

Instructions for Students Accommodated at the University of Hradec Králové Halls of Residence

Article 1 Cleaning of accommodation units

In accordance with Article 7(2)(f) of the Halls of Residence Rules, every student staying in the Halls of Residence is obliged to clean their accommodation regularly. Cleaning is carried out by the resident in accordance with the Accommodation Contract with reference to the Halls of Residence Rules, at least to the following extent:

Daily cleaning:

- In the flats: Perform basic cleaning in the kitchenette, tidy up work surfaces and remove food scraps, and wash the hob after each use;
- Ventilate the room properly, ventilate the bathroom regularly after each use;
- Perform basic cleaning of the bathroom and toilet in the flat, maintain cleanliness and hygiene after each use;
- Sort waste by type into waste bins (municipal waste, paper, plastic, glass, and organic waste) and empty the waste bin into the designated containers or bins located in front of the UHK Halls of Residence building.

Weekly cleaning:

- Wash the floor of the room;
- Wash and disinfect the floors of the kitchen, bathroom and toilet in the flat;
- Wash the kitchen tiles in the flat;
- Wash the washable surfaces of tables and other furniture;
- Dust furniture and window sills;
- Wash and polish the mirror in the flat;
- Regularly check food (do not store expired or spoiled food).

Students are responsible for providing their own cleaning agents. At the beginning of the academic year, students will receive cleaning tools for each flat: 1 bucket, 1 mop and 1 dustpan and brush. Rooms will be inspected on specified dates, during

inventories, in emergency situations and when the room is handed over at the end of the Accommodation Contract.

Weekly cleaning is carried out by students equally, i.e., all residents of one flat take turns on a regular basis to carry out cleaning to the extent specified above and are jointly responsible for cleaning.

Smoking, including electronic cigarettes, is strictly prohibited in all interior areas of the university dormitory building, including balconies.

If there is any suspicion of insects in the room or common areas of the flat, the residents are obliged to report this immediately in the ISKAM accommodation system (in the Accommodation – Fault Log section) or by e-mail: koleje@uhk.cz. If the presence of insects is not reported immediately, residents will be charged the full price for the pest control work carried out.

The scope of cleaning work is based on the approved Operating Rules of the accommodation facility, which can be found in the office of the director of the UHK Halls of Residence.

The resident undertakes to comply with the obligations set out in the Accommodation Contract. Compliance with the obligations of the resident will be monitored by employees of the UHK Halls of Residence; the schedule of checks will be published for each semester on the website of the University Halls of Residence, on notice boards at each entrance to the University Halls of Residence building, and will also be sent to the resident at their UHK email address. The resident will be notified in writing by email of any deficiencies found, including the deadline for remedying them. In the event of a breach of the resident's obligations, the procedure set out in Article VI, paragraph 3, or Article V, paragraph 1e) of the Accommodation Contract will also be followed.

Article 2 Check-out from UHK University Halls of Residence

Before the required check-out from the University Halls of Residence, the resident shall register **at least 2 working days in advance on the check-out form** which is available at the reception of the University Halls of Residence, and shall state the specific date of their departure, including check-out and return of borrowed keys. The resident shall also state their first name and surname, flat and room, and the date and time of the cleaning inspection, which is the same as the time of vacating the room/flat. The resident shall vacate their room/flat upon receiving confirmation that the cleaning has been carried out.

In accordance with Article 7(2)(l) of the Hall of Residence Rules, each resident is obliged to clean their room and flat before moving out and to have *the Confirmation of Cleaning* form confirmed. **Before moving out, the room must be returned in the condition** in which it was handed over at the time of

accommodation, i.e., posters, pictures and other interior accessories must be removed.

Residents are obliged to return the room to its original condition, personally hand over any borrowed items to University Halls of Residence staff, and sign out at the University Halls of Residence reception desk.

Upon termination of accommodation, residents are obliged to obtain the required confirmation on the day of check-out, settle their obligations and vacate the room on working days at the time specified in Article III, paragraph 1e) of the Accommodation Contract. In the event of late check-out, the guest will be charged for an additional day of stay according to the currently valid price list.

Cleaning can only be confirmed by the responsible employee of the University Halls of Residence if the resident has packed all their personal belongings and there are no personal items stored outside of their luggage in the room and common areas of the flat (kitchen, hallway, bathroom, storage room) are free of any personal belongings stored outside of luggage (personal locker and desk in the room are completely cleared out, there are no dishes or food in the kitchen cabinets and refrigerator, and there are no personal belongings stored in the hallway and storage room cabinets, rubbish has been taken out to the bins).

Residents are obliged to remove all their personal belongings from the University Halls of Residence premises and may not leave food, clothing or other items that are not the property of the University Halls of Residence in the flat.

Article 3 Final provisions

This announcement shall take effect on the date of signature and shall become effective on the date of publication.

In Hradec Králové on 22. October 2025

Ing. Aleš Klicnar
Bursar