



# USZ staff house rules

We would like to welcome you at our USZ property and hope that you will enjoy staying in your room / studio.

The house rules are part of the tenancy agreement and provide the framework conditions for living together under one roof and shall help you to orient yourself. We kindly ask you to consider your housemates in order to allow for a pleasant living together.

We wish you all the best at the USZ.

Your customer service team

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### 1. Cleaning of room, kitchen and sanitary facilities

You are responsible for cleaning your room and the commonly used rooms such as the sanitary facilities and the kitchen. For your support, the common rooms are cleaned by an employee of the customer service once a week.

### 2. Waste disposal

You may dispose of your personal waste into the official "Züri bags" (available from all wholesalers) in the available containers located at your staff house. Disposal of private waste into the waste containers located in the common rooms will be punished.

### 3. Night's rest

Absolute quietness must strictly be observed **between 10.00 pm and 06.00 am**. Please listen to music at a moderate level also during the day and do not have loud conversations. All actions must be refrained from that could disturb your housemates' and residents' sleep.

### 4. Additional charges

Additional charges are already contained in the rental price. Exception: Zürichbergstr. 30 - power consumption in the room and laundry usage will be charged according to consumption.

### 5. Laundry

The USZ will provide you with bedclothes. You must wash them yourself and leave them in the room completely and unwashed when moving out. Washing machines and drying rooms and/or tumble dryers are available on the property. During night's rest between 10.00 pm and 6.00 am washing is not allowed.

### 6. Reporting damages

Please immediately report damages/repairs to the customer-service, tel. 53420 (7.30 am – 4.30 pm, Wednesday 7.30 am – 2.00 pm).

The tenant will be liable for damages which have been caused wilfully, through negligence and through improper use.

There is no insurance cover on the part of the USZ. We recommend to take out a private liability, household, fire and theft insurance.

### 7. Letters, telephone, TV / radio

**Inscription of private letters:** Name, given name / street, house and room number / postal code, Zürich. When moving out, please submit a forwarding request to the post office. We do not forward letters.

**Telephone:** There are no telephones in the rooms.

Information regarding **internet connection** can be found at [www.cablecom.ch](http://www.cablecom.ch).

We do not give any price information. You are responsible for installation.

**Radios and TVs** must be registered within 14 days after first use. In order to do so, please phone the company Billag (tel. 0844 834 834). Installing parabolic antennas is not allowed.

### 8. Furniture / personal items

Storing furniture in the corridor and in the stairway as well as cardboard boxes on closets and in the attic is not allowed due to fire protection safety reasons. Emergency exits must be kept free at all times. When moving out, all furniture must be present in the room. Missing furniture will be invoiced.

### 9. Your safety

For your own safety, we kindly ask you to lock **house, apartment and room doors at all times** so that foreign persons will have no access. Please report suspicious things to the customer-service tel. 53420 (7.30 am – 4.30 pm, Wednesday 7.30 am – 2.00 pm). Outside of business hours, immediately call the alarm centre, tel. 52777, to report the incident.



#### 10. Fire protection

In order to reduce spreading of smoke in the event of a fire, please keep the kitchen door and the doors to the stairway closed at all times. Fire protection doors may not be blocked. Emergency exits must be kept free at all times. Therefore, we kindly ask you not to obstruct corridors, doors and the stairway (with furniture, shoes and the like).

#### 11. Barbecue

In two staff houses, there are electric barbecues available. Please read the operating manual before you use them. They are to be treated with care. After each use, they are to be cleaned. Barbecuing with open fire is strictly forbidden everywhere.

#### 12. Loss of key

A loss of key must **immediately be reported to the customer service**, tel. 53420. Outside of business hours, please contact the doorman NORD 1 in order to obtain a key for an emergency room.

#### 13. Pets

Keeping pets is not allowed.

#### 14. Smoking

Smoking is not allowed in all staff houses of the USZ. Smoking in the rooms is prohibited. Smoking is only allowed on marked smoking areas (in front of the house entrance and on the balcony). Infringements of the smoking ban will be charged to the tenant (lump sum for reconditioning is CHF 500).

#### 15. Energy

Before leaving the room, please close the window during the heating period. Vent your room shortly and intensively. Please switch off the light before leaving the room.

#### 16. Bicycle / car

Park your locked bicycle in the bicycle room and/or the covered parking spaces. In order to park your car in the "blue zone", you will require a parking card. Please see [www.parkkarten.ch](http://www.parkkarten.ch) for details. The [Parkhaus der Universität Irchel](#) [multi-storey car park of the University of Irchel] is in close proximity. In your function as an USZ employee you can rent there cheaper parking spaces at the "Kantonal Besoldete" tariff. In order to apply for a parking space, you only require a stamp of the customer service (Nord2 A 664) to be put on the application form.

**In the event of an infringement of the house rules, you will receive a written warning and in the event of a repeated infringement you will receive notice of immediate termination from the USZ.**

#### 17. Return of room

Rooms can only be returned on **business days** from 7.30 am – 11.00 am and from 12.30 pm – 3.30 pm. Please contact us in advance to arrange a **date for the room acceptance** (customer service, tel. 53420)

#### Registration with the city

Please do not forget to register yourself at the community office **within 8 days**.

Residents of the properties located at Plattenstrasse 10 and Zürichbergstrasse 30:

Kreisbüro 7, Gemeindestrasse 54, Postfach, 8030 Zürich

Mon – Fri 8.00 am – 11.30 am and 1.30 pm – 4.30 pm

Thur until 6.30 pm

Residents of the remaining properties:

Kreisbüro 6, Beckenhofstr. 59, Postfach, 8042 Zürich

Mon – Fri 8.00 am – 11.30 am and 1.30 pm – 4.30 pm

Thur until 6.30 pm