



WE ARE OPEN!



**SCHOOL OF
INFORMATION AND
COMMUNICATION
TECHNOLOGY**



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1

R10 IS HERE FOR YOU!

WELCOME TO R10

The R10 building on Fontys Eindhoven's Rachelsmolen campus is your new study, research and work location. It is an open, multi-functional and future-proof learning and working environment. Students, lecturers, staff and professionals working in the same field come together here. This guide will quickly make you feel at home in the new building.

THE VISION BEHIND THE BUILDING

Together with students, lecturers, staff, advisors and the architect, we thought about how our new accommodation should look. We are proud of the end result.

R10 is a building consistent with our mission. An Open Living Lab. It facilitates, stimulates and invites interaction (between students, employees, businesses and interested parties) and the creation and sharing of knowledge. The education and research environment is therefore widely accessible. R10 is an inviting and transparent environment that stimulates challenging collaboration because our activities are visible. It is a spacious environment with lots of greenery and light.











FHICT VISION

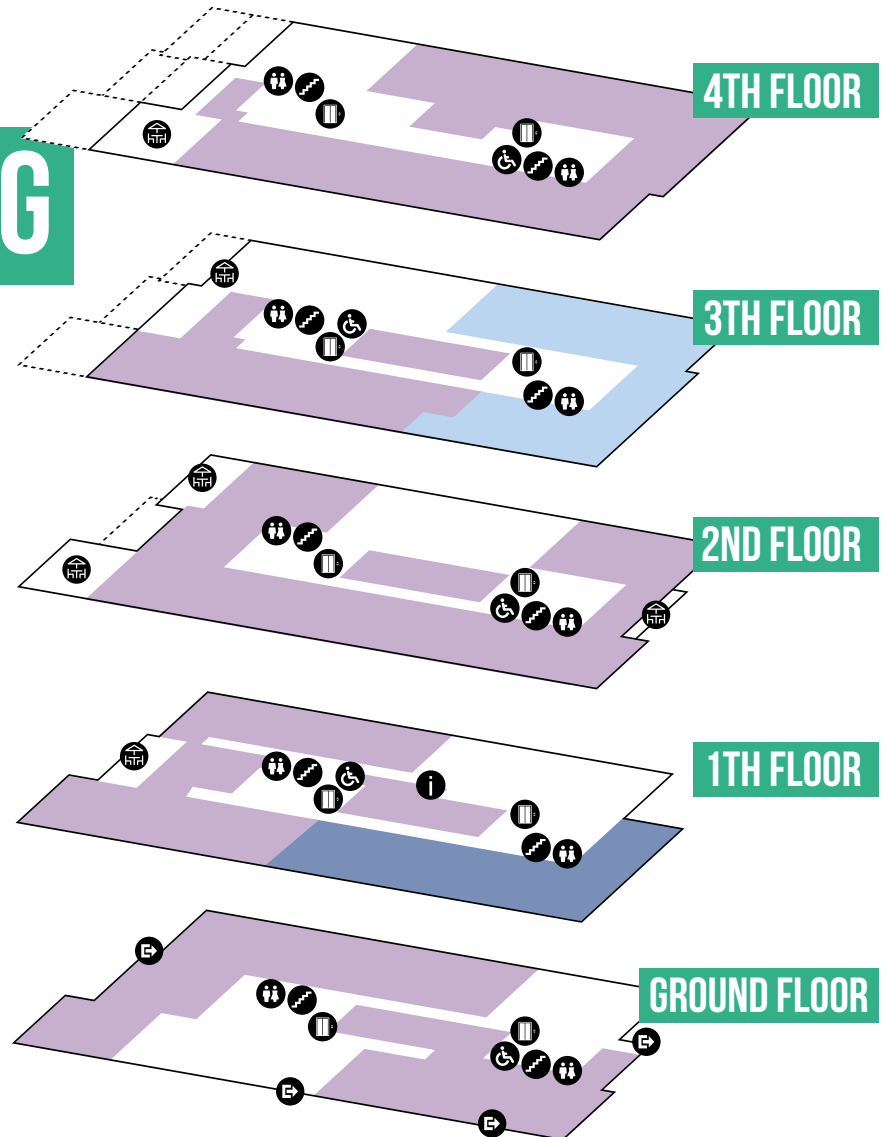
Fontys Hogeschool ICT (FHICT) is a leading and innovative institute that provides contemporary and engaging education. Students enjoy a broad, tailor-made study programme in preparation for every conceivable starting position at HBO-ICT level and which lays the foundation for Lifelong Learning.

