

Health & Safety Rules & Code of Conduct 2013-2014

1. Fire and other regulations must be observed at all times, you must familiarize yourself with the fire escape routes and the assembly point in case of an emergency, read and follow the signs and notices throughout the premises. You must not tamper with any safety equipment including signs and notices within the An Sean Mhuileann complex or your apartment.
2. The lifts must never be used in a fire evacuation situation or emergency situation unless directed by the emergency services on site at the time
3. No one is to tamper with, damage or alter the lifts in any way. Should an emergency occur please use the call button provided and follow any instructions given. Never force the lift door open to enter or exit the lift especially during a breakdown.
4. Electrical circuits, cabinets, boxes, fuse boards and appliances must not be overloaded, tampered with or altered in any way all defects must be reported immediately to the site office or security personnel on duty.
5. No gas bottles or portable gas appliances are to be brought into An Sean Mhuileann this includes the car park or vehicles being used as storage of such items.
6. No combustible, explosive or illegal substances are to be kept in the apartment/room or on the property known as An Sean Mhuileann at any time.
7. No deep fat fryers are allowed anywhere in An Sean Mhuileann.
8. All areas of An Sean Muileann must be kept free from obstruction especially the fire escape routes. No bicycles, motor bikes or any other items are to be left or affixed to the exterior of An Sean Mhuileann; all such items will be removed.
9. I agree not to tamper or disconnect the automatic door closure arms on any doors in the complex as I am aware these are fire doors and should not be tampered with or wedged open.
10. I agree that myself or my guests will not maliciously activate the fire alarm at any time and I understand that I or my guarantor will be charged if this occurs and I further understand I will be given notice to leave An Sean Mhuileann.

11. If the fire alarm is activated maliciously a charge of € 350.00 will be imposed on my self or my guarantor, should the fire brigade be called to a false alarm activation the charge to me or my guarantor will be €1350.00.
12. I will not tamper/misuse any fire equipment located in the apartments or common areas including fire extinguishers, fire blankets, smoke alarms or sounders.
13. Any costs caused by myself or my guests removing, tampering or damaging any fire equipment at An Sean Mhuileann will be charged to me or my guarantor directly.
14. All students offered a parking space or bringing a vehicle onto the premises must keep the management informed of the vehicles registration number. All motor vehicles brought onto An Sean Mhuileann must display an up to date insurance disc, road tax disc and where appropriate an N.C.T disk. All vehicles are left on the premises entirely at the owner's risk.
15. No car repairs of any description are permitted including the filling of petrol tanks or the siphoning of petrol being undertaken in the underground car park or anywhere within the grounds of An Sean Mhuileann.
16. All laundering must be carried out in the laundry room provided; no washing is to be hung from the buildings exterior or interior at any time.
17. Nothing is to be hung on the exterior of the apartments, balconies, lift cars or affixed to the windows that can be seen from the apartment's exterior, especially any items that may cause offence to others. Bottles, boxes and other items must not be placed in a position as to be seen from the apartment exterior.
18. All household rubbish is to be put into the bins provided, no rubbish is to be left around the exterior or interior of An Sean Mhuileann at any time, no oil or chemicals are to be deposited into the refuse bins at any time.
19. Management or security must be informed immediately of any emergency or other situation requiring attention security can be contacted from your apartment by dialing 555(free call)
20. No ball games are permitted in any part of An Sean Mhuileann.
21. Visitors are allowed to stay in the accommodation but must be signed into the visitors book kept in the office, (this is a safety requirement)
22. Students are not allowed to canvas or allow any canvassing in any part of the premises.
23. Nothing in this agreement shall be construed as indicating that An Sean Mhuileann will provide accommodation continuously in a particular room. We reserve the right to vary the location of accommodation offered as may be required from time to time.
24. An Sean Mhuileann will not be responsible for any loss / damage to any personal effects or belongings how so ever caused. In addition An Sean Mhuileann will take no responsibility for loss or damage to any items brought onto the premises. Personal effects or belongings are left in the accommodation/room at the tenant's sole risk and must be insured by the tenant at all times. The above also covers motor cars, motor vehicles, bicycles of any description that may be brought onto An Sean Mhuileann and left in any part of the property.

