

Code:	SR/20/2022
Category:	RECTOR'S DIRECTIVE
Title:	Operational Measures to Be Taken in TBU Buildings
Liability:	Tomas Bata University in Zlín
Issue date:	9 November 2022
Effective:	9 November 2022
Issued by:	Rector
Prepared by:	Bursar
In cooperation with:	
Pages:	3
Appendices:	0
Distribution list:	Employees of TBU in Zlín
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PART ONE GENERAL PROVISIONS

Article 1 Introductory provisions

(1) This Rector's Directive regulates certain operational rules in the buildings of Tomas Bata University in Zlín (hereinafter referred to as "TBU") and sets out implementation measures and recommendations aimed at saving energy in the buildings of TBU. For 2023, the goal is to reduce energy consumption at TBU by at least 15 % compared to 2022.

(2) For the purposes of this Directive, the operating hours of the buildings refer to the time during which the particular premises are accessible (hereinafter referred to as "opening hours"). Opening hours on working days are from 06:00 to 22:00. From 22:00 to 06:00 the buildings are closed. On Saturdays, the opening hours are from 07:00 to 19:00. The buildings are closed from 19.00 on Saturday to 06:00 of the following Monday.

(3) During the opening hours, hygienic conditions for particular constituent parts must be observed, especially with regard to the temperature in the workplace, lighting of communication areas, etc.

PART TWO IMPLEMENTATION MEASURES AIMED AT SAVING ENERGY

Article 2 Measures related to temperature

(1) From 06:30 to 20:00, the temperature in offices and lecture rooms/halls will be 21 °C. The

temperature in the corridors can be reduced to 17 °C. The setting of these temperatures shall apply to the winter season, i.e. to the period from 1 October to 31 March of the calendar year.

(2) The use of devices designed to increase the temperature – additional heating (e.g. electric heaters) is strictly prohibited.

(3) Air-conditioning and cooling will be used mainly to ensure optimum technological conditions of the facilities. The required temperature for cooling offices, lecture rooms/halls and common areas will be set in the range of 25-27 °C depending on the outside temperature, so that the difference between the temperature in the workplace and the outdoor environment is not more than 7 °C.

Article 3 Operational measures

(1) TBU employees are obliged to switch off electronic devices (especially PCs, etc.) when leaving their workplace after the end of their daily working hours. The obligation does not apply to equipment whose operation is necessary for the running of TBU facilities (servers, air conditioning, etc.) and equipment used for long-term experiments.

(2) If operating conditions allow, devices and equipment shall always be switched on only for specific teaching or R&D and creative activities. After the end of the lessons, they must be switched off again and put out of operation.

(3) Senior executives are obliged to ensure compliance with the obligations specified in this Article and continuously monitor their fulfilment.

Article 4 Other measures

(1) In the case of planned long-term experiments, the conditions for the operation of the facilities in which the experiments will take place must be consulted in advance with the relevant TBU employees. These long-term experiments are subject to the approval of the employee's superior.

(2) All energy-intensive processes must be consulted with the employee's superior or with other authorized employees. Energy-intensive processes shall be approved by the relevant senior executives.

(3) Lecture and seminar rooms must be used to a minimum of 50% of their capacity. Smaller study groups will be moved to more suitable premises, if the capacity of individual rooms in the buildings allows.

(4) Before the end of 2022, TBU component parts are obliged to issue their own internal regulation including specific energy saving measures in accordance with the specific features of relevant facilities. The internal regulation must include an action plan for the implementation of individual measures for 2023-2025, which will be drawn up in cooperation with the Technical Services department of the TBU Rectorate.

**PART THREE
TRANSITIONAL AND FINAL PROVISIONS**

Article 5

Measures to be adopted at the end of the 2022 calendar year

- (1) All buildings of TBU will be closed from 23 December 2022 to 31 December 2022 (inclusive).
- (2) Only those TBU employees who perform work activities which cannot be delayed and which are necessary for ensuring operations and processes at TBU will be allowed access to TBU facilities during the period specified in Paragraph (1).
- (3) These job positions shall be specified by senior executives at each component part, and it is necessary to take into account the fulfilment of the purpose of these measures, i.e. reduction of energy consumption in the buildings of TBU. The list of these persons shall be provided by the senior executives for each component part to the Head of Technical Services department of the TBU Rectorate no later than 15 December 2022.
- (4) In order to ensure the necessary tasks within the entire TBU, building U13 of the TBU Rectorate will be open on 27 December and 28 December 2022. The activities to be provided in relevant areas and the persons to perform them shall be listed in the particular Bursar's Decrees specifying the procedures and dates/hours for the particular necessary activities.

Article 6

Final provisions

- (1) This Directive shall abrogate and replace the Rector's Directive SR/18/2022.