# Terms of Caring

Welcome to the TRAFOS! Here are a few notes on this special space on campus.   
Please note: the house rules of the university still apply.

## Who can be a host?

* You are a motivated and open-minded university member (students, staff, facilitators, …) who wants to see the transformation::spaces and the people there thrive.
* You must have a personal introduction to the spaces, in which the vision and mission of the transformation::spaces became clear.

**Therefore:**

* You should be able to share the vision and mission of the TRAFOS.
* You ensure that the transformation::spaces are welcoming, hence open, accessible, and “clean” (meaning: leave them as you want to find them; cleaning service is in place).
* You are a contact for people visiting / co-working at the spaces: your are “visible”
* You know whom to contact in case questions arise that cannot be solved with the community present.

## Safety First

Feel free to rearrange the spaces but keep escape routes & fire exits clear. Please do not connect multiple socket-outlets to other multiple socket-outlets: This creates a firehazard and people easily trip over them.

**General emergency numbers:**

* 112 (medical emergency / fire)
* 110 (police)

**First Aid Kit:**

There is an emergency kit in the main-entrance room (C25.006), left to the entrance of C25.019.

**Fire Extinguishers:**

In C25.006:

* At the front door: on the right-hand side, when entering the TRAFOS.
* At the back door: on the right hand side, when leaving the TRAFOS.

In C25.019:

* 1x Next to the toilets.

In C25.021:

* On the far right hand side when leaving the TRAFOS.

# Checklist

**Arriving**

1. Charge your transponder at the side entrance to the library.
2. Unlock the doors and bring out the TRAFOS sign.
3. Turn on the lights in the mainhall.

**Caring for the TRAFOS / Hosting an event at the TRAFOS**

* Be visible and welcoming for anyone who has questions.
* Have open eyes and ears so that the TRAFOS stay a polite space.
* Rearrange the rooms as needed.
* You are free to use the kitchen; please clean a little more than you used.
* Buy what you feel is missing with money from the donation box, as long as you share it with the rest of the TRAFOS.

**Leaving**

Check if any of the remaining people have a transponder or can host the TRAFOS in your absence. If yes, you can leave. If not, please:

* Turn off all lights
* Close all windows
* Switch off all heaters
* Take the TRAFOS sign back inside
* Check & lock all 4 doors
* If you have borrowed the transponder, please return it as soon as possible.

**Useful contacts:**

* Contact the transformation::spaces team for any issue: trafos@leuphana.de
* House (before 3 pm) and security service (after 3pm): Fon +49.4131.677-1050
* Technical questions:   
  Mr. Braune: +49.4131.677-1041 / mobile +49.170.7854179
* Coordination of occupational health care, first aid, student accident reports:  
  Antje Dietrich: Room C10.029c | Fon +49.4131.677-1034 a.dietrich@leuphana.de
* Occupational health and safety practitionaer:   
  Jörg Seeba: Room C10.010 | Fon +49.4131.677-1050, schluesselverwaltung@leuphana.de

# Agreement to our terms of caring

With my signature I confirm that I have read and understood what it means to be a proud part of the transformation::spaces community and that I am familiar with the responsibilities I have. I am looking forward to being hosted – and to host myself!

I will treat the TRAFOS with care, joy, motivation, and in the spirit of collaboration and co-creation. Yes, I take an active part and responsibility for the TRAFOS!

Regarding the transponder: I understand that loss or damage to the transponder must be reported immediately (Key management: Mr. Seidel, schluesselverwaltung@leuphana.de, Fon +49.4131 677-1050).

Furthermore, I am aware that failure to report lost or damaged keys may result in damages for which I may be held liable. At the end of my hosting slot, I will return the key without further request. I confirm that I have read and understood these instructions.

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| Name: |  |
| E-Mail: |  |
| Project / Initiative: |  |
| Signature: |  |
| Date: |  |
| I want to get regular updates via e-mail | 🔲 |
| Name TRAFO Team: |  |
| Signature TRAFO Team: |  |