Education is provided based on the philosophy of: Shared learning: learning=working together=learning lifelong at FHICT. In a shared-learning environment, individual learning and research takes place within a social constructivist context. Students, businesses and employees live, learn and work together in FHICT's learning and working environment, in varying roles, including start-ups. FHICT has a unique educational concept, aimed at talent development in a constantly changing context. The development of this concept is inspired by the vision of good education and the need for change.

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LAYOUT OF THE BUILDING

-  FHICT ROOMS
-  FPH ROOMS - PHYSIOTHERAPY
-  PULSED ROOMS
-  STAIRS
-  ELEVATORS
-  RESTROOMS
-  DISABLED RESTROOM
-  STUDENT DESK / ISSD
-  TERRACE OR BALCONY
-  EMERGENCY EXITS



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A SUSTAINABLE BUILDING

Working and learning in a sustainable environment is of paramount importance at Fontys. In our buildings, we strive for environments in which staff and students feel at home, safe and healthy, and in which performance is positively stimulated.

R10 is a sustainable building

- It is completely gas-free and has solar panels on the roof.
- It also has a moss sedum roof covering. In addition, rainwater remains on the roof. If there is too much water, it is drained off to the bioswale next to the building. The rainwater is no longer drained through the sewer system.
- The sustainability of all materials used was verified beforehand.
- The electricity we pay for is of course 'green'.
- We use a TES installation with which we can generate heat and cooling from the ground.
- We use presence detectors to switch the lighting on and off. The lighting itself is LED. Ventilation and cooling also work based on presence, resulting in considerable savings on energy consumption.
- Finally, the entire building is equipped with triple glazing, which also saves energy.

FURNITURE

As much furniture as possible has been reused and given a second life. Some tables were still usable, but especially chairs. We moved what was still in good condition and useful. We also re-upholstered furniture that only needed a new outer layer.

WASTE SEPARATION

Fontys has an organisation-wide policy on waste separation. We separate PMD (Plastic, Metal, Drink cartons), general waste and paper. There are waste separation points throughout the new building.



But sustainability is not only applied to the furniture and the building. Do the math... How about paperless working? We work greener, faster and more efficiently without paper. And we make considerable savings on our office expenses: on an average day at the office, people can easily print 34 sheets of paper.

TIP: REUSE YOUR CUP!

How many cups do you use in a day? It doesn't take much effort to reuse your cup



LEARNING AND WORKING IN R10

FHICT applies the concept of activity-oriented working AND learning in R10. Students and staff can choose the place in the building that best suits their current activity.

LEARNING IN R10

FHICT students spend most of the day in the Open ICT Labs (OILs). These are flexible and multi-functional and offer space for around 150 students. A wide variety of activities take place in an OIL, such as: collaboration, instruction, research, building models, working quietly, presentations, events and workshops. Members of staff are present in the OILs to give students the best possible guidance in the learning process. (They are present from 9:00 till 12:00 and from 13:00 till 16:00)

The R10 building also has project tables, train seats, closed project rooms, meeting rooms, audience seating and sometimes also classrooms/instruction rooms where students can work on their projects and study together and with their lecturers.

Research takes place in the labs. Depending on the research theme (e.g. VR, Interaction, Security, Smart Building, Internet of Things, Visualisation), these labs are an integral part of an OIL. Apart from the OILs, there are eight labs, a separate maker space and a lovely roof terrace on each floor, where people can work outside.

WORKING IN R10

Every employee has a home base in one of the staff rooms. This includes a personal locker in which to store things. There are multi-user workstations and occupational health and safety workstations (flexible stations with an adjustable desk and chair, monitors, a keyboard and a mouse).

