

House rules

1. General information

The management wants the most possible freedom for all the leasers. Each single person has to bring voluntary discipline, helpfulness and thoughtfulness towards the other occupants with him.

The ones that are in need of silence have an advantage over those who are noisy. Tidiness is a priority over chaos. The technical caretaker is responsible for the House rules to be followed. He is the middleman between the occupants and the management. His advice needs to be followed at any time. He is officially in charge and gets the support from the management about requests and regulations.

2. Community rooms

- Kitchen, habitable room and washrooms

May be used by any occupants at any time

- Corridors

The corridors may not be used as storage space because of fire safety reasons.

- Laundry room

The laundry room and the drying room in the basement may be used for free. Buying washing powder is a responsibility of the user though. Out of respect for the other users, your clothes need to be removed from the drying room as soon it has dried off. The washing machine and the tumbler need to be used referred to the using regulations. All the filters need to be cleaned after every usage. Bras with metal holders need to be washed obligatory in specific laundry bags. The washing machine can be damaged if a metal holder gets in between the rotor or the barrel. In this case a technician needs to be called to look at the problem. The community gets charged for any damage that develops out of not careful using of the machines. The laundry and drying room need to be clean and tidy at any time!

3. Subleasing

Who wants to sublease his room while absence (a month or more) or wants to leave the room to a friend, has to get permission from the management. In case of a contravention the room leaser gets charged CHF 50.- for each person and night. If this happens repetitive the room cancellation follows.

4. Quiet time

The lawful quiet time is from 10 o'clock pm to 6 o'clock am (at weekends 11 o'clock pm to 6 o'clock am). Out of respect to the others those quiet times have to be strictly followed. We ask to keep talks and music down to room volume.

5. Smoke / Fire / Drugs

All the rooms in the building are smoke free. If a fire causes the fire department to come, the responsible person gets charged for the cost which is CHF 1800.-. If the responsible person can't get investigated, either the party organizer or the whole community gets charged.

6. Guest rules

There is nothing to say against a "once in a while" overnight guest. But it can't be more than two nights a week. From the third night on, the leaser gets charged a fee of CHF 30.00. Sleeping in the common room ist forbidden for everyone.

7. Cleanness

Cleanness and hygiene is the most important requirement when many people live together in a community. Sadly our experience shows, that the way "how and with what" to be cleaned has not the same meaning for everyone. That's why we list it up in detail how it needs to be done:

- a. Whenever cleaning is mentioned we would like to point out that it is a must to use specific cleaning products. For example cleaning liquids, rags, cloths, mops, brushes and so on. Because just cleaning without cleaning utensils/liquids isn't effective enough.
- b. The kitchen including all the equipment, kitchen surface, dishes and utensils have to be cleaned after every usage or at least every day.
- c. Please consider these references before use the dishwasher:
 1. Rough leftovers have to be put into the trash
 2. Dishes should be rinsed off before placed into the dishwasher
 3. Dishes need to be positioned in, so the water-jet hits the dirty surface
 4. Dishwasher should be filled up before letting it run. But it can't be overfilled so everything gets clean.
 5. Dishwashing cleanser and cleaning salt has to be used as from the producer recommended.
 6. Cleaning program needs to be regulated depending on the dirtiness of the dishes.
 7. The machine needs to be emptied as soon the dishes are clean and dried off.
 8. Pans basically don't belong into the dishwasher and need to be cleaned by hand. Everything that gets hand washed needs to be dried off and put away at once, so the working surface stays free of items.

If damage gets done through blockade of the machine the community will be charged for that.

- d. Dishes, pans, and cutlery have to be put back into the cabinets, right after usage. The kitchen surface is no storage space and needs to be clean and free of items all the time after usage.
- e. The ceramic glass cooktop has to be cleaned with the particular clearance for example a cloths or a racloir right after usage. Burned leftovers on the cooktop have to be removed right away! That's the same for the oven and the used baking trays. The community gets charged for any damage that develops out of not careful using of the machines and any equipment.
- f. Out of hygienic reasons and against development of germs: Rags, cloths and mops need to be used with cleaning liquids at all times. After usage they need to be washed out, and have to be replaced through fresh ones at least once a week. Drying cloths have to be changed every few days and need to be replaced trough fresh ones. All the rags, cloths and mops generally need to be washed with 60°C degrees.
- g. **Chromed fittings and pans** etc. have to be cleaned with care and the right resources in order the surface doesn't get damaged or could get butt. You are not allowed to use scrubbing agent or cleaning powder on the chromed surfaces!
- h. Each occupant is responsible for keeping and leaving the community rooms and inventory clean. In case of extreme dirtiness, an extern cleaning institute will be hired and the costs have to be paid by the community.
- i. We recommend a **cleaning plan** with clear structures. We suggest that every week or month there is a rotation of the responsible person. For faulty behaviour there could be - for example - a fee into a community cash box.
- j. The management will make **routine controls** respective tidiness and cleanness in the whole house. They reserve on their rights to do arrangements if the situation is dissatisfying.
- k. All the rooms have to be kept clean at any time. We want every new person to feel comfortable from the beginning on when there is a leaser change. Every occupant is bound to help to achieve that.

