

livingscience

ETH ZURICH

STUDENT ACCOMMODATION

House Rules / User Manual Hönggerberg Site



General House Rules /User Manual

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1. Introduction

For the sake of simplicity, this document is called the house rules. By this is meant the house rules and the user manual. The house rules govern how all the residents of the building should live together and they also serve as an aid with the most important aspects of living in living-science. They are a major part of the signed lease contract and contain the rights and duties of all the residents. The house rules are issued to the lessee with the lease contract and accepted by him by his signature. In the event of serious or repeated breaches of the house rules, these are seen as a breach of the lease contract and may lead to termination without notice. False statements in connection with the application and/or the lease contract may also lead to early termination of the lease relationship.

The lessor is entitled to supplement, amend or revoke these house rules at any time. Any changes will be displayed on the notice board. The lessee undertakes to observe the Lessor's instructions.

2. Consideration / care

In the interests of good relations between the lessees, all the residents undertake to give consideration to each other and to use all common fittings and equipment with care.

The lessee is required to use water, power and heating sparingly. In addition, he must take care to ensure that any other residents also observe the house rules.

3. Leased premises

3.1 Handover

A handover record will be produced at the time of the handover. The lessee must report any defects discovered thereafter in writing to the lessor within 14 days following the handover. If the lessee omits to report them, it is assumed that the subject of the lease was handed over in its recorded condition. There is no entitlement to the leased premises as new. If the lease commences on a Saturday, Sunday or public holiday usually observed locally, the premises may be entered on the following working day. The lessor will arrange the handover and acceptance of the rooms and this will be set down in a record. In addition to the condition of the leased premises this contains a list of the inventory present. If damage that was not noted on the entry record or has evidently been caused by the lessee is discovered during its acceptance, any repair will be at the lessee's expense.

3.2 General

The lessee is obliged to use the leased premises with all due care.

The leased premises are to be lived in at least 4 days per week.

The rooms and wet cells are equipped with hygienic ventilation. This must not be removed or interfered with. To avoid glass breakage and water damage, windows are to be kept closed in wind and the awnings are to be withdrawn. In the event of failure to observe this rule, any costs incurred are to be borne by the lessee.

Operating private gas stoves, hobs or similar electrical devices within the leased premises is forbidden and the consumption of hot foods should only occur in the common areas provided for this. The fixing of nails and drawing pins is to be done carefully and these are to be removed

before vacating the leased premises. Any holes must be filled in tidily before the lessee vacates. Any greater damage or clearly visible impairments will be repaired or painted and recharged to the person responsible. In an emergency the lessor has a right vis a vis the lessee to access to the leased premises and wet cells (immediately or) after making appropriate arrangements.

3.3 Quiet times

Any disturbance of the residents is to be avoided. Music, televisions and conversations are to be kept to a volume audible only within the rooms. Playing a musical instrument in the rooms is permitted in principle but only with the consent of fellow residents. The statutory night-time quiet times between 22.00 and 07.00 are to be strictly observed by all the residents. This also applies to the site's external facilities.

3.4 Correct ventilation

Every room has user-friendly ventilation that ensures fresh air at all times. At the same time the air extraction also guarantees the extraction of humidity. This reduces the risk of mould. So it is not necessary to open windows. On the contrary, in cold months much more power is consumed when windows are open. The windows can nevertheless be opened. However, windows absolutely must be closed when the lessee is absent.

3.5 Visitors

According to the lease contract, the leased premises are only available to the lessee. A maximum of two overnight stays per week by visitors is provisionally permitted. Exceptional permission may be granted by arrangement with the lessor.

3.6 Subletting

The lessee is forbidden to sublet the leased premises, to assign the lease contract or to grant third parties rights of use in the leased premises or parts of them.

3.7 Pets

It is not permitted to keep pets of any kind.

3.8 Internet

The internet connection is provided via the UPC Cablecom basic deal with a current bandwidth of 2 Mbits/s. The lessee must register with UPC Cablecom to receive a LAN modem. There is an option to subscribe for additional services with UPC Cablecom at the lessee's own expense.

