

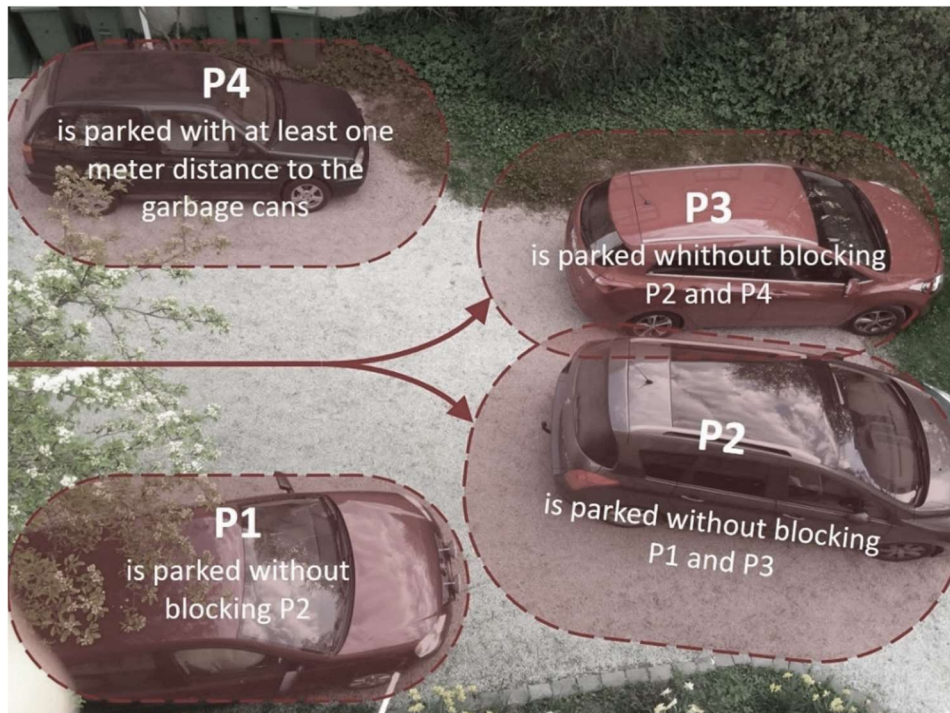
A Rules of Order

A.1 General rules

- A.1.1 Quiet between 10:00 p.m to 07:00 a.m. Silent hours include balcony.
- A.1.2 Main entrance door and balcony door should always be kept closed. Door between entry hall and corridor on the ground floor must be kept closed.
- A.1.3 Fire is not allowed in the house. Thus, it is not allowed to light a fire in the fireplace or to light candles or incense.
- A.1.4 Smoking is not allowed indoors or on the balcony. Smoking is permitted outdoors at the main entrance provided that the ashtray is used.
- A.1.5 Alcohol may not be consumed in the house. No drug which is illegal according to Swedish law is permitted.
- A.1.6 Pets are not allowed in the house.
- A.1.7 It is not allowed to have guests in the room between 10:00 p.m to 07:00 a.m. Guests are not allowed in public areas and are only allowed to pass through them. Guests can after notification and Lessors approval be allowed to use public areas.
- A.1.8 Outdoor shoes shall not be used inside the house. Outdoor shoes are placed in marked place in the shoe-racks in the entrance hall. It is not allowed to place shoes on the cushion on top of the shoe-racks.
- A.1.9 All common areas are kept free from personal belongings. Abandoned items in common spaces will be removed by cleaning staff. Found items are placed in the black dresser on top floor. Found items are thrown after a month's storage.

Attachment A

- A.1.10 Items shared by Tenants should be returned to its ordinary place directly after use and may not be kept in the room.
- A.1.11 All windows in the house are kept closed September to May for everyone's safety and optimized heating control. During this period windows may temporarily be opened for airing not for longer than 30 minutes at a time. During June to August windows may be opened for longer time than 30 minutes.
- A.1.12 Tenant is responsible for presence and surveillance when opening any window and makes sure that windows are closed before leaving the house. Wide open windows must be secured with the window hook.
- A.1.13 The information board in the entrance hall is used for information and communication between Tenants and/or between Tenants and staff. Contact information for each tenant is found in the stairwell on the ground floor.
- A.1.14 Cars are parked within the zones and according to directions given in picture A.1,



Picture A.1

Parking instructions.

Attachment A

- A.1.15 Bicycles should be clearly labelled with room number and parked in bike racks at the house gable.
- A.1.16 It is not allowed to stay naked or with bare torso in common areas.
- A.1.17 It is not allowed to leave snuff, cigarette butts or other type of trash in the yard or in the parking lot.

A.2 Room hygiene

- A.2.1 Rooms shall be vacuum cleaned and emptied from garbage at a minimum of every second week.
- A.2.2 Eating is allowed in the room. However, food is not allowed to be kept in the room.
- A.2.3 The bed may not be used without bedclothes.

A.3 Kitchen hygiene

- A.3.1 It is not allowed to place coloring foods directly on the worktop in the kitchen. Food stains are immediately dried to avoid discoloration. Tenants holds responsible for discoloration of working desk according to section 2.3.1.
- A.3.2 Tenant shall clean the dishes directly after cooking for everyone's comfort. It is not allowed to leave dishes in the sink or on the worktop. The strainer in the sink must always be in place. It is emptied of leftovers and debris after use.
- A.3.3 Pickings, spots and water are dried up from the sink and dining table with respect for the next person.

