

## Infrastructure Collegium Helveticum (Building “STW”)

### Coffee corner

There is a coffee corner on floor D where we offer coffee, tea, and water for all fellows and staff. Bringing your own mug is a great idea so you can take it to your desk and go for a refill during the day. This applies to all coffee corners. At some coffee corners mugs are available to use there only. Please leave the corner as you found it.

### Kitchen

On floor A you can find a fully equipped kitchen you are welcome to use. However, our chef Daniela Chemelli uses the kitchen to prepare the catering for in-house events, e.g., the jour fixes. Therefore, we ask you to keep the kitchen tidy and clean and kindly ask you to leave the kitchen as you found it. There is a microwave to reheat your food, and you are also welcomed to prepare your own meals. If you have questions about the kitchen, please contact the Event Office via [eventoffice@collegium.ethz.ch](mailto:eventoffice@collegium.ethz.ch) or in person to receive further information.

Kitchen equipment/dishes: Please note that the dishes should remain in the kitchen as they are also used for catering events. Please put cleaned dishes back to where they belong.

A fridge is available too. You can put food in it in the morning, but we appreciate it if you take it home in the evening again. If you put your food in the fridge, please label it with your name and the date. In case of a catering event, the fridge is not available for you, and we will inform you beforehand. Be sure to stash open food items in the boxes provided in the kitchen.

### Water storage B 10.5

You can find bottled water in room B 10.5 (Getränkelaager) located half-way between floors A and B—just follow the sign Labor (im Hof). Whenever you are in the storage room to return your empty “Henniez” bottle, and you have a free hand, feel free to take a few bottles up to the D or C floor from time to time. If you need a cool bottle of water right away, you can take it from the fridge in the storage room (B 10.5). In the Water Storage you’ll also find a glass recycling bin for all the glass garbage (excluding glass bottles from beverages provided by the Collegium).

### PET-recycling bin

There is a PET-recycling bin located by the main entrance door of the observatory (STW). Please use it for the disposal of all PET-plastic bottles.

### Kleines Observatorium (small observatory)

The small observatory offers another coffee corner as well as a fridge with soft drinks and a little bar with some alcoholic beverages. The Collegium offers water, tea and coffee for free. All other beverages must be paid for. You can find a prize list together with the cash register in the left top drawer next to the sink. We kindly ask you to leave the dishes where they belong. Please leave the room as you found it and clean the dishes you used. We thank you for returning all empty beverage bottles you have taken from the bar as they are charged with a deposit, and we need to return them properly.



## Library

On floor A right next to the kitchen you find the *library room* with a coffee corner. It is another place for you to fill or refill your own mug. Please leave the corner as you found it.

## Event rooms at the Collegium: Meridian-Room (B2.4) and Rudolf-Wolf-Room (B5.1)

- There are two **event rooms** on floor B, the Meridian-Room and Rudolf Wolf room (RWS). They can be booked using the online reservation form on our website or by contacting the event office (intern Event office at STW B 2.1 or by mail eventoffice@collegium.ethz.ch). **Please do not use the Meridian and Rudolf Wolf Rooms without reservation** or having contacted the Event office before. The coffee corner in RWS is available during your meeting or event, and we kindly ask you to leave the room as you found it and clean the dishes you used.

## Maintaining the Observatory

The Semper Observatory is a listed building of national importance. Among other things, this requires special care on the part of the users. Please, do not pin or tape anything on the walls, and place wet umbrellas in the umbrella stands by the cloakrooms.

Please note that we do not have a janitor to lock all the doors and windows. Therefore, we ask you to close windows when you are leaving the building in the evening. There are some box windows that require to close both, an outer and an inner window.

## Door opening main entrance STW

The main entrance door of the observatory (STW) has a so-called daily profile during the semester, i.e., you can enter the building through the main entrance door without a key Monday through Friday from 8 a.m. to 6 p.m. As the building is open to the public, we ask you to **lock the doors to your office whenever you leave it unobserved**.

## Keys

All fellows receive a key to the “*Sternwarte*,” so they can move freely. Keys are issued per person due to liability and cannot be exchanged among the Collegium’s community. The loss of a key must be reported immediately for security reasons: UN real estate services portal.

## Office supply

In each office you will detect a variety of office supplies as well as a stock of each office item. Furthermore, additional a basic set is also stationed in the office on floor C. If you have any questions or there’s a lack of any supplies, please contact: admin@collegium.ethz.ch.

## Floor lamps in the offices in the observatory

They are smart and therefore require a smartphone to customize the color of the lighting. To change the color if the light you need to install an app called “MyLights Tunable for Lightpad” (or something similar available in the App Store of your choice). Once installed, the phone/device operating the app must be connected via Bluetooth in order to take command over your lamp.



## Pool post office box / ETH postal service

The mail room is located to the left of the main entrance B-Level. There, you find a pigeonhole (A-Z) for incoming mail. Mail is delivered and collected weekdays between 7.55 a.m. and 8.45 a.m. Please check your mail regularly.

For further guidelines for ensuring direct, on-time delivery of your mail as well for sending goods abroad please see the information sheet in the post room or contact ETH logistics and transport.

Outgoing mail should be put in the labelled shelf (please label it with the sender's initials, so it can be traced back to you, in case there are any questions). If you want to send your mail with "A-Post" (priority mail) please write a big visible A in the upper right corner of the envelope.

For internal mail, use the internal envelope (yellowish colour). For external mail, use the specifically made "Collegium's envelope" (with the UZH/ETH/ZHdK logos and barcode). All mail sent through the ETHZ-postal service does not have to be stamped (internal mail is free and external mail will be charged through the barcode). This does not apply to regular mail being sent through the Swiss postal service. A regular yellow mailbox of the Swiss post is located at the corner Schmelzbergstrasse/ Gloriasstrasse. These letters must be franked.

**Paper shredder** is located at the entrance of the first floor (level C) right next to the printer.

## Printer/scanner

You find the main printer with scanning function on floor C. This multi-function unit (MFU) can print in colour as well as in A3 format. In order for you to be able to print at the Collegium Helveticum you would need to install our printers on your (private) laptop. Below you will find the links to the instruction for the installation for **MacOS, Linux and Windows**:

MacOS: <https://unlimited.ethz.ch/display/itkb/Add+a+printer+with+macOS>

Linux: <https://unlimited.ethz.ch/display/itkb/Add+a+printer+with+Linux>

Windows: <https://unlimited.ethz.ch/display/itkb/Add+a+printer+with+Windows>

## Parking at the Collegium Helveticum

Parking on ETH campus is chargeable (the prize list can be found on this Link).

Employees can obtain parking permits to park on all ETH parking spots. Depending on the situation you can buy a ticket at a ticket-machine (closest at Spöndlistrasse) or a daily pass, available at Campus Info in the main building.

## Cycling at the ETH?

By all means! Cycling to work is something ETH Zurich vigorously encourages. The bike infrastructure is being constantly expanded and various inexpensive bike-sharing options are offered to all ETH members.

