

Date

Dear

You will receive the HGKx ID for the use of the Campus.Werkstätten of the HGK. The conditions for using the Werkstätten are the same as during your studies.

The HGK does not provide accident and liability insurance for alumni. You are therefore responsible for your own personal insurance situation (accident and liability). Without this, you may not use the workshop.

The terms of use for the Campus.Werkstätten are enclosed with your ID card. The Campus.Werkstätten can only be used during the official opening hours and if the occupancy allows it. The Campus.Werkstätten cannot be used during the "open Werkstätten" in the evenings or at weekends. The dates of use must be agreed in advance with the respective Werkstatt leader and the pass must be shown to the workshop leader.

Kind regards
Françoise Payot and Fiona Rahn

HGKx
info@hgkx.ch HGKx Alumni HGK

HGKX

HGKx- cardholder
valid until

NAME

email

www.hgkx.ch

FOTO

Campus.Werkstätten

Woodworkshop X

Metalworkshop X

Plasticworkshop X

Digital Fabrication Lab X

Painting workshop X

Screen printing

Bookbinding X

Media.workshop X

Sculptor'sworkshop X

www.fhnw.ch/hgk/campus-werkstaetten

Agreement on the use of Campus.Werkstatt for HGKx Cardholders

First name:

Name:

Study programme:

HGKx-Cardholder

Valid from:

to:

Bank account details:

Address:

e-mail:

Mobil:

Abschlussmonat und Jahr:

Terms of use

Prerequisites for the use of the Werkstätten are:

- A completed HGK introductory course in the relevant Werkstatt during the period of study or employment.
- Or vocational training in the area of the Werkstatt to be used with an introduction by the workshop manager.
- Independent work - no project advice can be taken up.
- Only standard materials can be obtained from the Campus.Werkstatt.

Rules of the Campus.Werkstatt:

Insurance: I always use the machines, equipment and tools at my own risk. Insurance is the responsibility of the users.

Emergency: To ensure that users can help each other in an emergency, no one is allowed to work alone in one of the Werkstatt.

Personal protective equipment: I always wear the required personal protective equipment when working.

Clothing and footwear: Werkstatt-appropriate clothing without wide sleeves and without accessories is for safety. Scarves, jewellery etc. can get caught in the machines and must be taken off. Long hair must be tied up. When working in the Werkstatt, closed and sure-footed shoes must be worn.

Operating machines and equipment: I only operate machines and equipment if I am authorised and instructed to do so. I never work with manipulated or missing protective devices.

Signage and instructions: Signs, pictograms and instructions of the Werkstatt management are binding and I implement them accordingly.

What does the use include: Use of the Werkstatt during the day, not on weekends and during the open Werkstatt.

- Tool hire is not possible. A flat rate of CHF 100 per day or CHF 50 per half day is charged for Werkstatt use.

Conditions of use: As the Werkstätte are frequented differently, HGKx-Cardholder must agree on the use of the Werkstatt with the plant manager and the Werkstatt managers at least 2 working days in advance.

- Projects must be discussed and planned with the Werkstatt managers.

Securing objects: I always secure plates, pipes, sheets and bulky products - both during machining and assembly and during storage and transport.

Workshop rules: After finishing work, I put tools and accessories away in the right place in the right Werkstatt according to their colour code. I leave the Werkstatt swept clean. I report defective tools, equipment or machines to the Werkstatt management.

Temporary storage: In the Werkstatt and in the basement, unfinished work can be stored until the next work step after consultation with the Werkstatt manager. Temporarily stored work must be marked with the forms available in the Werkstatt. Unmarked work or work that has been stored over time may be disposed of by the Werkstatt leaders.

Tools: Tools and equipment always belong in the appropriate Werkstatt. Transferring tools and equipment to other Werkstatt is not permitted.

Non-compliance with the rules: Repeated violations of the rules can lead to the withdrawal of my user

signature: