

Operational Regulations of the Lodging House of the IOCB, AS CR, v.v.i. Šultysova 692/55, Prague 6 - Břevnov

I. General Information

Accommodation capacity:

- 6 accommodation units for 8 accommodated persons.

Heating method:

- the central heating is provided from the local central source; the individual accommodation units have separate temperature-setting controls

Running potable and domestic hot water supply:

- the building is connected to the water supply system; the domestic hot water is supplied from the local central source

Layout:

1st underground floor:

- a room for bicycles, a room with the technical equipment of the building, economic room, a laundry and drying room, hallway and building staircase

1st floor:

- building staircase, hallway

Room 1 34m²

- 2 beds, hall, living room, bedroom, bathroom with a toilet; kitchen corner, further equipment

Room 2 44m²

- 2 beds, hall, living room, bedroom, bathroom with a toilet; kitchen corner, further equipment

2nd floor:

- building staircase, hallway

Room 3 14m²

- 1 bed, hall, bathroom with a toilet, kitchen corner, further equipment

Room 4 16m²

- 1 bed, bathroom with a toilet, kitchen corner, further equipment

Room 5 16m²

- 1 bed, bathroom with a toilet, kitchen corner, further equipment, balcony

Room 6 21m²

- 1 bed, hall, bathroom with a toilet, kitchen corner, further equipment

3rd floor (attic):

- building staircase, hallway

seminar room 21m²

- bathroom with a toilet; kitchen corner

study rooms 34m²

- hall, two study rooms, bathroom with a toilet; kitchen corner

II. Principles of the Prevention of Communicable and Other Diseases**Equipment Disinfection**

Disinfection of sanitary facilities (toilet, bathroom, shower) is done on a daily basis using certified disinfectants. These are in closed containers, in a drip sink and in a designated space. The employees of a cleaning company must work only with prescribed protective equipment. The disinfectants are periodically alternated with different active agents in order to prevent the formation of resistant organisms. Safety data sheets are available from the supplier.

Pest Control by a Professional Company

Pest control is performed by a professional company after the occurrence of insect and preventively against rodents and other pests at least once a year.

III. Cleaning of the Premises

The cleaning of all the space is provided by the supplier and is done every working day. Personal hygiene items and the means for regular cleaning are not included in the price of the accommodation. Sanitary facilities are cleaned every day using disinfectants. Trash cans are emptied, cleaned and disinfected on a daily basis. Cleaning supplies are stored in a cleaning chamber. The necessary protective equipment is available for the workers at any time. The cleaning is done on a daily, weekly and monthly basis and on special (sanitary) days.

IV. Laundry handling

Clean bedclothes are placed in a clean-laundry storage; in order to prevent secondary contamination, they are transported from the laundry in a sealed plastic bag. The washing and ironing are done by a professional company. bedclothes are replaced after each person accommodated, otherwise as needed.

Dirty bedclothes are placed into a dirty-laundry room. If they are contaminated by a biological material, it is treated with a disinfectant and handed over to a professional company separately from the rest of the laundry to be washed.

V. Waste disposal

A waste-collection scheme has been contractually agreed with a professional company. Waste types: mixed municipal waste in agreed containers that are regularly collected. The containers are properly marked by the waste collector and waste type.

VI. Staff Training

The staff is regularly trained in hygienic minimum, fire protection and occupational safety and health according to applicable regulations, standards and internal rules.

VII. First-Aid Kit

The first-aid kit is placed accessibly on the first floor in the hallway. It contains the essential items in accordance with applicable standards and regulations, reflecting the character of the work activities carried out. It is continuously checked and replenished.

