report this to his or her insurance company.

III.9.5 Division of responsibilities between students and private individuals and CRC Service

CRC Service takes no responsibility for property lost by private individuals or students at CRC. CRC Service cannot report loss or damage of such items to the police, and they are not covered by Lund University's insurance policy.

III.9.6 Information

It is important that correct information about incidents reaches the media and the public. In the event of serious incidents such as threats or violence, a press release should be sent out. Always contact the communications office and head of security before sending out such a press release.

Internal information to the staff at CRC and the Wallenberg laboratory is equally, if not more, important. This information should be sent out regardless of how minor the incident is, in order to avoid rumours spreading and to ensure that the staff are informed of what has happened so that they can take measures to prevent similar incidents occurring in the future.

III.10 Accidents and incidents

III.10.1 Definition

An accident is defined as a sudden, unintended and undesired event or consequence of an event which leads to injury to person, property or the environment. An incident is defined as an undesired and unintended event or consequence of an event which, had the circumstances been different, could have caused injury to person, property or the environment.

III.10.2 Reporting

All accidents and incidents shall be reported. The report should be made as soon as possible. The affected party is responsible for making the report in accordance with section IV.12 Event report.

Operations have principal responsibility for reporting accidents and incidents in their rented premises, and in their workplaces in communal areas. Operations also have principal responsibility for reporting accidents and incidents that affect their own staff. CRC Service can provide advice on reports.

III.11 Abnormalities

III.11.1 Definition

An abnormality is defined as an event or a circumstance that deviates from the norm and which, in combination with other events or circumstances or independently over time, could develop to cause injury to person, property or the environment.

III.10.2 Reporting

Identified abnormalities that cannot be dealt with by the operation concerned, that concern communal areas or equipment, or that are connected with the building shall be reported to CRC Service. The report should be made as soon as possible. The affected party is responsible for making the report in accordance with section IV.12 Event report.

III.10.3 Measures to be taken by students and teachers

Identified abnormalities are dealt with by the operation concerned, or with external assistance. If abnormalities concern communal areas or equipment or are connected with the building, these shall be reported to CRC Service, who will address them.

III.12 Event report

Event report as stated in III.9.3, III.10.2 and III.11.2 shall be made on the designated form, which can be obtained from the reception or from the link below:

http://www.med.lu.se/intramed/stoed_verktyg/haelsa_miljoe_saekerhet_hms/crc_haelsa_miljoe_saekerhet

Completed form is handed in to CRC's reception or sent by internal mail to CRC Service, Linus Jeppsson, Building 92, level 11, HS 33.

Based on the information CRC Service will perform the in law or other regulations stipulated measures , in accordance with special instructions from the prefect.

III.12.1 Corrections

Need for corrections that are identified during the investigation of the event will be reported to the affected operation. In case the corrections are necessary according to law or other regulations, CRC Service will follow up that the corrections are performed.

III.13 First aid

In accordance with a vice-chancellor's decision, one in every 15 employees shall undertake first aid training, with a minimum of two individuals per department.

Such education shall be repeated every three years.

Courses in first aid are offered every semester by the university's Occupational Health Care. Information regarding course dates and places are distributed by CRC Service.

Lund University's work places are considered to be "Heart-safe zones".

There are three automatic external defibrillators (AED) placed within CRC. These are placed at the CRC's reception, and in break rooms 91-11-049 and 28-11-040. The AEDs requires no prior training for operation.

The AEDs are serviced by CRC Service.

Staff within CRC that have received training in first aid and CRP, with or without AED, are posted on notices at the bulletin board on each level.

In case of a suspected hearth stop, ambulance should be called for as soon as possible, followed by manual or AED-assisted CRP until the ambulance arrives. If in need of assistance, CRC Service can be notified.

III.14 Indoor environment

III.12.1 Temperature

The temperature in premises in continual use should normally be between 20°C and 22°C. In the summer, however, temperatures of up to 25°C may occur.

III.14.2 Air quality

Air diffusers in seminar rooms, lecture theatres and similar rooms keep carbon dioxide levels below 800 ppm. If levels exceed this, the ventilation is adjusted to reduce carbon dioxide levels.

III.14.3 Ventilation control

The ventilation system is designed for the intended number of people and activities. When changes in activities occur, it is therefore important that this information is passed on to CRC Service so that the impact on the ventilation can be evaluated and adjusted when necessary.

At times when few people are expected to be in the rooms (primarily at night), the ventilation capacity is reduced to save energy.