In close proximity to these work rooms there are:

- quiet rooms suitable for six people
- meeting rooms
- discussion rooms.

The equipment needed to work together online is available in the meeting rooms and discussion rooms. The different kinds of room are clearly indicated throughout the building. All work rooms in building R10 can be locked. FHICT issues the keys.

BOOKING ROOMS

How can I book a room? Students and teachers can reserve the rooms in their OIL via Outlook. Teachers and staff can also reserve the general consultation rooms and consultation rooms via Outlook. There are also roomguides by each door you can use.

GENERAL AGREEMENTS

R10 is for all of us. We have a few agreements:

- Everyone is responsible for maintaining a pleasant learning and working environment.
- It is important that everyone is easily accessible. Let people know where you are and how your colleagues and students can reach you. And keep your Outlook agenda and/or Skype location up to date.
- Leave your workplace clean and tidy at the end of the working day.



If you are not using a workstation for any length of time (because you are busy with another activity), do not leave your belongings lying around but vacate the workstation so that someone else can use it.

SETTING UP YOUR WORKSTATION

Whatever workstation you choose or have, it is always wise to set it up optimally. This will enable you to carry out your work in a pleasant and healthy manner. Most workstations are equipped with adjustable furniture. You can adjust the desk and chair yourself. Read about how best to set up your workstation here.

Most desks can also be adjusted in height. Some can be adjusted using a handle under the desk, while others have electric motors.

CHAIR

- ✓ Seat height: your upper and lower leg make one angle of $\pm 90^\circ$
- ✓ Seat depth: sit as far back as there is room between the seat and the back of your lower leg
- ✓ Armrest height: relaxed lower and upper arm at an angle of $\pm 90^\circ$ and so the forearm becomes from the elbow supported
- ✓ Armrests as close to the body as possible (adjust sliders under the seat)
- ✓ Backrest height: the lumbar support falls into the hollow part from the back

KEYBOARD

- ✓ keep as flat as possible

WORK HEIGHT

- ✓ Sitting on the chair in front of the desk
- ✓ Height desktop is in line with armrest height

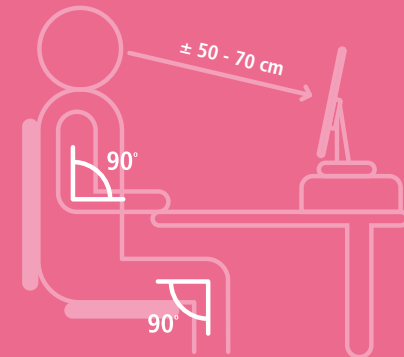
DISPLAY

- ✓ The screen position straight, distance $\pm 50 - 70$ cm
- ✓ The screen perpendicular to the window
- ✓ When reflecting fluorescent lighting, check the screen light to tilt forward
- ✓ Height screen: top line at eye level
- ✓ The standard colors are a light background and dark characters

MOUSE

- ✓ With whole arm movement (not just with the wrist).

Instruction video about how to adjust your office chair.
(<https://vimeo.com/278271257>)



