

## CDF PPH 332 + PPH 325 Guidelines and code of conduct

1) **Always book the rooms before using them to avoid booking conflicts.**

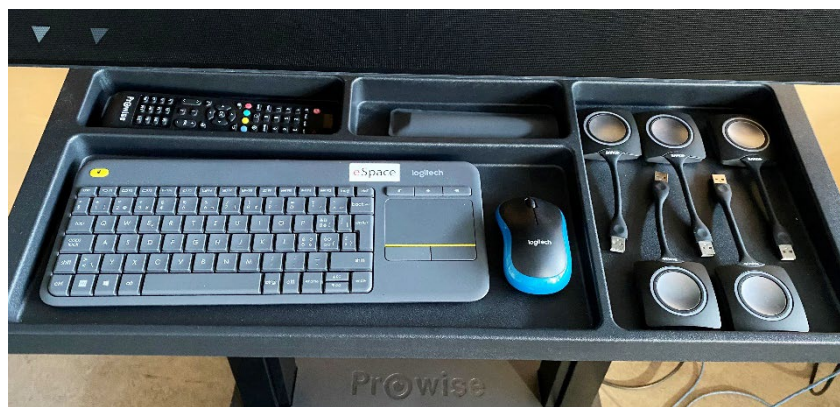
Fill in [this form](#) to get booking permissions.

Once access is granted to you, you will receive instructions on how to book the rooms via your EPFL calendar.

Please note that you are free to book the rooms anytime during the day. If you want to book the room outside of working hours and weekends, you will need to [declare your event](#) to avoid conflict with SECURITAS.

Also note that for PPH 332, you will need to update your Camipro card frequently on one of the Wifi hot spots found all over campus to be able to keep access, as the padlock of the room is updated offline.

2) **PPH 332:** This is the normal state of the room and gear:



Make sure to always put it back in this set up after your meetings:

- Clean up the board (markers and sponges can be found on the window stand, right hand corner of the room)
- Do not unplug cables from the Cisco Clickshare or move or touch it for any reason. Bring your own cables if you need extra.
- Put back all the chairs where they belong
- Put back all the gear in their slots on the tray
- Keep the tables and floor clean
- Do not fill up the rubbish bins with food and beverages of all kind (as a reminder, there is a garbage area outside the building [HERE](#)).
- If you block the door using the wood piece, don't forget to remove it and close the door before leaving

3) A tutorial on how to use the Cisco Clickshare can be found on the table inside the room

4) A complete list of all the IT resources and specs available in the room can be found [HERE](#)

5) If you see that something is wrong in the room or something is malfunctioning, please contact [candice.norhadian@epfl.ch](mailto:candice.norhadian@epfl.ch)

6) **PPH 325: you may also book it at will once you have calendar access, make sure to keep it tidy the same.**

**If the above guidelines are not respected and the room is found in appalling states, I will revoke all access to the room and the building.**

By clicking this field, I confirm that I have read this document thoroughly and I am aware that if the guidelines are not respected, my access will be revoked.

**Full Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_