It is possible to regulate the temperature in most rooms manually. If the room will not be used for a long period of time, the dial on the control unit should be set to the highest temperature in summer (+ symbol) and lowest in winter (– symbol).

III.14.4 Sun blinds

CRC is fitted with blinds on the outside of most windows, which helps to reduce the level of incoming sunlight and maintain a stable indoor climate. In buildings 60 and 28, the sun blinds on the eastern façade are automatic and the ones on the south and the west are manual.

In buildings 91, 92 and 93, the sun blinds on the eastern, southern and western façades are automatic.

Manual blinds are adjusted using the cord on the inside of the window.

Automatic sun blinds are regulated from the control box. The control box may only be programmed by CRC Service, who adjust the programming so that it suits all operations as far as possible.

In addition to external blinds, all rooms are fitted with roller blinds, which are intended to block incoming sunlight but which do not stop the warmth of the sun from entering the room.

III.12.5 Overtime ventilation

Teaching and meeting rooms in buildings 93 and 60, in the Library and in the Study Hall have been equipped with functions to force the ventilation on, and can be used to improve the air quality outside CRC opening hours.

The switch for forcing the ventilation is placed near the door of the room and marked “Övertidventilation”.

To force the ventilation, push the switch and wait up to 20 seconds until the lamp lights and the ventilation have started. To shut of the forced ventilation, push the switch and wait for the lamp to go out.

III.15 Supervision and checks

CRC Service carries out the supervision and checks agreed in the coordination agreement. In addition, there are other checks necessary to keep the buildings and their equipment in functional condition.

The following inspections and checks are carried out regularly.

Fire safety inspections	once a quarter
Health and safety inspections	once a quarter
Building inspections	once a month
Checks of eye showers and emergency showers	once a month
Monitoring of autoclaves, fume cupboards, LAF cabinets, lifts	once a year

III.16 Candles

Candles are allowed within CRC, with the exception for laboratory facilities and any area in direct connection to such areas.

The candles shall be placed so that the can not fall, and must not be placed in the vicinity of flammable materials.

The person that lights a candle is also responsible for putting the candle out.

Section IV

IV.1 Teaching rooms

IV.1.1 Booking

Undergraduate teaching rooms are booked via TimeEdit. To book rooms in TimeEdit contact Kerstin Troein (040 39 14 00, kerstin.troein@med.lu.se). Please make bookings by 16:00 the day before the booking is scheduled.

To log in to the computers in the rooms, university employees use their LUCAT username and password and students use their StiL username and password. The seminar rooms in building 93 have different login details specific to the rooms. Details can be found in the rooms.

Students also have the right to book undergraduate teaching rooms after 17:00 on weekdays and at weekends. Students must identify themselves with their StiL address, name, personal identity number, course and semester of study.

IV.1.2 Use of rooms

There are easily accessible manuals and information in all rooms. If you experience problems, please contact the reception (tel. 040 39 10 10). The reception contacts IT Support or the caretaker's office. IT support prioritise help requests for the main lecture hall and seminar rooms. It is possible to order an IT technician to be present for a fee.

The user tidies the room after use, removing paper, food waste, etc. The furniture does not need to be put back in place; it is up to each user to arrange the furniture as he or she desires. It is particularly important that battery-powered equipment is returned to the relevant charger and that microphones are turned off.

Rooms that are not put in order will be tidied by CRC Service and the cost for this will be charged to the user. The fee is currently SEK 500 per hour.

The person who booked the room is responsible for the room and the equipment during the period of the booking. Please note that rooms are unlocked during the period of the booking and should therefore not be left unattended. If the booking time is exceeded, an alarm may be set off.

Any faults should be reported to the reception creception@med.lu.se.

The rooms are checked by CRC Service staff every evening.

Abuse or infringement of these rules may entail suspension of the right to book teaching rooms at CRC.

There are a few sessions each semester where we run through the technical equipment in the main lecture hall. Information about upcoming training session can be found at: http://www.med.lu.se/bibliotek_och_ikt/kurser/hantering_av_teknisk_utrustning.

IV.2 Meeting and entertainment rooms

V.2.1 Conditions for rental

For an event to be held at CRC, the following conditions must be fulfilled:

- The organiser shall have a connection to the Faculty of Medicine, Region Skåne or CRC.
- The event shall be for official entertaining, linked to education or research, or for staff welfare.
- Conferences shall be in a field linked to medicine, medical engineering or health care.