25. The management, its servants and agents reserve the right to enter the accommodation and inspect the accommodation/room with prior notice or by agreement with the tenant.
26. Management reserves the right to terminate any tenancy with prior notice under current legislation
27. Requests by students to share with other students will be considered and where possible arranged. However this cannot be guaranteed and the final decision will always be at the discretion of the An Sean Mhuileann management.
28. No persons are permitted to live in the apartments/rooms other than the names shown on the lease/rental agreement.
29. I agree that my guests will not throw any items from my apartment windows or from the building, I am aware if I or my guests do I will be asked to leave An Sean Mhuileann and could be liable for any damage caused.
30. No furniture, fittings, fixtures, appliances or any other articles are to be removed from the apartment at any time.
31. Parties should not be held in the apartments, musical instruments, radios, television sets, sound systems or any other apparatus must not be played in such a manner that it would cause a distraction, annoyance or nuisance to others students/guests or members of the public, especially between the hours of 11pm and 8am.
32. No pets/animals of any description are allowed in the accommodation/room at any time.
33. Students will check and sign the apartment/room inventory and condition agreement to ensure nothing is damaged or missing within 2 days of signing the lease, any damage or items found to be missing must be reported to the office immediately by completing the rear pages of your lease for the office to copy.
34. No materials are to be disposed of into sinks, lavatories, sewers or watercourses.
35. Should an apartment / room require cleaning a contract cleaner will be employed to carry the work out and the occupants will be charged the appropriate amount.
36. When you leave your room or apartment the door will close behind you but you must turn the key to lock the doors and prevent access by others, please ensure you insert the key fully into the lock before attempting to turn it. I agree not to leave my room or apartment unlocked.
37. Please ensure all windows and doors are shut and secured every time you leave the apartment or your room.
38. Should you encounter any problems with your key or with your lock bleeping when you insert the key please return the key immediately to the An Sean Mhuileann office so we can rectify the problem. Failure to return the key will result in you automatically being locked out by the lock
39. The charge for the replacement of lost or damaged keys is €40-00 this must be paid on collection of the new key, if you find the old key we will refund you the €40-00
40. Nails or drawing pins must not be driven into the walls, woodwork or doors and sticky tape must not be affixed to any plaster, woodwork or walls, and no part of the apartment is to be defaced or altered.

41. Should you damage any property at An Sean Mhuileann you will be charged the appropriate repair price and any other cost incurred by the management of An Sean Mhuileann to repair the damage.
42. I agree not to download from the internet material content that is illegal or unlawful. This is to include the down loading from the internet of copyrighted material where a copyrights payment is required to the appropriate authority, artist, musician, publisher or owner of that material.
43. The accommodation must only be used for residential purposes. Business or profit making activities are not to be carried out from your accommodation/room or anywhere within the grounds of An Sean Mhuileann.
44. Your apartment /room must be kept aired on a daily basis.
45. All apartments/rooms will be inspected on a regular basis to ensure standards are being maintained. The interior of each apartment/room including fixtures, fittings and sanitary ware are to be kept clean and in good repair, any breakages must be reported to the site office.
46. On the day of departure from your accommodation/room shall be left in a clean and orderly condition. All personnel belongings /effects must be removed on the day of departure any belongings/effects not removed will disposed of by An Sean Mhuileann at its discretion without incurring any liability for their disposal.

I hereby agree that I have read and understand the Health and Safety Rules & Code of Conduct for living at An Sean Mhuileann. I also agree to abide by them at all times for my safety and the other students living at An Sean Mhuileann.

Print Name _____

Student Signature _____

Date Signed _____