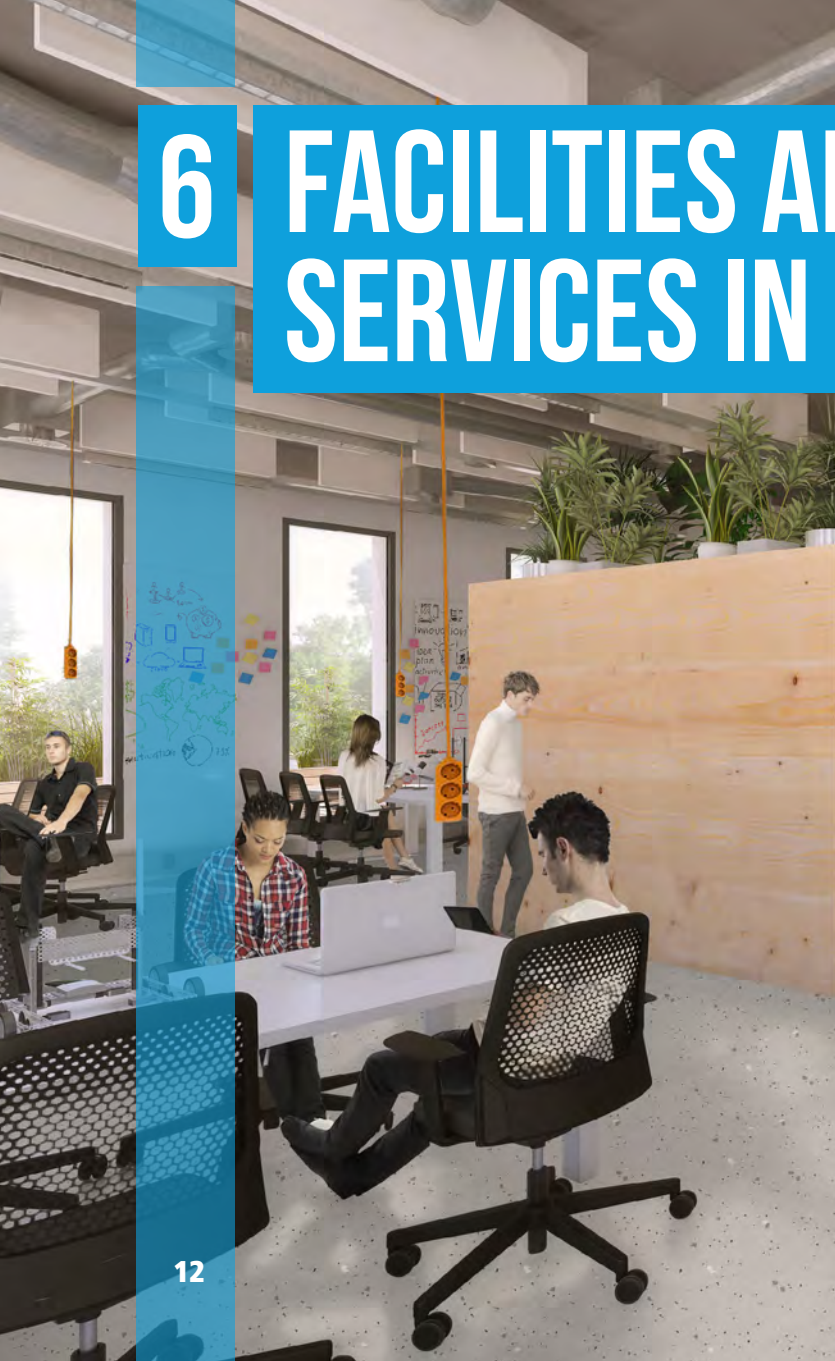
CLIMATE CONTROL IN ALL ROOMS

Each room has a Priva Touchpoint. With this device you can control the indoor climate, the lighting and the screens. See the manual below.



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FACILITIES AND SERVICES IN R10



Student desk/ISSD

The Student Desk and the ISSD for issuing materials are located on the first floor in room 1.05a.

Staff room

On the third floor (3.31) is a staff room in which employees can relax and spend time with each other. It has a coffee machine and a 'boiling water tap' for tea.

Lockers

There are common lockers on the ground floor, where you can store your belongings for a short time. These can be used by all students using their Fontys pass. Attention: these lockers must be emptied before the building's closing time. There are lockers for employees in the staff room. You can find out how the lockers work on the inside of the locker.

Copying and printing

In various places in the building, there are multi-functional devices with which you can copy, print and scan documents. In addition, the copy shop can be found in building R5 on the first floor. You can contact the copy shop through e-mail: copyshopR1@fontys.nl or telephone: 08850 78611.

Accessibility for people with disabilities

The building has a special entrance for disabled people. This is located to the left of the main entrance. In addition, R10 is equipped with two lifts and there is a disabled toilet on all floors. There are also special parking spaces on the campus.

Lactation/first aid room

The lactation room can be found on the ground floor in room 0.44. The first aid room is next door in room 0.45. It has a fridge, running water and a first aid kit. The rooms can be locked.