Purely private parties may not be held in the rooms, in accordance with a vice-chancellor's decision on Entertainment on University Premises (Festverksamhet i universitetets lokaler), reg. no IC 35 2907/99

Region Skåne and Lund University can rent undergraduate teaching rooms and rooms at CRC; operations at CRC can also use the internal meeting rooms.

These guidelines make a distinction between internal and external events. The factor that determines whether an event is internal or external is its purpose. For an event to be considered internal, the following criteria shall be fulfilled:

- The organiser shall belong to the Faculty of Medicine, Region Skåne, CRC or organisations directly linked to these.
- The event may not be for profit.

CRC Administration judges whether the conditions for arranging an event at CRC have been fulfilled and whether the event is to be considered internal or external.

IV.2.2 Rooms

Guest dining rooms

Gunvor Åkesons matsal (28-10-046)

Japanska matsalen (28-10-048)

Kaffesalongen (28-10-047)

Dining rooms

Restaurangens matsal (90-10-009)

Conference rooms

37:an (28-10-037)

40:an (28-13-040)

Faculty Club

28-11-046

Exhibition areas

Entrance quadrangle, upper (90-10-003)

Entrance quadrangle, lower (90-09-001)

Break room

91-11-049

Gym

90-09-041

Lecture theatres

Medelhavet (Wallenberg Laboratory)

Only bookable between 07.00 and 18.30

Meeting rooms

28-10-026

28-11-026

28-12-026

28-13-026

91-10-013

91-10-014

91-11-052

91-12-013

91-12-014

60-12-015

60-13-014

IV.2.3 Booking

All rooms except meeting rooms are booked through CRC Reception, who create a preliminary booking. For the guest dining rooms and faculty club, approval must be given by the Director of CRC before a preliminary booking can be registered.

After a preliminary booking has been registered, a booking confirmation is sent to the user with a link to documentation relevant to the booking. Once the documentation has been filled in and submitted to CRC Service, the booking is considered confirmed. Bookings that are not confirmed by seven days before the event will be cancelled by CRC Reception.

Meeting rooms are booked through ScheduleIT, crcservice.med.lu.se/scheduleit. If you do not have a username, please contact Linus Jeppsson, linus.jeppsson@med.lu.se.

IV.2.4 Cancellation

For cancellation of all bookings except for meeting rooms, please contact CRC Reception.

Meeting room bookings are cancelled through ScheduleIT.

IV.2.5 Booking of equipment and services

It is possible to book equipment and caretaker services from CRC Service. IT Service can provide audiovisual and computer equipment and technical support for audiovisual equipment and computers. Bookings shall reach the organisation concerned at the latest seven working days before the event. For more information about available equipment, please contact CRC Reception.

Both cold and hot food is ordered from Mötessplats CRC. Mötessplats CRC must always be the first port of call for food ordering. If they are not able to accept the order, another company may be contacted.

Food orders that include alcoholic beverages may only be placed with Mötessplats CRC. If they are not able to fulfil the order, no other company may be asked to provide alcoholic beverages because of the terms of the alcohol licence.

IV.2.6 Alcoholic beverages

Alcoholic beverages may not be served at CRC except for in the two exceptions stated below.

Mötessplats CRC has an alcohol licence for the restaurant dining room and the guest dining rooms. Alcohol may only be served and consumed in these areas if it is provided by the restaurant.

In the break rooms in buildings 28 and 91, and in the faculty club, small amounts of alcohol may be served in conjunction with staff welfare events, for example receptions for graduations or retirement. This is on the condition that the group can be regarded as a closed group.

IV.2.7 Cleaning

After an entertainment event, the rooms are cleaned by the CRC cleaners. However, the organiser shall clear away any leftover food and personal equipment and possessions before leaving the room. The cleaners determine how much cleaning is needed.

IV.2.8 Rules of conduct

The ordinary regulations given in this document also apply to events, as long as nothing else has been agreed in accordance with the point below.

IV.2.8 Changes to the burglar and fire alarms

It is possible to adjust the alarm systems to suit the needs of the event. In order to do this, CRC Service requires information about the desired adjustments at the latest seven working days before the event. For more information about what adjustments can be made for a specific event, please contact Linus Jeppsson, linus.jeppsson@med.lu.se.

IV.2.9 Damage to premises

The organiser is liable to pay for all damage to the premises or equipment at CRC, insofar as these cannot be regarded as normal wear and tear. CRC Service is responsible for assessing the damage and debiting the cost of repairs.

A repair fee will be charged when damage has occurred to CRC's premises or equipment. The fee is intended to cover the costs of materials and labour to repair the damage. The fee is therefore decided by CRC Service in each individual case.

Other fees may be payable, especially for external events. For more details of the fees that may be charged, please see appendix 2.

An attendance fee will be debited from the organiser if the organiser sets off the burglar alarm or fire alarm by violating CRC's code of conduct for security. The fee is the same as that charged to CRC Service by the security firm or emergency services.

IV.2.10 Fees

For internal events, rent is not charged for the use of CRC's premises and the internal meeting rooms. Rent is charged for external events. The rent is based on the principle of full cost coverage.

For both internal and external entertainment events, a cleaning fee is charged as necessary. The service unit judges how much cleaning is required and debits the organiser for the time taken. This fee is invoiced afterwards by the service unit.

For both internal and external events, the use of caretaker services outside CRC opening hours is debited with an hourly fee to cover staff costs.

Current fees, internal events

Cleaning fee, weekdays, per hour	SEK 244
Cleaning fee, weekends, per hour	SEK 425
Caretaker services, evenings, per hour	SEK 250

Current fees, external events

Room rental, CRC premises, per hour	SEK 500
Room rental, exhibition area in entry quadrangle, per day	SEK 1500
Room rental, exhibition area in entry quadrangle, per day, booking < 4 hrs	SEK 800
Cleaning fee, weekdays, per hour	SEK 305
Cleaning fee, weekends, per hour	SEK 425
Caretaker services, weekdays, per hour	SEK 250
Caretaker services, evenings and weekends, per hour	SEK 500

IV.3 Tidiness of rooms

Each person who books a teaching, meeting or entertainment room is responsible for setting out the furniture as desired. The rooms shall be left in a tidy state. If this is not the case, CRC Service will tidy the room and the cost will be debited from the user.

Currently, SEK 250 per man-hour or part thereof is charged for room tidying.

IV.4 Staff rooms and canteen

IV.4.1 Studententry

The student kitchen is located in house 90, floor 09 (outside room 93-09-002, formerly OSCE). It is equipped with refrigerators and microwave ovens.

Students are responsible for cleaning the microwave ovens after usage. Please use a cover lid, when heating food in the ovens.

The sockets reserved for microwave ovens, may not be used for other purposes. Coffee percolators and similar equipment must be connected to sockets with built in timers.

The refrigerators are emptied alternately every two weeks, on Fridays at 15:30 to 16:30. If you want to store food in the refrigerator through this time, it's crucial that you choose the right refrigerator. For further information about dates, see notes on the refrigerator doors.

IV.4.2 Mötesplats CRC

Mötesplats CRC is the name of the café and restaurant at CRC. For more information please see www.motesplatscrc.se or ring 040 39 14 17. Catering and refreshments at CRC shall be ordered from Mötesplats CRC in the first instance.

Please note that the utensils and disposable materials from the restaurant must not be taken for use with your own food.

Please note that seating in the café and the restaurant areas are for the use of the café and the restaurant guests and may not be used for the consumption of your own food during lunch time.

IV.5 Main entrance hall and exhibition areas

The main entrance hall and the exhibition areas are booked via the Reception.

There are limitations regarding allowed activities in these areas. Those limitations are specified in "Tillämpning av Rektors beslut gällande föreskrift för försäljning eller marknadsföring av tjänster eller produkter inom universitetslokaler" (Application of regulation on the sale or marketing of services or products on university premises), established by the CRC board 11 June 2010.

IV.6 Premises for specific purposes

IV.6.1 Locus medicus malmöensis

In a corner of SUH Malmö's hospital area, is an old church chapel located - since long obsolete and forgotten, a remain from the past. Built in a time when people still valued aesthetics and fetching surfaces in their everyday life, not just linoleum floors, H1N1 and accessibility. This building was left to deteriorate when it was no longer needed. Now, this chapel has been renovated into Medicinska föreningens community center in Malmö, Locus medicus malmöensis, commonly referred to as Locus Malmö.

In Locus Malmö, a variety of activities aimed for students on UHS Malmö is being arranged by Medicinska föreningen. It is also possible to rent Locus Malmö for private events.

For more information, please contact malmolocus@mfskane.se, or kapellmastare@mfskane.se. More information is also available at www.mf.lu.se.

IV.6.2 Changing rooms

Changing rooms for medical students registered on semester 8, is located in building 90, floor 09 (outside seminar room 93-09-002, formerly OSCE). Please note that these lockers may only be used by medical students registered on semester 8.