3.9 Right of inspection

The lessor is entitled to inspect the leased premises. The dates shall be agreed with the lessee. In an emergency there is no need for prior notice.

If the lease relationship is terminated, the lessee must allow parties interested in a lease to inspect the leased premises, whether accompanied by the lessor or not.

3.10 General

The lessor maintains the leased premises in usable condition. Defects are to be reported to the lessor in writing immediately. If the lessee fails to do so, he is liable for any resulting damage. In the event of defects which suddenly occur which represent an emergency and where dealing with them cannot be postponed, the lessee is required to inform the caretaker or the lessor or his representative immediately. In their absence and in so far as is possible and reasonable, the lessee himself is obliged to take or have others take the absolutely essential precautions to prevent consequential damage. If he fails to do so, he is liable for any consequential losses. The lessee must put up with any work necessary for maintenance of the fabric of the premises and grant access to the leased premises at any time. If he refuses to do so, he may be held liable for any additional costs and consequential losses. The lessee is responsible for the minor repairs necessary as a result of normal use of the leased premises. Modifications to the leased premises by the lessee require the lessor's written consent. In the event of unauthorised modifications, the lessee shall bear the cost of their expert dismantling.

3.11 Furniture and appliances

The furniture and appliances provided in the rooms and common areas are to be used with care. Alterations are not permitted. No furniture or appliances may be removed from the rooms or the common areas. The installation of additional large domestic appliances is forbidden anywhere on the premises.

During the lease period the lessee is liable for the completeness and condition of the room inventory. Any damage is to be reported to the caretaker in person without delay. The existing inventory can be seen on the handover record.

Consumables (tooth mugs, rubber seals etc.) and furniture and appliances may be purchased from the caretaker for cash.

3.12 Cleaning

The lessee is obliged to clean his room including the wet cell and the dining/living area (at least once a fortnight).

The lessor is entitled to impose a deadline on individual residents or groups of residents for subsequent cleaning in the event of failure to clean. If this deadline is not met, the lessor is entitled to engage a cleaning firm. The cost is to borne by the lessee of the premises.

3.13 Keys

When the leased unit is handed over, every lessee is given keys and a chargeable laundry card. These are to be carefully retained. If they are lost, the lessor is to be informed of this immediately if possible and in any event on the following working day at the latest. The cost of removal and replacement of cylinders and keys and laundry cards is borne by the lessee.

3.14 Damage / liability

If communal facilities in the common part of the building or in the ancillary rooms leased with them are damaged and if the person to blame cannot be identified, the lessees of the building shall bear the loss jointly on a per capita basis (joint liability). Damage in the leased rooms is the responsibility of the relevant lessees.

3.15 Return

The leased premises are to be returned to the lessor by the lessee in person, vacant and thoroughly cleaned with all inventory items, keys and badges, by 10.00 on the last day of the lease relationship at the latest. Repairs and minor maintenance work must be completed by this time. During the return, a report on the condition of the premises must be produced and signed by both parties.

4. Energy monitoring

A web-based, password-protected software solution is provided for each leased unit to display the consumption of domestic hot and cold water and electricity. The display is shown on internet-compatible display devices in the leased premises.

The user data such as user name and password are produced and issued by the lessor. The user then receives the user data by email. If the password is lost or forgotten, a new one may be generated via the website: www.livingscience.ch.

5. Common areas

5.1 Use

The common areas are to be kept clean and refuse is to be disposed of by the person creating it. Stowing and storing private items such as plants, shoes, cupboards, refuse etc. (even short-term) is not permitted.

5.2 Notice board

The notice board is for general lessee communication and the lessees are obliged to glance at it regularly and to find out about any messages.

5.3 Cycle parking

There are cycle parking spaces available for the lessees. Leaving cycles inside the building is forbidden (excl. in the leased cellar). The lessor is entitled to remove any incorrectly stored cycles and to hand them over to the police. The lessor will conduct regular checks of the cycle parking spaces and dispose of the unused cycles. To facilitate this, check the caretaker will issue new stickers for the cycles every year. They are to be attached to the cycle.

5.4 Parties

Parties are in principle forbidden. Special occasions may be approved after consultation with and application to the lessor.