Attachment A

- A.3.4 Garbage should be sorted and separated according to labeling. Full garbage bins are emptied and thrown into marked garbage cans next to parking. Green waste bags are used for food waste and white waste bags are used for the rest garbage bins. Plastic bags beside the refrigerator are used to save white waste bags.
- A.3.5 Dishwasher is started when it is full and emptied when dishes are clean. Pots, pans and other cooking utensils must not be cleaned in the dishwasher. Dishwasher may only be used for equipment used for eating food such as plates, cutlery, glasses etc.
- A.3.6 Grids and plates in the oven must not be used without baking paper. Tenant provides his/her own baking paper.
- A.3.7 All private food is kept in private food storage. No private food may be stored on the bench in the kitchen. Cooked food for cooling is marked with room number and name. Unmarked and cold food on the sink will be removed.
- A.3.8 Tenant is responsible for keeping stored food fresh and within the best before date and to remove bad food.
- A.3.9 Raw and cooked food are stored in sealed package in the refrigerator. Common kitchen equipment must not be used for private food storage.
- A.3.10 Common salt and pepper on the dining table in the living room must not be used for cooking.
- A.3.11 Shared foods may not be stored in private food storage.
- A.3.12 It is not allowed to take, taste or borrow any food belonging to other Tenants without her/his given approval.
- A.3.13 Tenant shall at departure empty food from private food storage in the refrigerator, freezer, cupboard and spice cabinet.

A.4 Toilet and shower hygiene

- A.4.1 Tenant sits down on the toilet during the toilet visit. The limestone do not repel liquid which causes urine to accumulate in the lime stone floor. This causes a smell of urine that can not be cleaned away. For this reason both men and women have to sit down on the toilet during the toilet visit.
- A.4.2 No coloring products are allowed in sanitary facilities. The tenant is responsible for the discoloration of walls, floors and furnishings in sanitary facilities according to point 2.3.1.
- A.4.3 Toilet is flushed after each toilet visit.
- A.4.4 The toilet seat is left folded down after toilet visit.
- A.4.5 Visible stool after the toilet has been used and flushed is removed by using the toilet brush next to the toilet.
- A.4.6 Sanitary towels are wrapped in toilet paper and placed in the garbage bin next to the toilet.
- A.4.7 Empty roll of toilet paper is thrown into the garbage bin and new toilet paper is put into the holder. Extra toilet paper is located next to the toilet.
- A.4.8 Only sanitary waste is allowed in garbage bins in toilets.
- A.4.9 Dirt from usage of sink or shower is removed for next coming person. For example, the sink or shower is cleaned from hair after shaving and/or from toothpaste after tooth brushing.
- A.4.10 Towels in toilets are only for drying hands dry after cleaning. Towels in toilets must not be used to clean makeup.

Attachment A

A.4.11 It is not allowed to leave toiletries in toilets or shower rooms. Each Tenant has access to a labeled basket for storing and transport of toiletries and towels to and from wet areas. Abandoned items in sanitary spaces will be removed by cleaning staff.

A.4.12 The floor heating must not exceed 30 degrees Celsius.

A.5 Laundry

A.5.1 Booking of washing time is made in the folder placed on the washing machine on the third floor. Tenant with booked laundry time is entitled to cancel ongoing laundry and empty the machine, if booked time is exceeded.

A.5.2 All pockets are emptied before washing. Laundry bag must be used for bras with underwire. Laundry bags are in the box for clothing care in the Tenant's room.

A.5.3 Wet laundry must immediately be taken care of by the tenant. Left behind wet laundry will be removed without drying.

A.5.4 Laundry should be dried in the tumbler or on drying rack in Tenants room. Drying racks are located in the storage next to the washing machine on the top floor.

A.5.5 Tumbler is emptied on water and filter is cleaned after use.

A.5.6 Textiles belonging to Gula Villan such as bed linen, towels and bathrobe are only washed together with other completely white laundry to avoid dyeing.

A.5.7 Ironing is not allowed in common areas. Ironing board is available in the storage room next to the washing machine on the top floor. The iron is stored next to the washing machine. Ironing board and iron are also available in the cleaning scrub on ground floor.

Attachment A

- A.5.8 Wet towels are directly hung up for drying after use.

- A.5.9 Bag for transporting laundry to and from washing machines is in the clothes care box in the closet in the Tenant's room.

B General Policy

Lessor supplies housing for adults who are either employed or studying at a vocational education. Employment shall be of such extent that it fully supports the rent. Employment must be fully funded by the employer and may not be financed by grants. Post-secondary education must correspond to full-time study and may be grant funded. Children above age twelve are welcome as long as they stay with a parent that qualify for rental.

One purpose of this arrangement is to promote growth in the region. Growth is favored by providing of housing for working people in similar situations and by giving newly arrived or temporary city inhabitants a pleasant and social start and stay in Nyköping.

We identify each person as a free individual and make no differences between people regarding to ethnicity, sex, nationality, political or religious preferences. What is demanded, however, is a general humanitarian attitude and common sense.