Use only lockers marked "studenter". All lockers must be marked with name and telephone number.

Depending on the number of students the current semester, it may be necessary for two students to share one locker.

IV.6.3 Lockers

Lockers for shorter term storage is placed in building 90, floor 09 (outside seminar room 93-09-002, formerly OSCE). These lockers may be used by anyone visiting CRC.

At the end of the semester, the lockers must be emptied and all padlocks must be removed. If not, CRC service will open remaining locks whereafter the lockers will be emptied.

IV.6.4 Rest room

One rest rooms are available at CRC. The key to these can be borrowed from reception.

Please note that the rest rooms are not to be used for overnight stays; they are only for those in need of them, for example in the event of illness.

IV.7 Electricity systems

IV.7.1 Normal electricity system

The normal electricity system runs the lighting and almost all connection panels in the laboratories. The quality of electricity provision on this network largely depends on what equipment is connected. Electricity provision at CRC is linked to the hospital's reserve power. Please note that the electricity supply is temporarily interrupted while this is started up.

IV.7.2 Cleaning sockets

These are located in the corridors and are intended for the cleaning staff's equipment. Users are not permitted to connect any electrical devices or equipment to these sockets.

IV.7.3 Socket posts

Posts with sockets for electrical outlet, are located next to the tables on the balcony in building 90, floor 11 and also behind the sofa on floor 10.

IV.7.4 Multiple extension leads

Do not connect too many extension sockets to one wall socket. If a multiple extension lead is to be used with a large load, ensure that the lead is fully drawn out, in order to enable the heat produced to escape.

IV.7.5 Fastening up extension leads

No sockets or multiple extension leads may be left on the floor. This is to prevent dust gathering in the sockets. It also reduces the risk of a catastrophic accident in the event of a water leak.

IV.7.6 Load

The normal electrical sockets are only fused up to a current of 10 A. For this reason, the load on each socket or group of sockets attached to the same fuse must be distributed so that it does not exceed an effect of 2 200 W.

IV.8 Health and wellbeing

The gym at CRC is used for various forms of exercise. Information on these and the timetable can be found on CRC's website or in the CRC reception.

IV.9 ICT services

IV.9.1 Technical support for computers and printers

Contact IT Service for help with computers etc. Please use the form on the website, www.med.lu.se/bibliotek_och_ikt/it_service. You can also contact them by email, itservice@med.lu.se, or telephone 040 391100.

All services offered by IT Service can be found in the service catalogue at www.med.lu.se/bibliotek_och_ikt/it_service/personal/tjenstekatalog.

IV.9.2 Username and password

All students at the university shall have their own STIL ID and password.

Email is a central service managed by Lunds universitets datacentral, LDC.

To change your password, follow these two steps:

1. Change your password in LUCAT for Staff
2. Synchronise your password so that you can use it in the Faculty of Medicine's system.

You will find your home directory under "Computer" in Windows 7. In the list is a directory with the same name as your LUCAT login. You should primarily save your documents in your home directory; then only you have access to them and they are automatically backed up on the faculty's server. Please delete documents you do not use to free up space on the server.

IV.9.3 Networks

The wireless network with login via a web browser is called LU weblogon. It requires a key, which is not secret, but which will be changed twice a year. In autumn 2011 the key is lu2011-2, in spring 2012 it is lu2012-1 and so on.

The Eduroam wireless network gives staff and students access to the Internet when they are visiting other universities that are also members of the network.

IV.9.4 Premises with technical equipment

If you need help with the technology in the room, it is possible to book setup help from a technician at IT Service. During daytime hours there are also technicians who can come and help at short notice – contact CRC Reception.

IV.10 Library

One of the Faculty of Medicine's libraries is located at CRC. For current information, please see the address list.

The library's normal opening hours are Monday to Thursday 8:00 to 18:00 and Friday 8:00 to 17:00. The library is closed on Saturdays and Sundays.

IV.11 Relatives' centre

The SUH Malmö relatives' centre is located at CRC. The relatives' centre is used to offer information and support to relatives in the event of major disasters.

When the relatives' centre is in use, its activities are prioritised. This will entail disruptions to the normal service delivery of CRC Service. Information about the extent of the disruptions will be announced once CRC Service has an overview of the situation

IV.12 Reporting of faults

Please report faults to the reception, or by e-mail to crcservice@med.lu.se.

Emergency faults, such as water or gas leaks, should be reported to 040 39 10 30 during the daytime and in the evenings to G4S emergency response centre 040 660 87 00.

