

PROTOCOLS FOR USING LECTURE VENUES

1. Purpose

These protocols outline the guidelines for the utilization of lecture venues at the Durban University of Technology (DUT), aiming to maintain conducive environments for teaching and learning. It also serves to streamline communication channels for addressing venue-related concerns. It must be noted that these protocols supplement existing policies and procedures.

2. Code of Conduct and General Principles

- **Safekeeping of Venues:** All lecture venues are valuable assets of the University, and it is incumbent upon staff, students, and service providers to maintain safety and suitability of venues for academic activities.
- **Behavioural Expectations:** Disruption, noise, and eating within venues are strictly prohibited.
- **Use of Markers:** Permanent markers are strictly prohibited from use on whiteboards and smartboards. Only removable whiteboard markers are permitted and must be cleaned at the end of every session.
- **Maintaining Cleanliness:** Venue users must uphold cleanliness standards by refraining from littering and ensuring the tidiness of the space at all times.
- **Co-operation with Security:** Collaboration with security personnel is essential to ensure the safety and security of the venues.

3. Security, Access, and Locking Protocols

- **Responsibility:** Protection Services oversees the security and safety of lecture venues, with operational tasks managed by assigned security personnel.
- **Access Hours:** Venues are typically accessible from 07:45 am to 17:00 pm for day classes. Evening classes are general scheduled between 17:00 pm and 20:00 pm. Security personnel to ensure that air-conditioning is off and windows are closed when locking the venue.
- **Reporting Line:** Any security-related issues should be promptly reported to nearby security personnel or protectionservices@dut.ac.za / 031 373 2181 or 031 373 5555.

4. Facilities and Maintenance Protocols

- **Responsibility:** Facilities and Maintenance oversees venue maintenance, including but not limited to, furniture, equipment, chairs, tables, plug points, lights, white/writing board, air-conditioner and general maintenance.
- **Resource Care:** Users must responsibly utilize venue resources and report any faults or queries promptly.
- **Reporting Line:** Faults or maintenance queries should be reported to facilitiesmaintenance@dut.ac.za / 031 373 2442.

5. Cleaning Protocols

- **Responsibility:** Facilities and Maintenance oversees venue cleaning, with cleaning personnel assigned to respective venues.
- **Cleaning Schedule:** Venues are cleaned before 8:00 am and intermittently throughout the day. Academic staff may request additional cleaning as needed.
- **Reporting Line:** Any cleaning-related concerns should be directed to facilities@dut.ac.za / 031 373 2580.

6. Audio-Visual (AV) Equipment Protocols

- **Management:** The Multimedia Unit manages and maintains AV equipment; including projectors, sound systems, smart boards and screens.
- **Usage Authorization:** Only authorized staff may operate AV equipment following applicable procedures.
- **Reporting Line:** For assistance or reporting faulty AV equipment, contact: av_requests@dut.ac.za / 031 373 5237.

7. Venue Timetabling Protocols

- **Timetabling:** Central Timetabling Office (CTO) handles the timetabling administration and venue scheduling, with timetables accessible online through this link: <https://www.dut.ac.za/timetables/> or as advised by your relevant department.
- **Adherence to Timetables:** Users must utilize allocated venues according to their respective schedules.
- **Timetabling Queries:** Students should contact their departments and academic staff should contact their departmental Timetable Co-ordinator.

8. Emergency Contacts

- **Internal Contacts:** For internal emergencies, contact Protection Services/Securities on 031 373 2181/5555, Switchboard on 0860 103 194 or the Clinic on 031 373 2223.
- **External Contacts:** In case of emergencies requiring external assistance; contact SAPS on 10111 or Ethekwini Fire & Emergency Services on 031 361 0000.