

Infrastructure Collegium Helveticum (Building “STW”)

Coffee corner

There is a coffee corner on floor D where we offer coffee, tea, creamer and water for all fellows and staff. In the library on floor A you will find a coffee corner as well. You can find oatmilk in the fridge in the adjoining kitchen as well as in the fridges situated on C level and the little observatory bar. We have recyclable paper cups. Please make sure to throw the paper cups into the correct paper recycling bin (they are labeled). Bringing your own mug is a great idea so you can take it to your desk and go for a refill during the day. At some coffee corners mugs are available to use there only. Please leave the corner as you found it. On the C-level by the Admin Office is a Tea station (Cupboard on the right wall).

Kitchen

On floor A you can find a fully equipped kitchen you are welcome to use. However, our chef Barbara Jud or third-party caterers uses the kitchen to prepare the catering for in-house events, e.g., the jour fixes. Therefore, we ask you to keep the kitchen tidy and clean. All those using the kitchen are responsible for leaving the kitchen in a clean condition, including cleaning the appliances and infrastructure used (stove, microwave, oven, sink, cover, fridge, floor, etc.). There is a microwave to reheat your food, and you are welcome to prepare your own meals. If you have questions about the kitchen, please contact the Event Office via eventoffice@collegium.ethz.ch or in person to receive further information.

Kitchen equipment/dishes: Please note that the dishes should remain in the kitchen as they are also used for catering events. Please put the cleaned dishes back to where they belong. A fridge is available too. If you put your food in the fridge, please wrap it and label it with your name. In case of a catering event, the fridge is not available for you, you will be informed beforehand. Be sure to stash open food items in the boxes provided in the kitchen. There is another fridge on the C-level, however it is very small and is primarily used for water cooling.

Water storage B 10.5

You can find bottled sparkling water (green Henniez) in room B 10.5 (Getränkelager) located half-way between floors A and B—just follow the sign Labor (im Hof). Whenever you are in the storage room to return your empty “Henniez” bottle, and you have a free hand, feel free to take a few bottles up to the C floor from time to time. We want to let you know that our blue Henniez water bottles are filled with **tap water** for ecological reasons. These are used for our **catering** events (e.g. the crate in the Rudolf Wolfs Room and the library). We kindly ask you to bring your own reusable water bottle which you can easily fill with tap water at any water fountain in the building.

If you need a cool bottle of water right away, you can take it from the fridge in the storage room (B 10.5).

In the Water Storage you’ll also find a glass recycling bin for all the glass garbage (excluding glass bottles from beverages provided by the Collegium).

Pooloffice on C- and D-Level of the observatory:

Early-career Fellows will get to choose a personalized working space in one of the pool offices on either the C- or D-Level. Everyone else has the opportunity to choose any of the free pool working spaces on the C- and D-Level (see yellow dots at the door sign). There is also the B 5.2 office, which is open to use for everybody, and which is perfectly suitable if you need a quiet space for a phone call or a Zoom meeting. In the B 5.2 there is a virtual room with video-conferencing equipment which allows a professional setting for online meetings as well as an iMac that is open for use. Senior Fellows are expected to bring their own laptop but will have access to the ETH Zurich IT infrastructure.

PET-recycling bin

There is a PET-recycling bin located by the main entrance door of the observatory (STW). Please use it for the disposal of all PET-plastic bottles.

Kleines Observatorium (small observatory)

The small observatory offers another coffee corner as well as a fridge with soft drinks and a little bar with some alcoholic beverages. The Collegium offers water, tea and coffee for free. All other beverages must be paid for. You can find a prize list together with the cash register in the left top drawer next to the sink. The little fridge is mainly used for cooling down the bar beverages. We kindly ask you to leave the dishes where they belong. Please leave the room as you found it and clean the dishes you used. We thank you for returning all empty beverage bottles you have taken from the bar as they are charged with a deposit, and we need to return them properly.

Library

On floor A right next to the kitchen you will find the *library room* with a coffee corner. It is another place for you to fill or refill your own mug. Please leave the corner as you found it.