IV.13 Laundry

Lab-coats can be collected at the clinic. The lab-coats in the changing rooms are reserved and paid for by Practicum Clinical Skills Centre, and they may therefore not be used by students.

Laundry should be left in the laundry sacks that are found in the changing rooms and by the students' lockers. Put white clothes in blue bags, towels in white bags and surgical clothes in green bags.

For information and ordering, please contact the caretakers' office, 040 39 10 30.

IV.14 Coffee- and vending machines

A coffee machine and a vending machine is placed in building 90, floor 09.

The coffee machine does not provide cups – you will have to bring your own.

Please report faults on these machines to Mötesplats CRC, 040 – 39 14 17.

IV.15 Cleaning

Cleaning at CRC is carried out by LU Service and is divided into basic cleaning, tailored cleaning and additional cleaning.

Basic cleaning is the standard cleaning that always takes place to ensure that the premises are in good condition. This can take place with varying frequency depending on the type of premises. Tailored cleaning is suited to requirements and is carried out as necessary. Additional services have also been ordered to some degree to raise the quality of the cleaning at CRC.

Offices are normally cleaned once a week, laboratories, teaching rooms and stairwells three times a week, and communal areas and toilets once or more than once every weekday.

In addition, it includes operating and emptying of dishwashers in the break rooms in buildings 28 and 91

If you notice any problems with the cleaning services, contact Hugh Connell, hugh.connell@med.lu.se.

IV.16 Notices and information

Notices may be posted on the noticeboards around CRC. In other places, notices may only be put up with the approval of CRC Service. Notices can also be handed in to CRC Reception, who will put them up.

Notices may not be put up with sellotape, glue, staples or similar, as these damage both glass surfaces and walls. Pushpins shall be used on noticeboards, and self-adhesive plastic wallets (available from CRC Reception) on walls and glass surfaces.

Temporary information notices can also be displayed on sandwich boards, which can be borrowed from CRC Reception.

Information can be displayed on the information boards in the entrance to CRC, the quadrangle in building 91 and the entrance to the Wallenberg Laboratory. To display information on these, contact CRC Reception.

IV.17 Parking

IV.17.1 Parking spaces within the area of CRC

There are a total of 14 parking spaces within the area of CRC; eight at the end of building 28, two disabled parking spaces by the main entrance and four spaces at the side of building 28. A parking permit is required for all spaces.

IV.17.2 Location of parking spaces

Building 60:

There are eight parking spaces at the end of this building. These are allocated as follows: five parking spaces belong to the TEDDY clinic and three parking spaces are allocated to CRC Service for service vehicles.

Building 28:

There are four parking spaces at the end of this building. These are allocated as follows: two parking spaces belong to Mötesplats CRC and two parking spaces are allocated to CRC Service for service vehicles.

Building 90, main entrance:

There are two parking spaces at the front of building 60. These are reserved as disabled parking spaces for the geriatric clinic.

Loading area

A loading area is marked out at the end of building 60 and next to building 91 for the loading and unloading of goods for CRC. Parking is strictly forbidden in this area, with the exception of deliveries or collection of goods. The parking time is strictly limited to the time for loading and unloading plus 10 minutes. Vehicles shall always display the delivery company's name and the telephone number of the driver or another contact person. Vehicles parked here unlawfully risk being towed away.

Road in front of main entrance

This area is classified as a road in the City of Malmö's local plan. It must be kept clear of parked vehicles at all times. Vehicles may only stop to drop off or pick up passengers, and for quick parcel deliveries. Vehicles may not be left for more than 10 minutes. If this limit is exceeded, a fine will be issued.

IV.17.3 Parking permits

A parking permit is required for all parking spaces. For the service spaces, a temporary permit can be collected from CRC Reception. These are short-term permits and the length of stay and vehicle registration number shall be given when the permit is collected.

Parking permits for the TEDDY clinic spaces are sent out together with the details of the appointment.

A disabled parking permit is required for the disabled parking spaces.

A permanent parking permit is required for all other parking spaces; these are administered by CRC Service. All the permanent spaces are already taken.

Between 18.00 and 07.00 and at the weekends, there is free parking in the service spaces and TEDDY clinic spaces for those visiting CRC.

IV.17.4 Enforcement

All parking spaces, roads and loading bays are continually monitored by Parkering Malmö AB. Unlawfully parked cars or cars parked without a valid permit are issued with a penalty charge by Parkering Malmö AB.

