

RULES OF USE

for the rooms and inventory items in the Halls of Residence

1. Unauthorised drilling of holes and apertures in any rooms of the Halls of Residence is strictly prohibited. Drilling may be carried out only by authorised agents of the Landlord.
2. Upon the discovery of any faults or defects on the surfaces or objects installed in any rooms of the Hall of Residence, immediately notify this to an agent of the Landlord. Residents must not attempt unauthorised repairs of any surfaces or objects.
3. Opening a plastic **window** wide is only allowed for cleaning the window; for ventilating the room, only use the tilt open feature.
4. Do not cover any ventilation ducts located in the exterior wall.
5. If the heating system of the building permits it, turn the **heating down** when leaving the room for more than *24 hours* during the heating season.
6. When using the **electric cooker**, do not leave it unattended. After use, switch off the cooker by turning the switch dial to zero mark. Exercise caution when using and cleaning the electric cooker. Clean the cooker with a damp cloth, taking care to avoid letting water drip inside the cooker from under the switch dial.
7. If the kitchen in your Hall is equipped with an **air filtering system**, turn it on when using the cooker. If the system has a grease filter, clean (wash) it *at least once every three months*. (In the Hall of Residence at 14, Pepleri St. ask the superintendent for a new filter when the old one becomes soiled).
8. *At least twice a year*, turn off and disconnect the **refrigerator** from the mains power supply, defrost it and wash the inside, taking care to clean the door gasket. Sharp objects must not be used for removing ice from the freezer.
9. *Once a week*, remove the **shower drain strainer** in the sanitary premises of your residential room and clean the **drainage trap as well as the floor** using the appropriate cleaning devices and agents. To prevent blockages in the piping, be sure to use the strainer installed in the sink. In order to avoid water emergencies, notify an agent of the landlord immediately of any blockages in the sink or the floor drain. Residents will have to pay a service fee for the clearing of any blockage caused by a failure to clean the drainage trap or use the sink strainer. Similarly, residents will have to make good any damage resulting from flooding caused by the blockage and bear the cost of cleaning any floors that the residents have failed to clean.
10. **Smoking** in the Halls of Residence is allowed only in specially equipped and designated areas. Smokers must strictly adhere to fire safety regulations.

11. Fire safety:

- 11.1. Do not touch the smoke detectors, fire safety equipment cabinets or electrical cabinets installed in any rooms or hallways;
- 11.2. Do not activate the manual fire alarm call points in the hallways and do not use any evacuation balconies except in the case of fire;
- 11.3. Carefully read the Hall of Residence Emergency Plan displayed on the notice board of your Hall of Residence.
- 11.4. It is strictly prohibited to use open fire in the Halls of Residence, except for candles used for lighting purpose and placed in a solid fireproof candle stand. Do not leave a burning candle unattended!

If you notice a LED going on on a smoke detector, immediately call the superintendent or receptionist. If you discover a **fire** in the Hall of Residence and the fire cannot be extinguished without putting yourself or others in danger, immediately activate a manual fire alarm call point in the hallway and, if possible, call the Rescue Service (112). When fire alarms ring out in the hallway, follow the fire emergency plan. Prepare for evacuation unless instructed otherwise by authorised personnel, or informed of the alarm being a false alert. In the case of evacuation, follow the nearest SAFE evacuation route. In the case of cold weather, be sure to take warm clothes with you. When safely outside, inform the superintendent or receptionist and, if possible, other residents. Should it be possible to limit the spread of the fire or extinguish it without putting yourself or others in danger, do so immediately.

The Rules of Use have been approved by the Board of the Tartu Student Village on 27 May 2009