Pantry

Each floor has one or more pantries where you can get coffee or tea. You can also find a microwave here, in which to heat up food. And a refrigerator for food storage. This is entirely at your own risk. There is also a vending machine for sweets and a drinks machine on the second floor.

Terraces

The terraces are accessible to everyone. Sometimes you have to walk through an OIL for this, respect the activities that are taking place at that time.

Shower

There are two showers on the ground floor (in rooms 0.41 and 0.42). These may only be used by members of staff.

Study associations

You can find Proxy in room 2.16 and Salve Mundi in room 2.17.

SAFETY

Of course, safety in the building is a key item. All Emergency Response staff members at Fontys University of Applied Sciences are specially trained and

instructed in the field of safety. The emergency exits are indicated on the map in section 3. Various calamity instructions and escape routes will be displayed in clearly visible locations throughout the building.

ON CAMPUS

Post room

The mailroom is located in building R4 on the ground floor. The mailroom can be reached via postkamer@fontys.nl and tel. 08850 76244.

IT SERVICEPOINT

The IT Servicepoint can be found in:
Building R5 - room 0.35

Opening hours:

Monday	09.00 - 17.00
Tuesday	09.00 - 17.00
Wednesday	09.00 - 17.00
Thursday	09.00 - 17.00
Friday	09.00 - 17.00

More info is available via <https://connect.fontys.nl/diensten/IT/Paginas/IT-Servicepoints.aspx>

Student facilities / sv

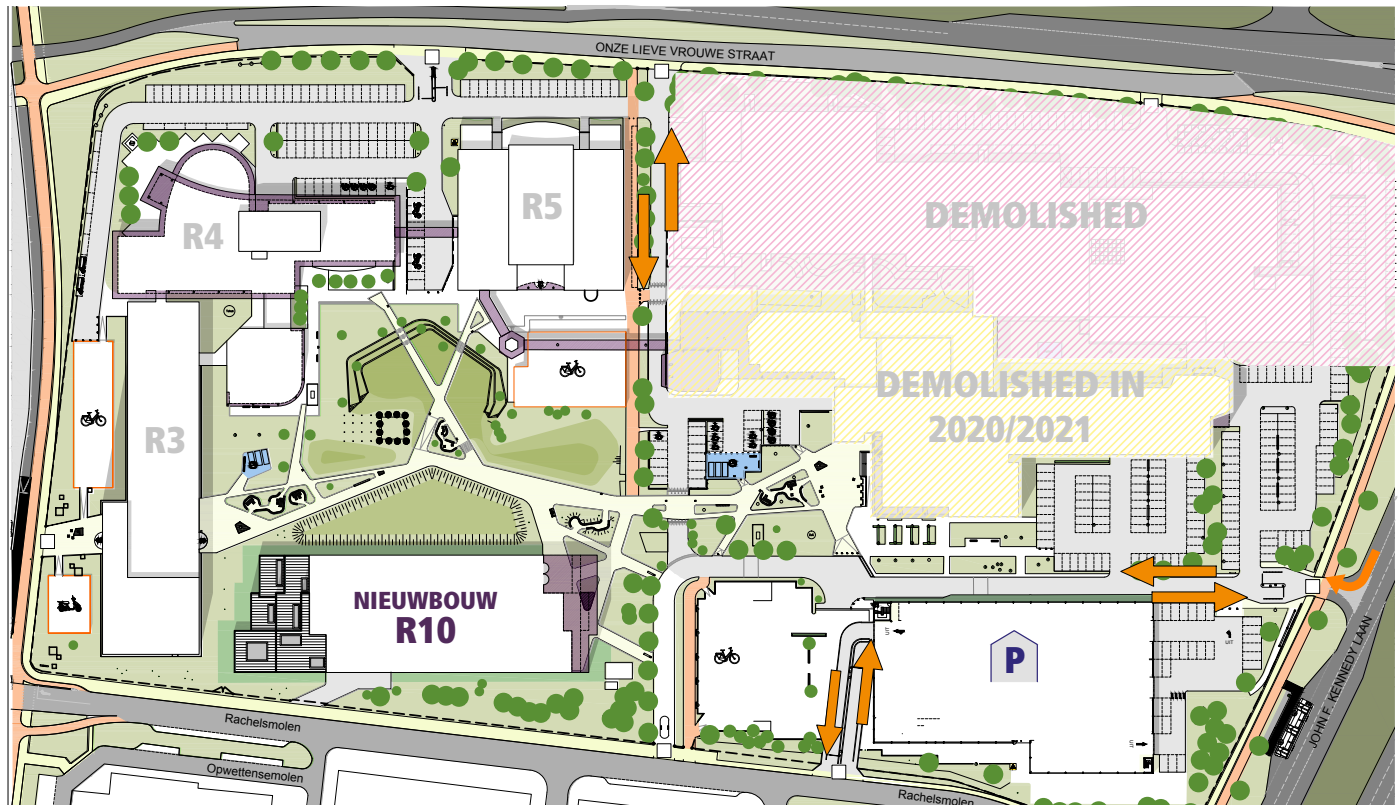
Student facilities is located in building R5 on the 1st floor. You can schedule an appointment with SV. All contact details can be found via this link <https://connect.fontys.nl/diensten/SV/contact-sv>.

