

OPERATING REGULATIONS

FIT BUT, campus Božetěchova 1, 2

Apartments located in the Northern Cloisters – I

Introductory provisions

- 1) In accordance with the appropriate laws and other regulations, the landlord of the building, Faculty of Information Technology BUT (henceforth as "FIT") issues these regulations that contains rules for using apartments and common house areas and the equipment therein.
- 2) These regulations are binding for the tenants of the apartments in the Northern Cloisters building ("Severní klauzury"), designated as "I" on Božetěchova 2.
- 3) The entire campus is monitored by the CCTV system with recording.
- 4) The tenant can access the apartments:
 - a) via the gate on Křížkova street, entrance from the outside to the corridor I101 (available 24/7),
 - b) access around the reception, via ramp L101, respirium A209 and A203, hallway C203, stairs C212 and the hallway G101 to the hallway I101 (available only during the day).

I.

Rights and responsibilities of tenants

- 1) Tenant is especially entitled to:
 - a) require, that the landlord hands over the apartment in the state consistent with standard use and that the rights to use the apartment are always preserved. These are pursuant to these regulations and the lease agreement,
 - b) require that the building administration fixes reported issues or faults that are serious and must be fixed immediately. Also require that the building administration fixes other reported defects on apartments, common areas and/or their equipment within a reasonable timeframe if these defects prevent the tenant from using the apartment properly,
 - c) discovered defects should be reported to the following people via e-mail:
Ing. Mieczyslaw Szydło – head of the campus, szydlo@fit.vutbr.cz,
Lukáš Duránik – energetic, occupational safety, health and fire protection officer,
duranik@fit.vutbr.cz.
Defects can alternatively be reported via mail to the building management.
- 2) Tenant is not authorized to perform construction in the apartment without previous permission of the landlord.

- 3) The responsibilities of the tenant are:
- a) use the leased apartment in accordance with these regulations and the lease,
 - b) keep the leased apartment properly maintained, report all defects to the building management without delay,
 - c) allow access to the leased apartment if it's required for repairs and the tenant was informed in advance,
 - d) allow installation and maintenance of devices that monitor the usage of heat and water and to read values measured by these devices,
 - e) pay the rent and other payments on time and in full,
 - f) report the change in the number of occupants in time,
 - g) after the end of the lease, returning the apartment upon request cleared and cleaned with the original equipment and the equipment received from the landlord during the lease. Missing equipment or damage of the apartment that does not follow from normal use has to be paid to the landlord,
 - h) a TV set is not part of the equipment and the connectors are ready to be used however. If the tenant installs the TV set, he/she is required to pay the associated fees,
 - i) IP phones are installed in the apartments. The phones can only call numbers inside of the internal BUT network and to the fire reporting point (line 1120).

II.

Opening and closing of the building, access to the common areas

1) Access to the building and to the individual apartments is controlled by the Electronic security system (abbreviated as EZS). The tenant turns the EZS on or off by placing the card to the reader.

a) Use of the access and security system

- The building is equipped with an integrated access and security system controlled by the ID card. The ID card reader is a black box made by Honeywell with a LED diode in its upper part. The card has to be placed near the bottom part of a reader to be successfully read, it cannot be read long distance. When placing an ID card, do not place it to the reader together with different cards (credit cards, etc.), the reader might not be able to read it at all in that case.
- The access systems at the entrances to the corridors cannot secure the area, the card can only be used to open and close the doors once to grant passage.
- The access systems at the apartments can be used to control the security system using the card. If the system has the big display, the room can be permanently opened or locked.

Generally, the following LED signalling states exists for the card reader:

- A) **the reader doesn't glow** – doors are locked (cannot be opened using the handle), but the area is not secured, doors can be open by the ID card (transition to state B).
- B) **the reader glows green** – doors are unlocked and it's possible to enter,
- C) **the reader glows orange** – the reader is switched to the security system mode, by placing the ID card to the reader again, the area is going to be secured (the doors cannot be open at this time),
- D) **the reader glows red** – the doors are locked; the area is secured.

Use of the reader without the display

- **Unsecuring** – To unsecure to room in the secured state (the reader glows red), the user places the ID card to the reader. That causes the three second time window to start (state C – reader glows orange). If the same ID card is placed to the reader during this period, the room is unsecured and the state is set to unsecured-locked (state A). The red light on the reader stops glowing. Another reading of the same card unlocks the room once (from state A to state B). Unsecuring can take up to 30 seconds, during this time, do not place the card to the reader again (until the reader stops glowing red).
- **Securing** – To secure the room in the locked state (state A), the user places the ID card to the reader. That causes the three second time window to start. If the same ID card is placed to the reader during this period, the room is secured and the state is set to secured (state D). The success is indicated by the reader glowing red. The securing might take up to 30 seconds, do not place the ID card to the reader again during this period. Wait until the reader starts glowing red before you leave.

b) Unsecuring / securing

The first person that comes to the apartment (the reader glows red) has to unsecure it. If the reader at the entrance glows red, do not open the doors using the key, it would trigger the alarm. The last person to leave the office has to secure it. **Not securing the office might lead to trouble when theft takes place.**

- 2) Every tenant receives the set number of system keys and entry cards according to the hand over protocol. The keys open the doors to the apartment and the room, entry card with the number of apartment and the room (marked as "HOST") can be used to open doors of the building and the apartment.
- 3) In case of emergency, the replacement keys are available in sealed envelopes at the reception, Božetěchova 1, room L108).
- 4) If the tenant loses a system key or a access card, the landlord shall provide a new one for a one-time fee of 500,- CZK, included in the next month's invoice.
- 5) The tenant and other co-habitants must secure the apartment when leaving.

