

THE HITCHHIKERS GUIDE TO...

THE INSTITUTE FOR THEORETICAL ASTROPHYSICS (specifically, the basement)

The Guide is definitive. Reality is frequently inaccurate.

– Douglas Adams

CODE OF CONDUCT

1. **TALKING IN THE STUDY ROOM:** Please keep the noise level down when staying in the study room. Short conversations conducted in a low voice are ok, but longer bouts of speech and/or cooperative working should be done elsewhere.
2. **CLEANLINESS:** Your mother doesn't work here, and even if she did we are all grown-ups and fully able to clean up after ourselves. Specifically:
 - Don't leave your mess lying around in the kitchen. When you've used kitchen gear, put it in the dishwasher.
 - If the dishwasher's full, start it.
 - Leaving dirty stuff in or around the sink is only ok if the dishwasher's currently running, in which case you should put your stuff into it when it's finished.
 - Emptying the dishwasher when it's done is not a crime.
 - When leaving something in one of the recycling bins (paper, glass/metal, or bottles) make sure it is reasonably food-free, since the item in question will most probably be lying there for a long time and it will all be disgusting.
 - Only the non-recyclable trash is taken out by the cleaners. When the other containers are full, they need to be emptied. This most often happens to the paper bin.
3. **MAKING COFFEE:** The coffee machine is there to be enjoyed by everyone, you may use it as much as you like. Consult the current coffee code of conduct for correctives on communal coffee consumption. Some general tips:
 - Use the correct-size filters – using too small filters will make a mess
 - Remove the filter-holding part from the machine before adding the coffee, otherwise the coffee will go everywhere it shouldn't go, like into the water container and all over the coffee maker and table top.
 - The one who made the coffee should remove the filter/old coffee grounds and rinse the pot and filter holder before leaving for the day.

- When adding water to the machine, don't use the coffee pot, since this will make the coffee taste nasty and the machine will have to be cleaned more often. Use a pitcher or measuring cup.
4. OTHER APPLIANCES: We are lucky to have at our disposal a water boiler, a toasting iron and a toaster. These should all be used with care and common sense. In particular:
 - Due to the risk of fire, it is strictly forbidden to use these and similar heat-producing appliances in this building without a timer that cuts the electricity after a given time
 - Do not use metal utensils to fish food out of the toasting iron as it may get scratches
 - Wipe the toasting iron after you've used it
 5. LIGHTS AND WINDOWS: If you're the last person to leave your section of the study room, turn off the lights and check that the windows are properly closed. If you're the last person to leave at night, remember to check that all the lights are turned off, and no windows has been left open (including the kitchen). The last person to leave may also consider turning off the light in the corridor; the switch is located at the bottom of the main staircase.
 6. THOSE IN CHARGE: Each week, two people are on duty as 'responsible for kitchen appearance'. Those currently in charge should empty the paper bin and start/empty the dishwasher if needed. If the kitchen is exceedingly messy, one may complain to those in charge. These in turn may respond to complaints by either hunting down those guilty of making the mess or removing it themselves. If we run out of anything, like dishwasher soap, those in charge should go to Nils (the chief administrator in room 208) and he will provide it.

USEFUL TIPS

- The kitchen is for everyone's enjoyment, but its capacity is limited. If you need a place to work and talk at the same time, try the computer room (Room 116), Peisestua (Room 304), the conference room (Room 303) or the auditorium (Room 209). These are free to use whenever empty.
- If, say, you need a lightbulb for your desktop lamp, or if one of the ceiling lamps are out of order, or you have some other maintenance-type problem, you should ask Nils (again, room 208). And if you do approach Nils with something that concerns everyone, like ceiling lamps, you might want to send a notification to student@astro.uio.no that you've taken care of it, so that Nils is not overrun by people complaining about the same problem.
- The faculty are not at all dangerous, and may be approached at leisure (if you can find them). They have lunch every day at 12:30 in the Physics cafeteria; we are free and welcome to join them there.
- Always know where your towel is.