VIII. Registration of the Housed Employees and Guests (hereinafter only as guest) and the Housing Register

A guest can be housed on the basis of a decision by the director of the institute only after a prior reservation. The personnel section (I. 365) maintains the registration of reservations, prepares the contracts on the provision of temporary housing for signature and maintains the Housing Register with all of the essentials required by the alien registration office (foreign police). The housing is intended only for an employee with permanent residence abroad, categorised in qualification levels 3a to 5 and short term for foreign guests. The maximum period of temporary housing of one individual in the lodging house of IOCB is one year. In the case of post-doctoral students accepted within the 'IOCB Postdoctoral Project', it is possible to extend housing to two years if their employment is extended within this project.

IX. Reception and Handover of the Suite

The employee of the institute who is responsible for the guest ensures the reception/handover of the suite by the guest with the head of internal administration (Mr. Mžourek, I. 335) in attendance. A component of the handover will be a written document 'Confirmation of the Reception and Handover of the Suite by the Guest', a part of which is the inventory list. The guest will be further instructed on the use of electrical appliances, acquainted with the operational regulations of the building and with the fire alarm guidelines and the evacuation plan.

A guest who is ending his/her stay must leave the lodging by 11:00 a.m. A guest who is beginning his/her stay is housed no earlier than 1:00 p.m. If a place is available, entry is possible at any time during the working day from 7:00 a.m. to 4:00 p.m.

X. Problem Reports

The guest writes minor defects (not affecting the use of the suite) in the book placed on the wall beyond the main entrance door to the building. Once a week, a maintenance employee checks the entries and removes the defects.

Emergencies are announced during working hours to the head of maintenance (Mr. Janoušek, tel.: 739 002 227), outside of working hours and weekends at tel. 220 183 222 (porter's lodge of the IOCB, ASCR).

XI. Operational and Safety Instructions

If one of the housed causes or discovers a fire, he/she is obliged to report it by all means and announce the situation to the fire brigade at tel. 150 and at tel. 220 183 222 (registry of fires at IOCB, ASCR). Fire-fighting means are placed in the common areas of the building according to the fire safety plan of the building.

The users of the lodging house are obliged to become acquainted with the fire alarm guidelines and the evacuation plan, which is an attachment of the operational regulations.

The building is equipped with a first-aid kit placed in the common areas.

Everyone present is obliged to report without delay to the operator of the lodging a situation requiring the intervention of the police, the danger of fire or injury and within his/her abilities to do everything to avoid damage to health or property or to avert the threatening danger.

Telephone numbers for reporting emergencies:

Emergency	112
First Aid	155
Fire	150
Police	158

XII. For safety and hygienic reasons, it is not allowed anywhere in the lodging facility:

- to smoke
- to use flammable liquids in the sense of ČSN (Czech Technical Norms) 650201
- to use a pressured vessel for transporting technical gas in the sense of ČSN 078304
- to use one's own electrical appliances and propane-butane appliances (e.g. cooker, Dutch oven etc.), other than appliance serving for personal hygiene (blow dryer, shaver)
- to store other than personal items in the lodging
- to keep and manipulate weapons or ammunition in the lodging facility
- to keep a pet or other animal
- to move or shift the inventory without the consent of the renter, or to conduct repairs or otherwise intervene in the electrical network and other installations
- to loan the key to the room to another person, allow the stay of unannounced persons or pass the right of usage to other persons.

XIII. The guest is further obliged:

- to avert the damage of the facility by liquids, sharp objects, dirt etc.
- to report the damage of property without delay

- when leaving, to close the windows, put the safety equipment elements in a functional state, to turn off the electrical appliances (except for the refrigerator) in the room and its facilities and to lock the room and the main entrance to the lodging facility, and to lock the main entrance to the lodging facility also upon entering
- to report the possible loss of keys to the head of internal administration and pay the amount for the newly secured doors
- to place produced waste in the receptacles for that purpose, or the separated waste in the public receptacles
- to observe quiet hours between 10:00 p.m. and 6:00 a.m.
- to protect one's goods to avoid their being stolen or damaged, including things left in parked vehicles.

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Director



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Attachments: Fire Alarm Guidelines
Evacuation Plan
Instructions on the Use of Electrical Appliances