Event rooms at the Collegium: Meridian-Room (B2.4) and Rudolf-Wolf-Room (B5.1)

- There are two **event rooms** on **floor B**, the Meridian-Room and Rudolf Wolf room (RWS). They can be booked using the online reservation form on our website or by contacting the event office (intern Event office at STW B 2.1 or by mail eventoffice@collegium.ethz.ch). **Please do not use the Meridian and Rudolf Wolf Rooms without reservation** or having contacted the Event office before. The coffee corner in RWS is available during your meeting or event, and we kindly ask you to leave the room as you found it and clean the dishes you used.

Maintaining the Observatory

The Semper Observatory is a listed building of national importance. Among other things, this requires special care on the part of the users. Please, do not pin or tape anything on the walls, and place wet umbrellas in the umbrella stands by the cloakrooms.

Please note that we do not have a janitor to lock all the doors and windows. Therefore, we ask you to close windows when you are leaving the building in the evening. There are some box windows that require to close both, an outer and an inner window.

Door opening main entrance STW

The main entrance door of the observatory (STW) has a so-called daily profile during the semester, i.e., you can enter the building through the main entrance door without a key Monday through Friday from 8 a.m. to 6 p.m. As the building is open to the public, we ask you to **lock the doors to your office whenever you leave it unobserved.**

Keys

All fellows receive a key to the “*Sternwarte*,” so they can move freely. Keys are issued per person due to liability and cannot be exchanged among the Collegium’s community. The loss of a key must be reported immediately for security reasons: [UN real estate services portal](#).

Office supply

In each office you will find a variety of office supplies as well as a stock of each office item. Furthermore, an additional basic set is also stationed in the office on floor C. If you have any questions or there’s a lack of any supplies, please contact: admin@collegium.ethz.ch.

Floor lamps in the offices in the observatory

The floor lamps are set to work with the motion sensor by default that means they will turn on if they sense movements. In case you switch them on manually using the button on the stand, they’ll stay on continuously until you switch them off manually again. Once turned off, they go back to responding to the motion sensor as usual.

Pool post office box / ETH postal service

The mail room is located to the left of the main entrance B-Level. There, you find a pigeonhole (A-Z) for incoming mail. Mail is delivered and collected on weekdays between 07.55 a.m. and 08.45 a.m. Please check your mail regularly.

For further guidelines for ensuring direct, on-time delivery of your mail as well for sending goods abroad please see the information sheet in the post room or contact [ETH logistics and transport](#). Outgoing mail should be put in the labelled shelf (please label it with the sender’s initials, so it can be traced back to you, in case there are any questions). If you want to send your mail with “A-Post” (priority mail) please write a big visible A in the upper right corner of the envelope. For internal mail, use the internal envelope (yellowish colour). For external mail, use the specifically made “Collegium’s envelope” (with the UZH/ETH/ZHdK logos and barcode). All mail sent through the ETHZ-postal service does not have to be stamped (internal mail is free and external mail will be charged through the barcode). This does not apply to regular mail being sent through the Swiss postal service. A regular yellow mailbox of the Swiss post is located at the corner Schmelzbergstrasse/Gloriasstrasse. These letters must be franked.

The paper shredder is located at the entrance of the first floor (level C) right next to the printer.

Printer/scanner

You find the main printer with a scanning function on floor C. This multi-function unit (MFU) can print in colour as well as in A3 format. In order for you to be able to print at the Collegium Helveticum you would need to install our printers on your (private) laptop. On our Internal webpage you can find a [factsheet](#) regarding the installation of our printers.

Parking at the Collegium Helveticum

Parking on ETH campus is chargeable (the prize list can be found on this [Link](#)). Employees can obtain parking permits to park on all ETH parking spaces. Depending on the situation you can buy a ticket at a ticket-machine (closest at Spöndlistrasse) or a daily pass, available at Campus Info in the main building.

Cycling at the ETH?

By all means! Cycling to work is something ETH Zurich vigorously encourages. The bike infrastructure is being constantly expanded and various inexpensive [bike-sharing options are offered to all ETH members](#).