

**Janáček Academy of Music and Performing Arts in Brno**  
**Beethovenova 2, 662 15 Brno**

**OPERATING INSTRUCTIONS OF RECTOR'S OFFICE AND DEPARTMENT OF  
FOREIGN LANGUAGES OF JAMU AT BEETHOVENOVA 2**

**Article 1**

**Opening hours**

1. All premises of the Rector's Office and the Department of Foreign Languages are available during working hours, i.e. on week days between 6 a.m. and 6 p.m. In the period between 6.00 – 6.30 p.m. on week days all premises are checked by the porter.
2. On week days between 6.30 p.m. and 6.00 a.m., as well as at weekends and bank holidays, the premises at Beethovenova 2 are closed.

**Article 2**

**Entrance to the Rector's Office and Department of Foreign Languages premises**

1. The premises of the Rector's Office and the Department of Foreign Languages are accessible to JAMU employees and students, as well as the public, during working hours.
2. JAMU employees and students shall provide their identification card, identity card or other relevant documentation when entering.
3. After 6 p.m., nobody is allowed to be on the premises of the Rector's Office and the Department of Foreign Languages.
4. The Bursar of JAMU may grant any exceptions to enter these premises outside working hours in writing. The permit shall contain the purpose, time, conditions of the entrance.

**Article 3**

**Porter**

1. The premises of the Rector's Office and the Department of Foreign Languages are opened and closed by the porter, who shall switch off the alarm system prior the opening hours and shall switch it on after the opening hours.
2. The entrance to the premises of the Rector's Office and the Department of Foreign Languages is overseen by the porter in the porter's lodge on the ground floor.
3. The porter is entitled to check anybody entering the building, to check their identity cards or any other valid documents.
4. The porter is obliged to enter the following data of anybody entering (hereinafter "visitors"), except JAMU employees and/or students – the date, name and surname of the visitor, time of arrival, purpose of the visit, place visited (Rector's Office employee or the Department of Foreign Languages).
5. The porter is entitled to check the things brought into or taken out of these premises.
6. After the opening hours, the porter checks all rooms and offices. During the inspection he/she makes sure all doors and windows are closed properly, all appliances listed at the porter's lodge are unplugged, and all lights and water taps are turned off. The porter is not allowed to use the lift when inspecting the premises.

7. Lost properties found on the premises shall be kept at the porter's lodge and a report shall be entered in the duty register.

## **Article 4**

### **Keys**

- 1) The keys to the main entrance to the building at Beethovenova Street 2 and to the main entrance to the offices as well as the Department of Foreign Languages are kept by the Rector, the bursar, porters, cleaning staff and the administration staff with some exceptions pursuant to Article 2, paragraph 4 of the Operating Instructions.
- 2) The Head of the Asset Management Dpt. is authorized to provide staff with keys against a signature, upon request of senior employees approved by the Bursar in accordance with the Operating Instructions.
- 3) All employees of the Rector's Office and the Department of Foreign Languages have keys to their workplaces against their signature.
- 4) The staff are obliged to lock their offices and keep the keys whenever leaving their workplace. This obligation applies to everybody stated below /see 6), 7), 8),9)/. Failure to comply with this regulation is regarded as a violation of discipline.
- 5) The staff are not allowed to lend their keys and make duplicates.
- 6) Only the Rector and Bursar and superiors of the employees are entitled to enter their offices in their absence.
- 7) The cleaning and maintenance staff, porters or OVIS staff are also allowed to enter any office even if the employees are not present, only in order to fulfil duties which can't be carried out if the employees are present.
- 8) The Heads of Technical and Investment departments and the Head of the Asset Management Department may only enter any office in emergency or urgent cases which cannot be postponed.
- 9) Other Rector's Office staff, inspectors and controllers may only enter any office in emergency and urgent cases with the permission of, and accompanied by, superiors of the employees absent (see 6).
- 10) Apart from those listed in 6 -9 of this Article, no one, including the administration and JAMU staff and students, is allowed to enter any office in absence of the respective employee.
- 11) The keys to the main entrance of the building at Beethovenova Street 2 and to the main entrance to the offices as well as the Department of Foreign Languages are locked in a safe at the Asset Management Department.
- 12) Duplicate keys are stored at the porter's lodge in a locker.
- 13) If it is necessary to enter any room, in accordance with the Operating Instructions, the porter shall lend the key to employees authorized listed in 6, 7, 8 of this article against their signature. If a Rector's Office employee misplaces the keys to their offices, the duplicates are lent by the porter against signature.

