



24 September 2015

LUND UNIVERSITY

Joint Faculties of Humanities and Theology

LUX

Charlotte Tornbjer

LUX – for LU staff working at LUX

LUX houses the Centre for Theology and Religious Studies, Department of Philosophy, Department of History, Department of Archaeology and Ancient History, Department of Arts Cultural Sciences, the office of the Faculties of Humanities and Theology, the LUX library, parts of the IT unit, parts of the Humanities Lab, as well as the LUX maintenance team, which is responsible for general maintenance and the common areas in the building.

More than 400 employees and 1 674 FTE students work and study at LUX.

A lot of information is available on the LUX website (<http://www.ht.lu.se/lux/>) and on the intranet. To locate LUX's page on the intranet, click on the tab for the Faculties of Humanities and Theology and select LUX.

Shared services and organisation at LUX

The departments, the Humanities and Theology office and libraries, the IT unit and the Humanities Lab are all independent units. The maintenance team at LUX takes care of the common areas (seminar rooms, staff dining room, atrium, student kitchen, etc.) and the shared services of the building, and has overall responsibility for the physical building and its security. The caretakers' office, the reception and the booking of premises are all included in the responsibilities of the maintenance team.

The building is managed by a board with representatives from all departments/units in the building. There is also a student and a doctoral student representative. The board convenes a couple of times a year and is chaired by the director of the LUX maintenance team, Charlotte Tornbjer.

Charlotte Tornbjer is located at LUX B:369. Telephone: 046 222 64 74.

Email: Charlotte.Tornbjer@lux.lu.se

Contact information:

Mailing address: Name of the department/unit, LUX, Box 192, 221 00 Lund

Delivery address: Helgonavägen 3, entrance D, Lund

Internal mailing code: 30

Fax: 046 222 32 28 (in the reception)

Building opening hours

The main entrances to LUX (A, B, D and E) are open:

Monday–Friday: 07:45–19:00,

Saturday: 10:00–16:00,

Sunday: Closed.

As an employee of any of the organisations at LUX, you automatically have around the clock access to all exterior doors using your LU card and PIN. Students have access to the building Monday–Friday 06:30–22:00, and on Saturdays 10:00–16:00.

Special opening hours apply during holidays and in summer. Information about these will be available on the website

(<http://www.ht.lu.se/lux/oppettider/>).

Library

The library is normally open:

Monday–Friday: 09:00–19:00,

Saturday: 10.00–16.00.

Special opening hours apply during holidays and in summer. Information about these will be available on the website

(<http://www.htbibl.lu.se/en/contact/lux-library/>)

A caretaker will make sure the library is clear before closing. The rest of the building will not be cleared.

More information

- All corridor doors have card readers.
- Opening hours (unlocked) for stairways and corridor doors inside LUX are Monday–Friday 07:45–17:00.
- The doors that lead to the corridor from the staff dining room are always locked. Other entrances are locked, but can be accessed using your LU card and PIN.
- During exams or other activities in the building on weekends, the doors can be reprogrammed. Notify the caretakers well in advance at vaktmasteri@lux.lu.se. For questions about the access system, please contact the caretakers' office or the director.

LUX – from A to Z**Access system**

There are no keys at LUX. To access common seminar rooms, your office and other areas you need an LU card and PIN. These can be retrieved from an LU card provider – UB Media is the nearest one. For opening hours, see <https://lukortet.lu.se/en/>.

You will always have access to LUX with your card and PIN, but to access, for example, your office the card must be refreshed at least every other day by scanning your card at the readers located at all entrances. When refreshing your card for the first time: be careful to keep the card still until you see a green light. This can take up to 30 seconds. If the update fails, you must wait 24 hours before trying again.

If you lose your LU card, contact lukortet@lu.se immediately so that it can be cancelled. Also contact the caretakers' office or the LUX director. A new LU card can be retrieved at the nearest LU card provider.

It is important that everyone helps out and makes sure that all windows and doors are closed when leaving the workplace. Doors must not be propped open or damaged. We do not want unnecessary (and costly) call-outs from the security company.

Bicycles

There are three University bicycles at LUX which all staff can borrow. The keys can be retrieved from the reception. The bicycles are parked in Building D, the recycling building, which must always be locked manually using the LU card.

Booking premises

All premises are booked via TimeEdit. Those in charge of timetabling will receive information about when they need to submit their booking requests to LUX's central timetabling administrators, Agnes Borg and Ulla Rönbeck at schema@lux.lu.se. Once the central timetabling has been completed, anyone can book premises via the online booking system.