III. Safety and order

1. To maintain safety of people and property, the following rules must be followed:
 - a) the entrance doors to the building must always be properly closed. Only known visitors can be allowed entry to the building and must be accompanied from the entrance. Other persons that cannot identify themselves or are visiting a different tenant that is not present, the entry cannot be allowed,
 - b) the tenant must follow the common safety and fire protection rules, especially when working with electric appliances.
2. Main water shut-off valve, electric distribution boxes of the building (lights) and apartment electric distribution boxes must be labelled. Manipulation with this equipment is allowed only to the authorized persons. This does not apply in the case of an accident or possible risk. In this case, everyone has to act in a way to minimize possible damages.
3. Hallways in front of the apartments have to be kept freely passable.
4. In case of fire, other people must be warned (by yelling "FIRE") and leave the building safely (helping those with limited mobility along the way), call the fire reporting point (line 1120) and the fire department (tel. n. 150) immediately. If possible, the person that discovered the fire should do the most to put it out. Fire extinguisher is placed in every cloister.
5. The municipal waste can be placed to the bins or containers allocated for the building. PET bottles can be placed next to the bin, that is emptied every Thursday. The bottles must be stored in a bag.

6. Smoking is forbidden on FIT BUT campus.
7. The landlord can enter the apartment when the serious situation demands it; if there is no risk of the delay, the tenant will be informed well in advance. When needed (accident, danger to life and safety, immediate danger of property damage) the police will receive access even without a permission of the tenant. The tenant is immediately informed about this, the landlord creates a written incident report.

IV. Keeping the area orderly and clean

- 1) The tenant and the co-habitants have to keep the apartment in order and clean.
- 2) Common cleaning of the common areas and the immediate surroundings is performed by the campus administration. During the cleaning, the following is performed:
 - a) machine cleaning of the floors once per week,
 - b) cleaning of the windows in the hallways twice per year,
 - c) cleaning and removal of the snow from walkways surrounding the building,
 - d) maintenance of the hallway lights, other common areas and equipment, roof, foundations, etc.
- 3) The landlord is required to keep all hallways that serve as the emergency exits (all hallways with units and entrances) completely free of obstructions. The tenants cannot under any circumstances place anything to these areas (for example furniture, shopping carts, ...).

V. Peace in the building

- 1) The tenant and co-habitants must behave in a way that does not disturb, limit, or endanger the rights of other tenants in their rights and appropriate interests.
- 2) From 10 PM until 6 AM the night calm has to be kept. During this time, making loud noises and use of a loud equipment is forbidden (playing musical instruments, using vacuum cleaners, kitchen robots etc. When using TV, radio or other audio equipment, the sound level should not be sufficient to reach other apartments. Use of home appliances (washer, dryer, dishwasher etc.) is also forbidden if their placement and balance causes a lot of noise.

VI. Cleaning, hanging and moving items outside of the apartment

- 1) Cleaning using for example by knocking and shaking out is possible only at designated places and outside of night calm period. The area used for cleaning has to be cleaned afterwards. It is forbidden to clean anything in the hallways or any common areas or from the window of the apartment.
- 2) The municipal waste can be placed to the bins or containers allocated for the building. PET bottles can be placed next to the bin, that is emptied every Thursday. The bottles must be stored in a bag.
- 3) It is forbidden to place anything on the facade or the roof. This includes TV and radio antennas and other leads.
- 4) When watering flowers and other plants on the windowsills, care must be taken that water does not flow down and wet the windowsills or walls.
- 5) It is forbidden to glue or hang anything on the walls, floors, doors, interior equipment, etc.

VII. Information in the area of northern cloisters

- 1) The orientation numbers are placed on the doors of each apartment.
- 2) The mailboxes for tenants are established at the reception.

VIII. Maintenance and repairs

- 1) All maintenance and repairs are performed by the campus management.
- 2) Mandatory technical, safety and fire protection inspections, checks and revisions are handled by the landlord.
- 3) The tenant is required to pay for damage done on common equipment or other units if the damage is caused by the tenant, co-habitants or other persons that the tenant has allowed access to the building.

IX. Domesticated animals

- 1) It is forbidden to keep domesticated animals in the apartment.

X. Common and closing provisions

- 1) Disputes between tenants or between a tenant and the landlord that arose in relations established by these regulations are decided by the faculty administrator of FIT BUT, if the decision does not belong to other authorities.
- 2) These regulations can be changed or amended when needed.
- 3) These regulations, including the Fire alarm guidelines is permanently displayed in the building hallway, accessible to all tenants.
- 4) These regulations are valid from **2023-12-22**.

Responsible leading employee: Ing. Petr Hajduk

In Brno: 2022-12-22

Approved by: Ing. Petr Hajduk
FIT administrator

Important contacts

Emergency line:	112
Fire department	150
First aid	155
State police	158
City police	156
FIT reception	1120