CRC Service takes no responsibility for the payment of penalty charges for unlawful parking or parking without a valid parking permit. The responsibility rests entirely with the car owner.

Between 18.00 and 07.00, the spaces with free parking for visits to CRC are not monitored.

IV.17.5 Information

If you have any questions about the rules or other matters concerning parking around CRC, please contact the CRC reception, crcreception@med.lu.se.

IV.18 Waste management

IV.18.1 Rooms

Bin room

Close to the caretaker's office there is a central bin room. Here there are containers for recycling and waste. Some refuse is also stored here while awaiting collection.

Kitchen

Recycling stations – refuse is sorted in accordance with the signs displayed.

IV.18.2 Conventional waste

Paper

Paper is collected in collected in the recycling stations in the student kitchen.

Examples of paper waste:

Newspapers

Office paper

Telephone directories

Envelopes (not envelopes with windows or self-adhesive closures)

Staples do not need to be removed

Small amounts of cardboard

The bins are emptied by the caretakers and then collected by Transporttjänst.

Confidential material

Confidential material comprises paper and other material to which confidentiality applies in accordance with legislation.

Examples of confidential waste:

Patient records

Questionnaire responses

Confidential material may not leave the clinic, and must therefore be managed according to the internal regulations of SUH.

Household waste

Household waste is collected in the recycling stations in the student kitchen.

Examples of household waste:

Styrofoam

Plastic bags

Food waste

Overhead film, etc.

The bins are emptied by the cleaners on their ordinary cleaning round. The containers in the refuse rooms are emptied by the caretakers.

Cardboard

Cardboard is collected in the recycling station in the student kitchen.

Examples of cardboard waste:

Cardboard

Cardboard with plastic/aluminium foil on can also be sorted as cardboard

Packaging should be clean and flattened.

Hard plastics

Hard plastics is collected in the recycling station in the student kitchen.

Examples of hard plastic waste:

Hard plastic packaging
(packaging that splits when flattened)
Plastic bottles
Plastic containers
Bottle tops

Packaging should be empty and clean.
Please flatten the packaging to save space.

Glass

Glass is collected in the recycling station in the student kitchen, and in containers in the central refuse room. The restaurant collects glass in its own containers.

Examples of glass waste:
All glass packaging

Packaging should be empty and clean. No lids or bottle tops.

Glass is collected by the caretakers' office every week. Glass is collected from the break rooms by the cleaning staff. Glass is emptied into transport containers for collection by Transporttjänst.

Metal

Metal is collected in the recycling station in the student kitchen, and in containers in the central refuse room. The restaurant collects metal in its own containers.

Examples of metal waste:
Food cans
Aluminium tubes
Foil containers
Bottle and jar lids

Packaging should be empty and clean.

Metal is collected by the caretakers' office every week. Metal is collected from the break rooms by the cleaning staff. Metal is emptied into transport containers for collection by Transporttjänst.

IV.18.3 Bulky/miscellaneous waste

Batteries

There are containers for batteries in the refuse room in building 91 and in the kitchens.

Batteries are collected by the caretakers' office and placed in a container for collection by Transporttjänst.

IV.19 Postal services

SUH Malmö's post room manages the distribution of all internal and external post to and from CRC. CRC Service, the caretakers' office, manages the distribution of post (collection of outgoing post and delivery of incoming post) within CRC.

V.19.1 Internal mail

Internal mail is sent between all the University departments and units in Lund, Malmö, Kristianstad and Helsingborg, and all healthcare units in Skåne County and the City of Malmö. Internal mail can also be sent to all Malmö Municipality departments via the collection point at SUH Malmö.

Internal mail should preferably be sent in internal mail envelopes. Internal mail that is sent in normal envelopes or other packaging should be clearly marked "INTERNPOST". Parcels should be well wrapped.

IV.19.2 External mail

For the University departments at SUH Malmö, an agreement exists on franking at SUH Malmö. The University's outgoing mail is franked by the SUH Malmö post room.

All post is sent first class, which means that items should reach the recipient the following day.

SUH Malmö has no requirements about the form or appearance of envelopes. For activities belonging to Lund University, printed envelopes with the LU logo and sender address are recommended. However, a bar code is not required on the envelope as is the case at the University in Lund.

IV.19.3 Emergency postboxes

Within CRC

There is a white emergency postbox outside the CRC caretakers' office, building 90 level 09. The emergency postbox is emptied at 15:00 on weekdays.