5.5 Barbeque area

The barbeque areas are available for the use of all the residents of the development. Every user is obliged to leave the barbeque area clean and tidy. Refuse is to be disposed of in the correct manner.

5.6 Laundry room/ drying rooms

Washing machines and tumble dryers are provided by the lessor. They are to be operated with care and in accordance with the operating instructions provided. The laundry rules displayed are to be strictly observed.

Use of the laundry is possible with the laundry key supplied on handover. Lessees are free to use all the laundries.

There are drying rooms available with tumble dryers.

These areas are to be used in such a way that several residents may use them at the same time. Washing hung up to dry must be taken down again within 24 hours at the latest.

6. Cleaning

The inside and outside of the buildings are to be kept clean and tidy.

Cleaning of the common areas (e.g. corridor, laundry etc.) and of the outside areas is done by the lessor. Exceptional contamination must be removed without delay by the person who caused it. If he fails to do so, he will be charged for the cleaning. The leased units are to be cleaned by the lessees themselves.

7. Refuse

There is a collection point with underfloor containers available for the collection and disposal of old glass, sheet metal (cans) and domestic refuse to the north of the HWW building. At the collection point there are also two spaces for green waste containers (food leftovers, vegetables etc.) that serve both HWW and HWO. Disposal at the collection point is allowed at any time but it must be avoided at the quiet times from 22.00 to 07.00 and on Sundays and public holidays.

Paper and cardboard collection is in accordance with the City of Zurich's collection calendar: for paper every second Monday and for cardboard every fourth Monday. Cardboard and paper is to be left by the lessee in tidy bundles on the side of the street.

There are appropriate collection options available in sales outlets for the disposal of PET and batteries.

8. Smoking ban

Smoking is banned throughout the building inc. in the rooms and is permitted only at the locations designated for this outside the building.

9. Security

9.1 Lock concept

Doors and access points are always to be locked if possible.

The doors to the building are to be locked by 21.00 at the latest. The same applies to all building access points such as cellars and cycle rooms.

9.2 Supervision / surveillance

For security purposes the lessor may monitor generally accessible areas of the property with video cameras.

If necessary, the lessor will engage a security firm. The cost of this will be included in the ancillary charges.

9.3 What to do in the event of a fire

In the event of a fire, the following rules are to be observed:

Alerts

- Alert the fire brigade (telephone number 118) or operate the fire alarms (push button) in the stairwells
- Alert people at risk

Rescuing people

- Give first aid.
- Get people out of the danger zone.
- Prevent the fire from spreading, close windows and doors to the area on fire, then leave the building via the nearest escape route. (Do not use the lifts).
- If there is a lot of smoke, get into the open air immediately. Risk of being poisoned.
- Keep doors and windows closed. Do not lock doors.

Extinguishing fires

- Only if your own safety is not at risk!
- Fight the fire with fixed fire hoses, hand fire extinguishers or fire blankets.

If escape routes are cut off by fire or smoke, observe the following:

- Keep calm
- Close doors to the seat of the fire
- Call attention to the location
- Await evacuation by the fire brigade

Important emergency numbers

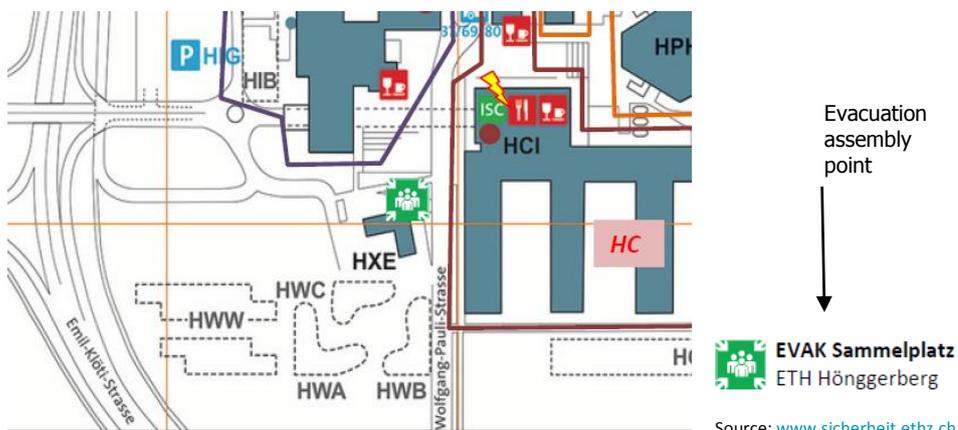
Police	117
Fire brigade	118
Ambulance	144
Poison hotline	145
Rega (Swiss Air Rescue)	1414

