

## **ANNEX 3 to Dormitory Lease Agreement**

### **INSTRUCTIONS ON USE OF PREMISES AND EFFECTS OF DORMITORY OF OÜ MUUSA MAJUTUS**

1. Unauthorised drilling of holes and openings on the premises of the Dormitory is strictly prohibited. Only the representative of the landlord is authorised to do it.
2. Immediately inform the representative of the Dormitory of any defects of the materials and objects installed on the premises of the Dormitory. It is prohibited to repair the materials and objects on one's own.
3. It is permitted to open windows sideways only for washing them. To air the room, use the airing latch or, if there is none, tilt open the upper window.
4. It is prohibited to cover the smoke detectors installed in the rooms or close the ventilation holes in the external wall.
5. If you leave the room for more than one day during the heating period, reduce the heat intensity if the building's heating system allows for it.
6. Do not leave the electrical oven unattended while cooking. After using the electrical oven switch off the oven by turning the buttons to 0. Use the prescribed accessories for cleaning the stove. Use and clean the electrical oven carefully. Clean the oven using a damp cloth, but prevent water from entering the inside of the oven via the button. Make sure that kitchen utensils and other objects do not fall onto the stove. The stove can be easily damaged!
7. In the kitchens of the Dormitory where there is an extractor fan, it must be switched on while cooking. In the event of existence of a fat trap, it must be cleaned (washed) at least once every three months.
8. At least twice a year switch off the refrigerator and unplug the power cord, defrost the refrigerator and clean the inside, including the liners. It is strictly prohibited to use sharp objects to clean the refrigerator of ice.
9. In the bathroom remove the shower trap once a week and clean the floor and the drainage hole using the appropriate cleaning equipment and substances. Use the prescribed trap in the sink to prevent congestion of the piping. Immediately inform the representative of the landlord of any congestion of the trap or sink in order to prevent flooding. The resident shall have to pay a service fee for elimination of congestion caused by failure to clean the shower trap and a trap in the sink. The resident shall also pay the costs of elimination of the consequences of a flood and the costs of cleaning a dirty floor. The shower comes with a shower curtain that must be cleaned or replaced, if necessary. The absence of a shower curtain causes water damage and the removal of the curtain is prohibited.
10. Things storing and drying clothes in hallways and stairwells is forbidden. Drying clothes is available in the laundry room.
11. Smoking is strictly prohibited in the Dormitory.

### **12. Fire safety**

- 12.1. Do not touch the smoke detectors, fire extinguishing equipment cabinets or electrical cabinets located in a room or corridor.
- 12.2. Do not press the fire alarm buttons located in the corridor or use the escape balconies, water hydrants and fire extinguishers without reason.
- 12.3. Read the instructions on how to act in the event of emergency, which have been put on the notice board of the Dormitory.
- 12.4. Creating open fires or generating high temperatures, vapour or smoke indoors, e.g. burning candles, incense or hookahs is prohibited as they trigger the fire alarm system.
- 12.5 Do not use appliances with a capacity of over 1,500W and, when using several appliances at once, make certain that their capacity does not exceed 2,000W in total.
- 12.6. Do not cook or boil water under the smoke detector, because the steam coming from the kettle, toaster or microwave oven may spark a false alarm; if you notice that the signal lamp of a smoke detector is on, call the housemaster or the receptionist immediately.
- 12.7. If you have detected a fire in the Dormitory and it cannot be put out without putting yourself and others in danger, press the fire alarm button in the corridor immediately and alert the Rescue Board (112), if possible; always use a mobile phone, if possible;
- 12.8. If the alarm bells start ringing, act like in the event of fire by preparing for evacuation, unless the competent person informs you of the absence of the need for evacuation or of a false alarm; always use the closest SAFE escape route for evacuation; in the event of cold weather take warm clothes with you.
- 12.9. Thereafter inform the housemaster or the receptionist and, where possible, other people.
- 12.10. If you can stop the fire from spreading without putting yourself or others in danger, do it immediately.

**These Instructions of Use have been approved by a decision of the manager of OÜ Muusa Maja of 1 July 2011.**