

EVAM accommodation rules

1 OBLIGATIONS OF THE BENEFICIARY

The beneficiary undertakes to follow the EVAM accommodation rules, and in particular to:

1. Take care of the premises and furniture, along with the equipment provided.
2. Immediately notify the property management office of any damage they may have observed or caused in the accommodation. The office can be contacted using the following contact details at the times below:

**Cantonal hotline - Administrative headquarters
Avenue de Sévelin 40 - 1004 Lausanne
Tel. 021 557 06 26**

From Monday to Friday from 9 am to 11.00 am and from 2 pm to 5 pm

3. Not sub-let, lend or make available the accommodation they are occupying to any third party.
4. Not disturb the neighbours, even during the daytime. Between 10 pm and 7 pm, any music or noise that may be heard outside of the apartment is strictly prohibited. The beneficiary is responsible for the behaviour of any people visiting them.
5. Not make excessive use of appliances that produce noise or reproduce sound (radio, stereo, TV, etc.) and musical instruments.
6. Not wash or hang out any washing (except for small items) anywhere other than on the premises intended for this purpose.
7. Not install a washing machine without written permission from the EVAM.
8. Not install a satellite dish (for receiving satellite TV) without written permission from the EVAM.
9. Not detract from the good appearance of the building by exposing washing, bedding, furniture or any other objects (including fridge and freezer) in the windows and on the balcony.
10. Not store any goods or hazardous objects that may be detrimental to the building or inconvenience neighbours.
11. Not leave any objects (motorised bicycles, bicycles, pushchairs, toys, flower crates, furniture, etc.) in the stairwells or outside of the spaces provided for this purpose.
12. Not throw anything whatsoever out of the windows and/or balconies.
13. Not shake out carpets, mats, brushes, brooms, cloths, etc. on the stairs and landings, at the windows and out of the balconies.
14. Not dispose of sweepings or household waste anywhere other than in the bins or other containers provided for this purpose. For the bins, only use the bags provided for this purpose.
15. Use the laundry room and hanger on set days (keep to the timetable) and follow the rules displayed and the instructions given by the concierge.
16. Allow the EVAM or the Establishment's representative to carry out inspections.

17. Respect management and its representatives (concierge for example), as well as your neighbours.

2 MAINTENANCE, CLEANING AND REPAIR WORK

Small maintenance, cleaning and repair jobs which result from normal enjoyment of the accommodation and which are the duty of the beneficiary include the following in particular:

1. Regularly air the accommodation.
2. Maintain sanitation facilities, stoves, cookers, refrigerator cabinets, washing machines, electrical plugs and leads, etc.
3. Replace light bulbs, fuses, tap swirls and hoses.
4. Have damaged sockets replaced.
5. Have broken or damaged windows replaced.
6. Oil locks, hinges, and plugs on doors, windows, shutters, tent frames, etc.
7. Unblock ducts, pipes, and drainpipes up to the collective pipe.
8. Notify the EVAM should any parasites or rodents appear, such as: bedbugs, cockroaches, ants, wasps, mice, etc. The EVAM shall take all steps to exterminate them.
9. Clean up any mess left by the beneficiary or their visitors in the shared areas (entrance hall, stairs, lift, etc.).
10. Before moving out, repair any minor damage not due to normal wear and tear, or be charged for the necessary repairs.

3 HEATING AND HOT WATER

Hot water and heating are not free. These charges are paid for through the fixed charge and are based on effective consumption. However, in the event of flagrant over-consumption, the beneficiary may be charged a sum of money.

Below are some recommendations for saving money:

3.1 Heating (in winter)

1. Air the rooms completely, but very briefly (5 to 10 minutes a day). The windows do not need to be left ajar at all times.
2. Do not cover or turn the radiators off completely, in occupied rooms as well as vacant rooms.
3. Regularly ask the concierge to regularly come and bleed the radiators, for accommodation located on the upper storeys.
4. Keep the apartment at a temperature of 20° at the most.
5. Do not use the oven or cooker as a means of heating.

3.2 Hot water

Kitchen

1. Do not leave the water running while washing up. Fill the sink with soapy water for washing, then clean water for rinsing.

Bathroom

1. Take showers rather than baths.
2. Turn the water off while soaping.
3. Do not wash laundry in the bathtub.
4. If there are young children in the family, bathe them together.

4 ELECTRICITY

Use the energy provided with all necessary moderation. Take care to turn off lights and electrical appliances (radio, TV, stereo) if you are going out.

5 CELLAR

A cellar may be made available with no obligation. The beneficiary undertakes to leave it clean and empty and hand back the corresponding key.

Lausanne, August 6, 2009

On behalf of the establishment, the director: Pierre Imhof

