



Annex 3 to the Agreement

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

1. Windows

- 1.1. In the Halls of Residence at 25 Narva Rd, 27 Narva Rd and 22 Raatuse St, the courtyard-side windows may only be opened wide when they are being cleaned. For ventilating the room, use the tilt open feature.

2. Ventilation

- 2.1. It is prohibited to block any intake air valves (**ventilation ducts**) located in the exterior wall.
- 2.2. The air extraction valves in the rooms should be cleaned once every three months.

3. Space heating

- 3.1. When leaving the room for more than 24 hours during the heating season, it is required to turn the **heating** down to the setting II – but not lower – on the thermostatic valve knob. Setting III means a room temperature of 21°C.
- 3.2. To reduce the risk of fire, unplug any electric heaters or other electrical appliances (battery chargers, humidifiers, etc.) when leaving the room. When leaving for an extended period, unplug all electrical appliances.

4. Cookers and ovens

- 4.1. 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.
- 4.2. Exercise caution when using and cleaning the electric cooker. Clean the cooker with a damp cloth, taking care to avoid letting water drip into the cooker from under the switch dial.

5. Kitchen appliances and cooking

- 5.1. Cooking in the kitchens of the Halls of Residence is only permitted with the **air purification unit** turned on. If the system has a grease filter, clean (wash) it at least once every three months.
- 5.2. In the Halls of Residence at 14 Pepleri St., 7 Nooruse St., 25 Narva Rd. and 27 Narva Rd. you should notify the superintendent when the grease filter becomes soiled. The superintendent will provide you with a new filter.
- 5.3. At least twice a year, turn off and disconnect the **refrigerator** from the mains power supply, defrost it and clean the cavity (including any gaskets). Sharp objects must not be used to remove frost from the refrigerator.
- 5.4. Dishes must be dried prior to being placed on the shelves or in the cupboard because kitchen cabinets are not damp-proof.

6. Cleaning the showers and WCs

- 6.1. 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.
- 6.2. To prevent blockages in the piping, be sure to use the strainer installed over the sink drain. To prevent blockages, special liquid products (no solids such as granules, etc.) may also be used. When a blockage has developed, such products may no longer be used.
- 6.3. In order to avoid water emergencies, immediately notify any blockages of drainage traps or sinks to an agent of the Landlord.
- 6.4. The Student will be charged a service fee for the liquidation of any blockage that has developed as a result of the failure to clean the drainage trap and use the strainer in the sink drain.

7. Beds

- 7.1. Kindly 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 those on the wall of the laundry room.

8. Waste disposal

- 8.1. In accordance with the City of Tartu Waste Management Regulations, rubbish must be sorted and disposed of in the containers corresponding to its type. Unsorted rubbish can only be disposed of in the container for household waste (marked 'Olmejäätmed').

9. Smoking

- 9.1. **Smoking** (including the smoking of e-cigarettes and hookahs, etc.) in the Halls of Residence is allowed only in specially equipped and designated areas subject to strict adherence to fire safety regulations.

10. Renovation of your rooms

- 10.1. The Student must not attempt to carry out, in any rooms of the Halls of Residence, any electrical installation work, any drilling of holes and apertures, or any wall mounting of furniture, other items and household appliances. Such operations may only be carried out by an agent of the Landlord.

- 10.2. 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 unauthorized repairs of any surfaces or objects. In the Hall of Residence at 89 Narva Rd. and in the unrenovated parts 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 timeframe of redecoration work.

11. Fire safety:

- 11.1. Do not touch the smoke detectors, fire safety equipment cabinets or electrical enclosures installed in any rooms or hallways;
- 11.2. 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;
- 11.3. Take care to avoid false alarms – these may be caused by the use of humidifiers as well as of various sprays and similar agents in the vicinity of the sensor;
- 11.4. Carefully read the Hall of Residence Emergency Action Plan displayed on the notice board and website of your Hall of Residence;
- 11.5. If you are residing at 41 Jakobsoni St in Viljandi, read the fire safety guide of the fireplace posted on the notice board of the Hall of Residence;
- 11.6. 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 burning candles unattended!**
- 11.7. In any Hall of Residence, do not use any electrical appliance whose power exceeds 1500 W, or several appliances simultaneously if their combined power exceeds 2000 W;
- 11.8. When noticing that the LED light on the smoke detector is on, immediately telephone the superintendent or receptionist;
- 11.9. When discovering a **fire** in the Hall of Residence, immediately activate a manual fire alarm call point in the hallway and, call the emergency telephone number 112.;
- 11.10. 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.
- 11.11. When safely outside, inform the superintendent or receptionist and, if possible, other residents.
- 11.12. 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 5th of June, 2018.