Smoking

From 1 August 2020, a smoking ban will apply in and around all educational institutes. Smoking will therefore no longer be permitted on the entire campus.

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LOCATION, CONTACT AND ACCESSIBILITY



VISITING ADDRESS AND POSTAL ADDRESS

Rachelsmolen 1, 5612 MA Eindhoven, building R10.

R10 BUILDING OPENING HOURS

Monday to Thursday from 7.30 am to 6.30 pm
Friday from 7.30 am to 6.00 pm.

PUBLIC TRANSPORT

The campus is easily accessible by public transport. There are several bus lines to the campus from Eindhoven train station.



CAR

Parking

Fontys has its own car park and parking garage at the Rachelsmolen location, where staff and students can park their cars (free of charge). The car park fills up quickly. There are barriers at gates 3, 6 and 7. The barriers open by means of license plate registration or you can use your Fontys pass. Don't forget to register your license plate and/or apply for your pass via www.fontyskaart.nl.

Electric official cars

Employees will soon be able to use shared E-cars for business appointments or trips between campus locations. The FHICT institute itself also has two E-cars. There are also several charging points for electric cars on the campus car park.

BICYCLES

It takes approximately five minutes to cycle to campus Rachelsmolen from Central Station. There are several (covered) sheds in which to park your bike on campus.

Employees who wish to park their bicycle in a locked bicycle shed can do so in the shed on the street side at R3 and at R5 (yet to be built). Employees can request a key via sleutelbeheer@fontys.nl. At the ISSD (??) employees can rent a bike to use for transportation in Eindhoven.

8 MAPS

GROUND FLOOR



0.10 OPEN ICT LAB (OIL)

0.30 LABS

0.88 WORKSPACE

0.89 PANTRY

0.81 RESTROOMS

0.82 DISABLED RESTROOM

0.83 ELEVATOR

0.84 LOCKERS

0.41 SHOWER







0.42 LACTATION ROOM (QUIET ROOM)

0.44 FIRST AID

0.45 PRINTER

1TH FLOOR



- | | | |
|--|---|---|
|  SPEAKING AND MEETING ROOMS |  FONTYS PULSED |  ELEVATOR |
|  OPEN ICT LAB (OIL) |  PANTRY |  STUDENT DESK/ISSD |
|  LABS |  RESTROOMS |  PRINTER |
|  WORKSPACE |  DISABLED RESTROOM | |