- l. It's just allowed to store **food** in the kitchen. Staple foods of the community as for example spices, rice, flour, noodles, preserves, vinegar, oil and so on have to be consumed before the expire date.
- m. **Stock** has to be controlled relating to his **expire date** regularly (in the fridge as well). Expired food needs to be removed right away to prevent from mould and bacterial.
- n. **Organic waste** should be put into the compost container, to preserve the rooms to get smelly and that bugs won't get drawn by at any time.
- o. **The fridge** needs to be completely cleaned regularly. We will make routine controls once in a while and we allow ourselves to dispose wasted food out of the fridge.
- p. **Waste, empty bottles, wastepaper, and carton** have to be professionally disposed by the occupants. They may not be stacked in the rooms.
- q. In case the management has to take over those tasks they will be charging the community for that.
- r. We reserve the rights to take dirty and stacking dishes, cutlery and pans after a previous warning away and we won't replace it.
- s. **In the worst case we allow ourselves to take any stock, pans, cutlery, and dishes out of the kitchen so every occupant has to look for themselves and get their own equipment.**
- t. **Personal hygiene** has to be in personal responsibility of every individual person.
- u. **Hygiene on the toilets:** The toilets have to be left clean as they have been at arrival.
- v. **Cleaning of the floor and the stairs:** The floor can be cleaned whenever needed, it has to be moistly cleaned at least once a week though. The stairs have to be vacuumed once a week.

8. Air ventilations / Plumbing units

Single rooms, community rooms and especially the kitchen have to be air ventilated several times a day for a short time (in the winter too!) (Open the window all the way and in several spots so the air can get through. Even though the house has automatic ventilation, the seams in the plumbing units are often a problem because many people produce high air humidity in such small rooms. Red, grey or black mould would develop otherwise and in the worst case the seams would fall apart. To prevent mould (as long it hasn't gotten underneath the surface) the **seams have to be cleaned regularly** with a commercial decalcifier (f.e. Durgol from Coop or PotzKalk from Migros) which can be sprayed on. The seams have to be rinsed off with cold water before the decalcifier can be sprayed on. The decalcifier has to **stay on max 5 minutes to react** and afterwards it has to be rinsed off with **cold** water. Repeat this process if necessary but it needs to be done at least **once a month**. With this process regularly done it prevents a thick chalk-bed. Shower curtains which get discoloration because of fungal attack have to be washed with the laundry machine at 40° degrees. The shower curtains should get washed once a month. Besides it should be rinsed off with cold water after every usage, and be stretched out throughout the day to be able to dry.

If the curtains stay nested with the warm climate and soap leftovers it's the perfect breeding ground for fungus.

9. Waste management

- a. For the light **grey rubbish bag with the fees** there is a **container** in the yard. Full or smelly rubbish bags have to be taken out of the house!
- b. For any **organic waste** there is a **green-container** in the yard.
- c. The containers get emptied every Wednesday. That means the container needs to be rolled to the roadside every Tuesday night. And on Wednesday after it has been emptied it has to be taken back to its place behind the house. (Check waste guide of the city.)
- d. **Waste-paper and carton** has to get bunched and disposed (check waste guide of the city.)

- e. For other disposals like **PET, waste-glass and waste-metal** all the occupants are self-responsible.

10. Parties

- a. The habitable rooms are meant to be there for the occupants to spend time and communicate together.
- b. Each occupant has the right, to give a veto to avoid the party.
- c. The organizer will guarantee for his guests and all the damage and contamination that will be done at the party.
- d. At a party the organizer is responsible that at quiet time the volume gets turned down so nobody gets disturbed by it.
- e. The organizer of a party obligatory has to take care of the neighbours. The responsible person for disturbing the quiet time would have to pay the cost of any fine. Or in case of a party the organizer has to come up for that cost. The neighbours are asked from the management to call the police if the quiet time doesn't get respected.
- f. After a party the organizer has to clean-/tidy up right away and is not allowed to wait to the next morning. This is including all the used rooms for the party including all washrooms and the area if needed.
- g. The responsible person of a party that leads to misbehaviour has no right to organize a party/event again in this house.

11. Internet / WLAN

Every room has internet and wireless connection.

12. Beschädigungen

For unreported damage the whole community gets charged.

13. Diverses

Shopping trolleys of shopping centres: The trolleys of Coop, Migros, Denner, Spar, Volg and so on may not be moved away from the shopping area and may not be used as transportation. They have to be returned to where you got them right after shopping. We consider that shopping centres will call the police if their belongings get removed.

In case there are offenses against point 1 to 12, the responsible person will get a warning with costs from the technical caretaker or the management. If this case is repeated this person will get the notice of cancelation.