To book the staff dining room or if you want to hold an event in the atrium, contact schema@lux.lu.se. Guidelines for the staff dining room are available on the intranet.

The LUX main auditorium is a University-wide premise and is booked via the central Room and Conference Booking Office, lokalbokning@lu.se.

If your booking is outside the building's regular opening hours (see above) you must also notify the LUX director in good time, so that the security company can be notified. This applies to all activities in the building outside regular opening hours.

More information about timetabling and room booking can be found on the intranet.

Café LUX

Opening hours: 8:00–16:00.

Here you can buy coffee, cookies, sandwiches and lunch. They also offer catering services. Contact info@cafelux.se.

Remember to return the café's china! Lunch reservations can be made for the area beyond the hanging bridge by the library entrance. Bookings must be made in advance at schema@lux.lu.se.

Caretakers' office

The caretakers' office is located in Building A and manned by Ingvar Bolmsten. Here you can receive help with most practical issues. Opening hours are 07:30–16:00.

Ingvar Bolmsten: telephone 046 222 64 75.

Email: vaktmasteri@lux.lu.se

Conferences at LUX

Are you thinking of organising a conference at LUX? Be sure to allow plenty of time in advance. On the intranet you will find more information about things to consider.

Fire safety – Systematic fire safety management at LUX

The LUX director is responsible for fire safety management at LUX.

General documents relating to the systematic fire safety management are available on the intranet. Minutes from various fire safety inspections, however, are collected in a binder located in the LUX director's office. Evacuation plans can be found in the stairwells in the building.

In accordance with a Vice-Chancellor's decision, all staff are to undergo fire safety training every five years. Heads/managers are responsible for this and the LUX director coordinates the training. Heads/managers are also responsible for ensuring that new employees receive information about the procedures that apply concerning fire and evacuation. At the start of each semester, the director will send out brief information about fire safety in the building to all staff working at LUX. Please note that lighted candles are not permitted in the offices. At Lund University, smoking is prohibited within 15 meters from the building.

Evacuation

An evacuation drill is conducted once a year. The assembly point is in the north-eastern part of the University Library park. Instructions for staff and students regarding the evacuation of LUX are also available on the building website. Please note that the lecturer at the time is responsible for the students during an evacuation.

In case of emergency

Call (0) 112.

Only dial zero before the number if you are calling from an internal telephone.

The University's emergency telephone number: 046 222 07 00 (internally 20700)!

Other helpful telephone numbers are available on the building website.

All employees are responsible for informing themselves about the systematic fire safety management. Make a habit at least once a year to go in and look at the documents on the intranet. It is important to know where the temporary evacuation sites are located, for instance.

IT

Information from the IT Unit is available on the intranet where they provide regular updates regarding maintenance, etc. Email it@ht.lu.se for IT support. For general support, call (Monday–Friday, 08:30–16:30) 046 222 32 30.

The IT Unit also has a Front Desk at LUX that you can visit, located in LUX: C244.

LU card

See Access system.

Mail

The mailroom is located in LUX: A129 (next to the caretaker's office). Here, you will find pigeon holes for all LUX employees and a packing table. Since LUX does not have a joint cost centre for postage, envelopes, bar codes, etc. are located at the departments.

Nap rooms at LUX

There are two nap rooms at LUX: A208 and LUX: B367. The keys are available in the reception. You can leave your LU card as a deposit. Return the key to the reception when you have finished using the room. Also notify how long you will use the nap room. A reception staff member, caretaker or the LUX director will check on you after an hour.

If you are in need of the nap room when the reception is closed, you can contact the caretakers' office or the director.

Office supplies

Basic office supplies (pens, notebooks, whiteboard pens and erasers, binders, etc.) are available in the storage room next to the caretakers' office (LUX: A128). More specific office supplies are purchased by the departments/units themselves.

Parking

There are parking spaces west of LUX. These belong to parking zone B within Lund University. There is also a large parking lot at Sölvegatan 12, also zone B, and behind Gerdahallen, entrance from Helgonavägen (zone C). Information about the rules that apply and a map are available here: <http://www.staff.lu.se/support-and-tools/premises-and-parking/parking>. Parking permits are available at reception. Parking decals for the semester can be ordered through the Parking Office online form.

Disabled parking spaces are available in the courtyard between Building B and Building A, entrance from Helgonavägen, in which case you will enter the building from entrance D.

Parties and other events at LUX

There are many things to consider when organising a major event or party. Specific instructions and guidelines pertaining to this can be found on the intranet under Staff dining room.

To book the atrium and staff dining room, please contact schema@lux.lu.se.

Reception

The reception can help with all sorts of questions, and offer compendiums and parking permits for purchase, among other things.