2ND FLOOR



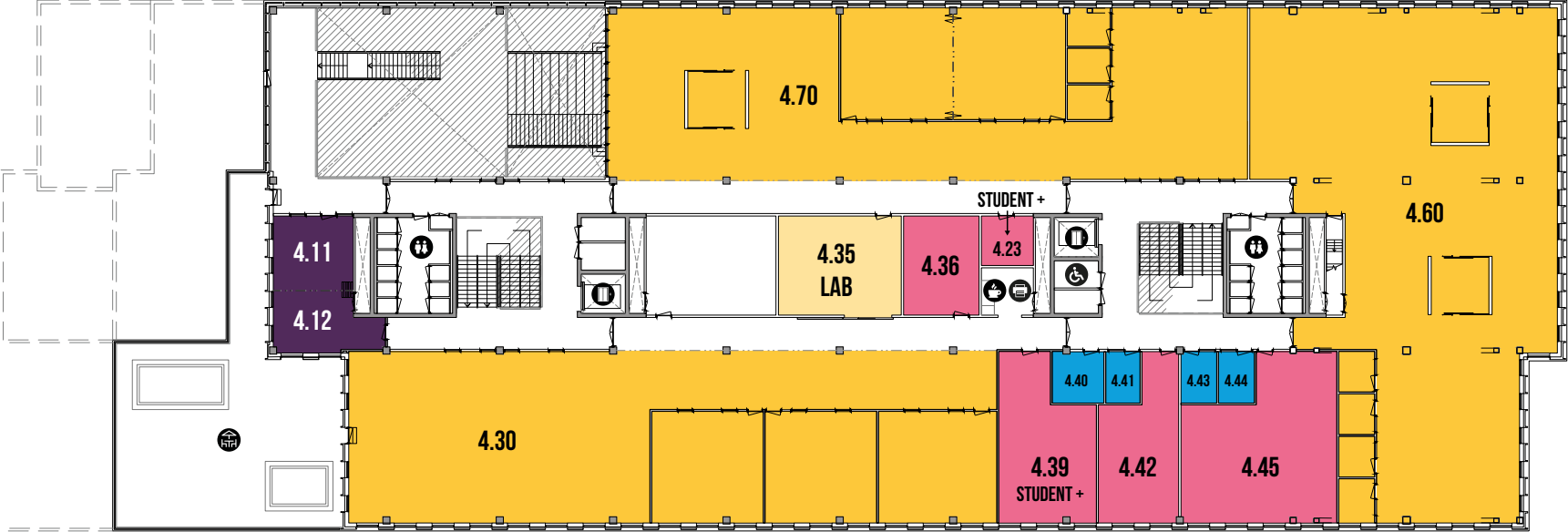
- | | | |
|--|--|---|
|  SPEAKING AND MEETING ROOMS |  GRADUATION ROOM |  DISABLED RESTROOM |
|  OPEN ICT LAB (OIL) |  STUDY ASSOCIATIONS |  PRINTER |
|  LABS |  PANTRY |  ELEVATOR |
|  WORKSPACE |  RESTROOMS |  TERRACE |

3TH FLOOR



- | | | | |
|--|--|-------------------|---------------|
| ● SPEAKING AND MEETING ROOMS | ● GRADUATION ROOM | DISABLED RESTROOM | STAFF LOCKERS |
| ● OPEN ICT LAB (OIL) | ● FPH/PHYSIOTHERAPY | ELEVATOR | TERRACE |
| ● LABS | PANTRY | STAFF ROOM | |
| ● WORKSPACE | RESTROOMS | | |

4TH FLOOR



- | | | |
|--|---|--|
|  SPEAKING AND MEETING ROOMS |  GRADUATION ROOM |  PRINTER |
|  OPEN ICT LAB (OIL) |  PANTRY |  ELEVATOR |
|  LABS |  RESTROOMS |  TERRACE |
|  WORKSPACE |  DISABLED RESTROOM | |

QUESTIONS & CONTACT DETAILS

FACILITIES DEPARTMENT

Reception RA +31 (0)8850 71166

Henf-rachelsmolen@fontys.nl

Physical reception R3/R4 (white building)

FHICT students can also contact the ISSD (ICT Student Service Desk).
The ISSD desk is in room 1.05a.

STUDENT DESK

Open daily from 8:30 am to 5:00 pm

Phone: 08850 - 81437

studentdeskfhict-teamA@fontys.nl

Students of FHICT can also contact the ISSD (ICT Student Service Desk).
The desk of the ISSD is in room 1.05a.

ISSD

Open daily from 8:30 am to 5:00 pm

Phone: 08850 - 81168

issd@fontys.nl





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