

RULES OF HOUSING AND OPERATION

**Lodging House of the IOCB, CAS, v.v.i., Thunovská 181/16, Prague 1,
email: thunovska@uochb.cas.cz**

Managed by: Institute of Organic Chemistry and Biochemistry, Czech Academy of Sciences, v.v.i., Flemingovo náměstí 542/2, 160 00 Prague 6, IČ (business identification number): 61388963, DIČ (taxpayer identification number): CZ61388963

Operated: all-year-round

Number of employees: 1 (manager)

The type and extent of the services provided: suite-type housing, long-term housing, i.e. 2 months and longer

I. General Information

Housing capacity:

- 30 housing units for 74 accommodated persons.

Heating method:

- The central heating is provided from the local central source; the individual housing 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 floor: reception, corridors, building staircase, a laundry and drying room, storage, a cleaning room, housing units

Mezzanine: corridors, building staircase, housing units

2nd floor: corridors, building staircase, housing units

3rd floor: corridors, building staircase, a storage room, a cleaning room, housing units

4th floor: corridors, building staircase, a storage room, housing units

5th floor: housing units, a boiler room, central heating and domestic hot-water technologies

The housing units are described in the appendix.

Housing parameters:

- Natural window ventilation
- All housing units have access to daylight and are equipped with standard artificial lighting (chandeliers, lamps).
- Surface treatment of the floors: ceramic floor tiling, wooden floors
- Surface treatment of the walls: stucco plaster, ceramic wall tiling

The method of sewage and wastewater disposal:

- The building is connected to the public sewerage network.

II. The Registration of the Accommodated Guests of the Housing Provider, the Employees of the Housing Provider and Their Family Members (hereinafter referred to as the "Lodgers") and the Housing Register

The housing is possible based on a decision of the IOCB director for a period of at least 61 days. The Personnel Department (I. 332) maintains records of reservations, prepares contracts on the provision of temporary housing for signing and keeps the Housing Register with all the particulars required by the Foreign Police. The housing is intended only for employees and their family members.

III. The Takeover and Handover of Housing Units

The handover of the housing units to the tenant shall be arranged by the IOCB employee at the reception (on the ground floor of the housing facility) responsible for the organizational operation of the lodging house. The handover shall include the written document "A Confirmation of the Takeover and Handover of the Housing Units to the Lodgers", including an inventory. In addition, the Lodger shall be instructed in the use of electrical appliances, acquainted with the building's Rules of Operation, the Fire Alarm Guidelines and the Evacuation Plan.

The handover and takeover of the housing units are possible at any time of the working day between 8:30 a.m. and 12:30 p.m.

IV. Problem Reports

Minor defects (not preventing the use of the housing units) shall be reported to the reception of the lodging house or via email to the address: thunovska@uochb.cas.cz.

Emergencies shall be announced during working hours to the head of maintenance (Mr. Janoušek, phone: 739 002 227), outside of working hours and on weekends at phone number: 220 183 222 (porter's lodge of the IOCB, CAS).

V. Operational and Safety Instructions

If a Lodger causes or discovers a fire, he/she is obliged to extinguish it by all means and report the situation to the fire brigade at tel. 150 and at tel. 220 183 222 (fire emergency at the IOCB, CAS). Fire extinguishers are installed 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 to the Rules of Operation.

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

Everyone present is obliged to report without delay to the manager of the lodging house 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 imminent danger.

Telephone numbers for reporting emergencies:

Emergency 112

Emergency Medical Service 155

Fire and Rescue Service 150

Police 158

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

- to use flammable liquids in the sense of ČSN (Czech Technical Norm) 650201
- to smoke
- to use pressure vessels for technical-gas transportation in the sense of ČSN 078304
- to use one's own electrical appliances and propane-butane appliances (e.g. cookers, Dutch ovens etc.) other than appliances serving for personal hygiene (blow dryers, shavers)

- to store other than personal items in the lodging house
- to keep and handle weapons or ammunition in the lodging facility
- to keep a pet or other animals
- to move or relocate the inventory without the consent of the lesser, or to carry out repairs or otherwise intervene in the electrical network and other installations
- to lend the keys to the housing unit to a stranger, to allow the stay of an unregistered person or pass the right of use to other persons.

VII. The Lodger is further obliged:

- to prevent the damage to the facility by liquids, sharp objects, dirt etc.
- to report the damage to the property without delay
- to close all the windows in the housing unit as well as its facilities, to activate safety elements, to close faucets, to turn off electrical appliances (except for the refrigerator), and to lock the housing unit and the main entrance to the lodging facility when leaving
- to lock the main entrance to the lodging facility also upon entering
- to report the loss of keys to the head of internal administration and pay the amount for the new door security
- to place produced waste in the containers designated for that purpose, or separated waste in public containers
- to observe quiet hours between 10:00 p.m. and 6:00 a.m.
- to secure one's belongings against theft and damage
- the Lodger is not authorized to use the housing unit to perform any income-generating activity not related to the main activity of the housing provider (e.g. cryptocurrency mining etc.).
- Parking on the premises is prohibited.

VIII. Principles of the Prevention of Communicable and Other Diseases, Disinfection and Pest Control

Sanitary facilities (toilets, bathrooms, showers) are disinfected by individual Lodgers according to their individual needs.

Pest control is carried out by the housing provider whenever insects occur and preventively against rodents and other pests at least once a year.

IX. Cleaning of the Premises

The cleaning of common areas is provided by the housing provider and done twice a week. The housing units are cleaned by each Lodger individually, bearing in mind the proper treatment of wooden materials (floors, furniture) in the housing unit. Suitable products for the treatment of wooden surfaces and floors are available at the reception of the lodging house and their consumption is included in the price of accommodation. Personal toiletries are not included in the price.

X. Laundry Management

Each Lodger receives 2 sets of bed linen, 2 sets of towels and 2 tea towels upon check-in. Bed linen is washed and ironed by the housing provider in a contracted laundry. It is changed as needed, up to once a week. After handing in the used bed linen, the Lodger receives a set of washed bed linen. Towels, tea towels, personal linen and clothes are then washed by each Lodger individually.

Clean laundry is placed in a clean-laundry storage room; in order to prevent secondary contamination, it is transported from the laundry in a sealed plastic bag. Dirty laundry is placed into a dirty-laundry room. If it is contaminated by a biological material, it is treated with a disinfectant and handed over to the professional company separately from the rest of the laundry to be washed.

XI. Waste Disposal

Waste collection and disposal are provided by the housing provider. The waste is divided into mixed municipal waste and separated waste in containers that are collected on a contract basis. The containers are properly labelled by the waste collector and waste type. The Lodger is obliged to sort the waste properly.

XII. Lodger Training

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

XIII. 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.

Prague, December 20, 2021

RNDr. PhDr. Zdeněk Hostomský, CSc., Director

Prepared by: Václav Mžourek,

Attachments: Housing Unit Description