9.4 What to do if the building is evacuated

If the building has to be evacuated because of an incident (e.g. fire), the following must be observed:

- Anyone inside the building is asked to leave the building as quickly as possible via the marked escape routes and to find their way to the assembly point by Building HXE on Wolfgang-Pauli-Strasse.
- In the event of a limited/uncontrolled fire, routes must be kept clear for the fire brigade.

Once the building (inc. technical services) has been declared safe again, people may re-enter it. You will be informed of this by the relevant Safety Officer when permission has been granted by the fire brigade.



10. Post distribution

There are letter boxes by the passage between buildings 13/15 and 17. There is a letter box with the apartment number written on it available for every studio of the 2nd and 6th floor residents' group.

In addition, there are parcel boxes for parcels under the letter boxes. The parcel boxes are provided with keys and will be locked by the postman when a parcel is received. The key is dropped into the lessee's letter box so that he can open the parcel box. The parcel is to be removed and the key is to be left in the lock.

To make the postman's job easier we recommend stating the apartment number on the address.

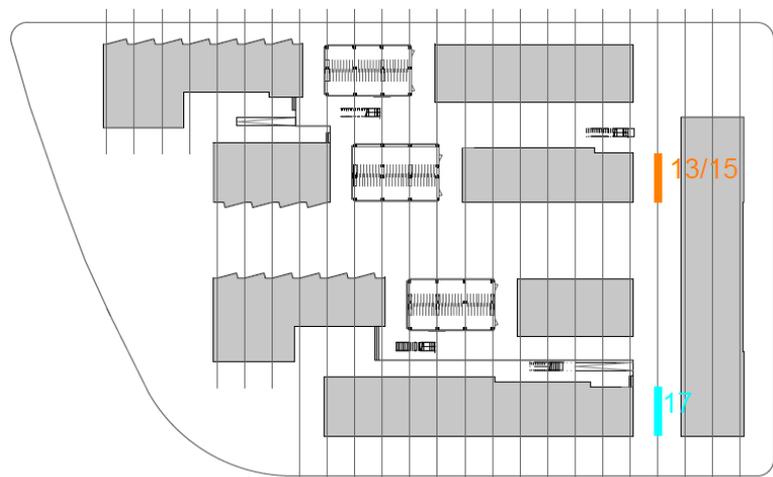
Example:

Peter Anon

13.018.

Peter-Debye-Weg 13

8049 Zurich



11. Communication / messages

The caretaker can be contacted by telephone during the day. For urgent messages outside these hours there is a 24/7 hotline.

Caretaker's office, Ground Floor, Room 13.C15 Normal office hours 07.30 – 08.30 / 18.00 – 19.00

(Purchase of spares such as tooth mugs, rubber seals etc.) The caretaker's telephone number is shown on the notice board.

Hotline, 0844 45 46 47 Contactable: 24 hours a day, 7 days a week

(Emergencies outside the above-mentioned times, reports of damage, faults with appliances, problems with fellow lessees etc.)

Administration, 058 800 44 44 Contactable: 08.00 – 12.00 / 13.00 – 17.00

(Contractual matters / rent payments)

12. Exclusion of liability

The administration accepts no liability for theft of items or data.

13. Other rules

Separate rules may apply to the use of laundries, drying rooms and other facilities serving the community. These rules are kept at the places where they are required and they form an integral part of these house rules. Every lessee has access to these documents. If this is not the case, obtaining them via the caretaker is up to the lessee.

Place, Date:.....

Lessor represented by:

MIBAG Property Managers AG

Lessee:

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