## **Article 5**

### **Protection of JAMU Property and the Belongings of JAMU Employees, Students and Visitors**

- 1) Staff and Foreign Languages teachers belongings shall be put into lockers in their offices and rooms.
- 2) Students shall hang their overcoats on hooks in the classrooms on the first floor. Visitors shall leave their overcoats in the office of the person visited.
- 3) JAMU is not accountable for loss of items left in any other location on the premises.
- 4) No private electrical appliances are allowed.
- 5) JAMU employees and students are obliged to follow the Operating Instructions, avoid causing damage to health and property, and protect JAMU property against theft, damage or destruction. Risk of damage shall be immediately reported to superiors or teachers. If this cannot be done the incipient damage shall be reported to the porter at Rector's Office premises.
- 6) Emergency exits, corridors and staircase must be kept free, nothing can be stored or placed there.
- 7) Smoking is prohibited in all offices and classrooms, the only exception being offices where only smokers work.

## **Article 6**

### **Rules for Using Work Aids and Equipment**

- 1) The staff are only allowed to use work aids and equipment (PCs, telephones, copiers, electrical appliances, etc.) necessary for their work following the instruction manual which they shall be familiar with.
- 2) The staff are obliged to protect the work aids and equipment against loss, theft, damage and/or destruction and they are not allowed to let other people use them, not even temporarily.

## **Article 7**

### **Access to JAMU Archive**

- 1) JAMU archive and Rector's Office Registry are in basement of Beethovenova Street 2. Pursuant to valid legal regulations and JAMU registry and Scrap Paper Regulations, only a person in charge of the archive is allowed to enter the Registry and Archive. In case of their prolonged absence, it is their superior who is authorized to enter the Archive.
- 2) Pursuant to provisions of Act No.563/1991 Coll. on accounting in effective wording, it is the Rector who gives permission to enter the detached section of the accounting archive to the authorized accountant of the accounting department.
- 3) Other people may only enter the Registry and Archive if accompanied by the person in charge of the Archive or their superior pursuant to 1) of this article.
- 4) Key to the Registry and Archive kept at the porter's lodge may only be lend to the person in charge of the Archive or their superior in case of their long-

lasting absence, and the accountants authorized by the Rector, in emergency to people listed in Article 4 paragraph 8. Nobody else shall be permitted to enter the Archive if not accompanied by a person specified above.

## **Article 8**

### **Parking outside the Building at Beethovenova Street 2**

- 1) Two parking lots are reserved for the Rector's Office outside the building at Beethovenova Street 2.
- 2) Two transferable parking licences are available at the porter's lodge.
- 3) These parking lots can only be used by JAMU employees with F-card or access permission card, visitors the Rector, Bursar and Head of Technical and Investment Department.
- 4) The parking licence card, available at the porter's lodge, shall be placed behind the windscreen of the car parked in a reserved parking lot. When leaving, the drivers shall return the card.
- 5) Roadblocks are placed on the reserved parking lots by the porter who shall prevent any other cars without the licence from parking there during the opening hours.
- 6) Cars without licence cards are reported to the Police by the porter. A report on such an offence is made in the parking register. The report shall contain the following: date, time when the offence was reported to the Police, plate number, colour and make of the car.

## **Article 9**

### **Report on Injuries, Use of First-Aid Kit, other Records**

- 1) Any injury incurred during the working hours shall be reported to a superior who is obliged to record the incident in the Register of Injuries kept at the porter's lodge, and to fill in the appropriate form in case of job-related injury. If a student is injured, the form is filled in by the teacher.
- 2) The first-aid kit is at the porter's lodge.
- 3) Employees shall record any flaws found at their workplace in the register of flaws kept at the porter's lodge. The records are monitored by an authorized employee of the Technical and Investment Department who shall rectify the situation.

## **Article 10**

### **Final Provisions**

The Operating Instructions come into effect on May 1, 2003 when validity of the Operating Instructions of JAMU Rector's Office at Beethovenova Street 2 of September 1, 1998 shall be terminated.

Brno April 24, 2003

prof. PhDr Václav Cejpek  
Rector