

RULES OF USE for the rooms and inventory items in the Halls of Residence

1. Unauthorised drilling of holes and apertures, as well as wall mounting of furniture, other items and household appliances 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. In the Hall of Residence at 89 Narva Rd. and in the unrenovated part of the Halls of Residence at 7 Nooruse St. and at 27 Purde St., residents are allowed to redecorate their rooms subject to prior approval from the superintendent regarding the conditions and term of redecoration work.
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 or remove any smoke detectors installed in any rooms or hallways or block any ventilation ducts located in the exterior wall.
5. If the heating system of the building permits it, turn the **heating down** to the setting II when leaving the room for more than 24 hours during the heating season. When the thermostatic valve is set to III, the temperature in the room will be maintained at 21°C. To reduce the risk of fire, unplug any electric heaters or other electrical appliances that are consuming power (battery chargers, humidifiers, etc.) when leaving the room; if you intend to be absent for an extended period, unplug all electrical appliances.
6. It is prohibited to use electric cookers and mini-ovens in the rooms except on the kitchen worktop in the residential rooms or room clusters which have a kitchen and in which the corresponding equipment has been installed by the builders. In order not to overload your circuit, do not use the mini-oven at the same time that you are using other power consuming appliances such as microwave ovens or water heaters. 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). Clean the **vent openings** in your room with the same frequency.
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. Use **bed sheets** in order to avoid rapid wear and deterioration of mattresses. When washing the covers of mattresses, follow the instructions on the care label or the instructions on the wall of the laundry room.
11. In order to reduce the costs of waste disposal, **sort your waste** and dispose of it in the corresponding containers according to the type of waste (marked as 'Paber ja papp' – paper/cardboard; 'Pakendid' – packaging; 'Olmeprügi' – household waste). Unsorted waste can only be disposed of in the container for household waste (marked as 'Olmeprügi' – household waste).
12. **Smoking** (including the smoking of e-cigarettes and hookahs, etc.) in the Halls of Residence is allowed only in specially equipped and designated areas. Smokers must strictly adhere to fire safety regulations.
13. **Fire safety:**
 - 13.1. Do not touch the smoke detectors, fire safety equipment cabinets or electrical cabinets installed in any rooms or hallways.
 - 13.2. Do not activate the manual fire alarm call points in the hallways without due cause. Do not use evacuation balconies, fire hydrants and fire extinguishers without due cause.
 - 13.3. Carefully read the Hall of Residence Emergency Plan displayed on the notice board of your Hall of Residence.
 - 13.4. 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!
 - 13.5. In the Halls of Residence at 7 Nooruse St. and at 89 Narva Rd., do not use any electrical appliance whose power exceeds 1500 W. Do not use electrical appliances simultaneously if their combined power exceeds 2000 W.
 - 13.6. Do not cook, or boil water, directly under the smoke detector – the steam from the receptacle or the fumes from the toaster or the microwave oven may cause a false fire alarm. If you notice that the LED light on the detector is on, immediately telephone the superintendent or the receptionist.
 - 13.7. If you discover a **fire** in the Hall of Residence, immediately activate a manual fire alarm call point in the hallway and, if possible, call the emergency telephone number 112.
 - 13.8. 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.
 - 13.9. When safely outside, inform the superintendent or receptionist and, if possible, other residents.
 - 13.10. 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 31st of May, 2016