Reception opening hours during the semester:

Monday–Thursday: 08:45–16:30,

Friday: 8:45–15:30.

Special opening hours apply during weekends and summer, which are then posted at the reception as well as on the reception website,

<http://www.ht.lu.se/lux/reception/>

Recycling

At LUX we recycle. All kitchenettes and the café in the atrium have sorting bins. At the Centre for Theology and Religious Studies, Department of Philosophy and Department of History, all sorting bins are not located in the kitchenettes and some are to be found in the copying rooms. All copying rooms have bins for paper and residual waste. Cardboard (boxes) can be placed on the side if there is no bin for it. When the paper or cardboard bin is full, please contact the caretakers' office, vaktmasteri@lux.lu.se.

Batteries and toner cartridges are to be handed in to the caretakers' office.

All staff have access to the recycling building, Building D, where the central recycling station is located. Remember to lock the door manually behind you.

China from the café must be returned to the café. China from the staff dining room must be returned to the staff dining room. The building becomes more pleasant if we all pick up after ourselves.

Reporting an error regarding the building or maintenance

All errors are first and foremost to be reported to the caretakers' office, vaktmasteri@lux.lu.se

Seminar rooms

All seminar rooms are locked and can be accessed using your LU card and PIN. The intranet provides information about the rooms and how they are equipped. There you can also find information on how to unlock the rooms manually for 35 minutes.

Students at the Faculties of Humanities and Theology have access to the small group rooms (less than 14 people) and computer rooms using their LU cards.

Showers

Showers are available in the basement (floor 0), Building C (LUX: C011 and LUX: C016).

Staff dining room

There is one common staff dining room for the entire building, LUX: C212. Here you will find microwave ovens, refrigerator, freezer, coffee maker and coffee machine. It can be reserved for various events through schema@lux.lu.se, but not during lunch hours. See the intranet for more information.

Work environment at LUX

Each department/unit is its own area of operation for which the head/manager has the ultimate responsibility for both physical and psychosocial health and safety. The areas of operation at LUX are: Centre for Theology and Religious Studies, Department of Philosophy, Department of History, Department of Archaeology and Ancient History, Department of Arts and Cultural Sciences, the office of the Faculties of Humanities and Theology, and LUX's common areas and services. The IT Unit, HT libraries and the Humanities Lab, which also have operations in SOL (Centre for Languages and Literature), are additional areas of operation. The director of LUX is responsible for the physical work environment in all the common areas.

CPR/Defibrillation

In accordance with a Vice-Chancellor's decision, 1 in 15 employees – at least 2 from each department – are to undergo training in first aid. Heads/managers are responsible for ensuring this and for sending lists of who has been trained to the director. These lists are also to be made available at each department/unit.

First-aid kits are located in the reception area, staff dining room and caretakers' office. The departments and units also have their own first-aid kits.

There are 5 defibrillators in the building. These are marked on the evacuation plans.

Safety rounds

The health and safety representatives for all employees are never responsible for the work environment. Nevertheless, they are an important resource, not least because of their interest and knowledge.

The health and safety representatives are appointed by election. Only unionised staff members may be appointed health and safety representatives. They are appointed by the employee organisations, but the employer is responsible for ensuring that all employees in the area of operation are summoned to elections. After the election, the election minutes are to be returned to the human resources unit. The Lund University health and safety committee is responsible for ensuring that the health and safety representatives receive the statutory training. The health and safety representatives represent employees of the department or unit in consultations with the management. The health and safety representative is to participate in the safety rounds. The student health and safety representatives are to have the same opportunity to participate in the safety rounds as staff health and safety representatives. Student health and safety representatives are to be elected by the students' union and represent the students. The LUX director coordinates the safety rounds for all areas of operation at LUX, which are to be performed regularly, normally once a year in February.

Normally, the LUX director, the relevant health and safety representatives for students and staff, head of department/equivalent, and occasionally the University's safety engineer and/or the faculties' work environment coordinator will participate in the safety rounds. During the safety rounds, the relevant head/manager will take minutes of the measures needed. The minutes are available on file with the head of the department, LUX director and the faculties' work environment coordinator.

The health and safety representative for the common areas is Agnes Borg, LUX maintenance team, telephone 046 222 92 42, Agnes.Borg@lux.lu.se.

The main health and safety representative for the Faculties of Humanities and Theology is Ingegerd Christiansson, Department of History, telephone 046 222 79 60, Ingegerd.Christiansson@hist.lu.se

To report a work-related injury or incident, see <http://www.staff.lu.se/employment/work-environment-and-health/reporting-occupational-injuries-and-incidents>