Within SUS Malmö

There is an emergency postbox by the Surgical Clinic (Kirurgiska kliniken), Inga-Marie Nilssons gata 47, to the right straight inside the main entrance. This postbox is emptied at 16:00 on weekdays.

IV.19.4 Post Office postboxes

The nearest postboxes are outside Pressbyrån, Jan Waldenströms gata 18 and Inga-Marie Nilssons gata 47, and by Orthopaedics. These postboxes are emptied at 18:00 on weekdays and at 14:00 on Sundays and public holidays.

The Post Office's last minute postbox is at Borrgatan 55, Malmö. This postbox is emptied at 22:00 on weekdays and 20:00 on Sundays and public holidays.

For more information about the Post Office's various services, see www.posten.se

IV.19.5 Addresses

External items

Delivery address	Letter, parcel and invoice address
Lunds universitet	Lunds universitet
Recipient's name	Department/unit Research team/division
Hus Plan	Hus Plan
CRC, Jan Waldenströms gata 35	CRC, Jan Waldenströms gata 35
205 02 Malmö	205 02 Malmö

Internal items

Department/unit

Research team/division

Recipient's name

Hus.... Plan...

Hs 33,

CRC, Jan Waldenströms gata 35

Section V

V.1 Telephone numbers and addresses

<i>Reception</i>		040 39 10 10
<i>Caretaker's office</i>		040 39 10 30
<i>CRC Service</i>		
<i>Hugh Connell</i>	<i>Head of CRC</i>	040 39 10 02
<i>Linus Jeppsson</i>	<i>Maintenance manager</i>	040 39 10 01
<i>Lars Jansson</i>	<i>Administrator</i>	040 39 10 18
<i>Henrik Wendel</i>	<i>Service technician</i>	040 39 10 03
<i>Anders Cronqvist</i>	<i>Service technician</i>	040 39 10 05
<i>Göran Mårtensson</i>	<i>Service technician</i>	040 39 10 06
<i>Tobias Kristensson</i>	<i>Service technician</i>	040 39 10 13
<i>Anki Boldin</i>	<i>Central dishwashing facility</i>	040 39 10 08
<i>Jessica Carlsson</i>	<i>Receptionist</i>	040 39 10 11

All email addresses are in the form *firstname.surname@med.lu.se*

IT-Service, Lund University 040 - 39 11 00, itservice@med.lu.se

Emergency services 0 112
Police, non-emergency 0 114 14
G4S emergency response centre 040 660 87 00
LU head of security 046 222 37 48

CRC website www.med.lu.se/crc

V.2 Access card stations

LTH Studiecetrum

Mondays 12:00 – 13:30
Tuesdays 09:30 – 11:00, 12:30 –14:00
Wednesdays 12:00 – 13:30
Thursdays 12:00 – 13:30, 14:30 – 16:00
Fridays 12:00 – 13:30

Juridicum reception desk

Mondays 08:00 – 20:00
Tuesdays 08:00 – 20:00
Wednesdays 08:00 – 20:00
Thursdays 08:00 – 20:00
Fridays 08:30 – 10:00
Saturdays 09:00 – 17:00
Sundays 09:00 – 17:00

Clinical Research Centre

According to information on the homepage

SOL Humanisthuset

Mondays 09:30 – 11:00, 12:30 –14:00
Tuesdays 10:00 – 11:00, 12:00 – 13:30
Wednesdays 09:00 – 10:15
Thursdays 12:30 – 13:30
Fridays 12:30 – 13:30

Campus Helsingborg, room C146

Mondays 08:30 – 10:00, 13:00 –14:00
Tuesdays 08:30 – 10:00
Wednesdays 08:30 – 10:00
Thursdays 08:30 – 10:00, 13:00 14:00
Fridays 08:00 – 20:00

V.3 Links

Application for access cards <http://crcservice.med.lu.se/student/studentform.htm>.
Work Environment <http://www.bygg.lu.se/arbetsmiljoe>

Section VI

VI.1 Glossary

HSE

Health, safety and environment (HSE) is a collective name for the areas that contribute to the work environment and safety in the workplace.

SWEM

Systematic work environment management (SWEM) is the total and systematic work to prevent ill-health and accidents in the workplace.

Systematic FSM

Systematic fire safety management (FSM) is the total and systematic work to prevent fire risks in a building.

RF

Abbreviation for RegionFastigheter, Region Skåne's property organisation.

ST

Abbreviation for SkåneTeknik, Region Skåne's maintenance organisation for property-related issues.

LU

Abbreviation for Lund University.