

# HOUSE RULES

This document sets out the official house rules that you must follow as a resident. These rules represent the basic principles. In the event of your failure to comply with these rules, the agency – in consultation with accommodation service – will apply sanctions. In the appendix you will find an overview of these sanctions.

Feel Flex is not responsible for damage, theft or loss of resident's properties.

## When you arrive:

- Upon arrival you will receive one set of keys, handed over by one of our Feel Flex colleagues from the facility department. If the door to your room has no lock, Feel Flex will take care of a storage option that can be locked.
- One of our colleagues from the facility department will give a quick tour around the house and show the appointed room. It is not allowed to change rooms. Please note any defects immediately and/or make photos of the current status of the room. Share this information with your coordinator from Feel Flex.
- Upon arrival you will receive one package of bedlinen to help you get started. In any case you are obligated to use the mattress protector that is included.

## DO's:

- Do call your coordinator from Feel Flex in case something is not working properly
- Do respect all areas and keep them in order
- Do make a cleaning schedule together with your housemates to ensure a clean house
- Do clean your own room regularly
- Do turn off all the electrical equipment (i.e. TV, computer and chargers)
- Do pour dirty water into the toilet or a special sink
- Do put (cool) fat into an appropriate bottle and food leftovers in an appropriate waste bag
- Do sort household waste. To do this, use waste bags or a waste container provided. Glass goes in the glass container.
- Do put the waste out on designated days
- Do use fire hoses, escape stairs and fire extinguishers only in case of emergency
- Do remove food leftovers and leave the kitchen clean after use (table, burners, stove, microwave, kitchen top and floor). Clean your dishes daily
- Do keep the refrigerator clean and regularly defrost the freezer
- Do remove your food from the refrigerator in case you are going away for at least a week
- Do immediately remove spoiled food from the refrigerator
- Do ensure, after using, that sanitary appliances are clean and the floor is dry
- Do rinse the cubicle and remove hair from the drain after using the shower

- Do flush the toilet after each use and, if necessary, clean it with a toilet brush
- Do flush toilet paper in the toilet. Throw away empty rolls of toilet paper, sanitary pads etc. into the rubbish bin
- Do avoid conflicts. Living with others is not always obvious or hassle-free but always ensure to keep a decent conversation
- Do respect other people's peace and privacy
- Do abide the arrangements made
- Do always lock the front door and the door to your room when you leave
- Do make sure that windows on the ground floor are closed when you are the last to go away
- Do close all the fire doors, unless they are electrically operated
- Do vent the room only when you are inside, close the window when you leave the room. Especially when it is freezing or raining outside.
- Do avoid wasting electricity and heat
- Do turn off electrical appliances on time, they consume electricity also when they are in standby mode
- Do completely turn off the stove and the oven after you are done using them

### **DONT's:**

- Do not give your keys to others or make duplicate keys
- Do not change the locks to any of the doors
- Do not change anything in the technical systems (e.g. internet connection, heating system or any other)
- Do not smear, paint or wallpaper the walls in any room without the express consent of the agency
- Do not put up any decorations that causes damage to walls or doors
- Do not smoke anywhere inside the house
- Do not use, keep, grow or produce drugs or any other intoxicants in the premises (this also includes the garden and nearby area of the house)
- Do not invite any other people in the house
- Do not keep any animals
- Do not use your own separate electrical or gas fired heating equipment, this is extremely dangerous
- Do not cook or heat up food in your room
- Do not light candles or incense
- Do not use the wash basin in your room as a kitchen sink
- Do not pour dirty water, fat or food leftovers in the wash basin or kitchen sink, this to prevent drain blockage
- Do not place waste, waste bags, bicycles, shopping trolleys or furniture in the corridors
- Do not take other people's food or products without asking
- Do not cause inconvenience to others
- Do not make noise/music after 10 p.m. since after this time there is a night quiet in the building/house

- Do not make bonfires or light barbecues
- Do not obstruct or block emergency passages or exits
- Do not completely turn of the radiator when it's freezing outside
- Do not hang anything to dry on radiators
- Do not open windows when the heating is on
- Do not obstruct automatically closing doors in order to keep them open

### **When you leave:**

- If you find an accommodation of your own, you must inform Feel Flex about it at least 7 days before you move out. Also forward your new address to your coordinator from Feel Flex
- After the end of your employment with Feel Flex, you are obligated to leave your place of residence withing 48 hours
- You personally return your keys (of house/room and bike) after making an arrangement with your coordinator from Feel Flex
- After leaving, the room will be checked and needs to be delivered in its original condition

### **Last but not least:**

- Feel Flex is not responsible for damage, theft or loss of resident's properties
- Feel Flex has the reserved right to access the rooms if there is a dangerous situation, to check the status or to make repairs
- In your room, you are allowed to use only the following electric equipment:
  - Audio and TV equipment
  - Gaming console, laptop, computer equipment
- Dates when waste is collected are shown in the waste collection calendar. You can find these in all the houses
- In any situation not specified in these house rules, the decisions and evaluations given by any colleague of Feel Flex are binding.

