



House Manual

Dear esteemed guests,

We really hope you enjoy your stay in our hotel. Here are some tips and instructions.
Thanks for taking good care of our place!

Warm Regards,
Greyhound Housing Management

Guests must not

1. Permit any behavior or noise, which could interfere with the comfort of other persons in the vicinity
2. Make any audible noises outside of their apartment after 10pm.
3. Permit objectionable odours to interfere with the comfort of other persons in the vicinity – **IN CASE OF A COMPLAINT, AN AUTOMATIC PENALTY OF 250 EUROS APPLIES**
4. Smoke in any part of the building (except allocated areas) at all times – **AN AUTOMATIC PENALTY OF 250 EUROS APPLIES**
5. Sell legal or illegal services or goods in and around the building - **AN AUTOMATIC PENALTY OF 500 EUROS APPLIES**
6. Sublet their apartment at any time - **AN AUTOMATIC PENALTY OF 500 EUROS APPLIES**

Guests must

1. Respect the environment (water, electricity and heating facilities)
2. Ensure all appliances are switched off before leaving the premises
3. Keep hygiene to the highest level
4. Take out rubbish to the allocated area (containers are 100 meters to the right of the building) once the bin is full
5. Take full responsibility of the safety and security of others when cooking or using electrical appliances – **IF A FIRE ALARM IS SET OFF ACCIDENTALLY, AN AUTOMATIC PENALTY OF 500 EUROS APPLIES FOR NEGLIGENCE**
6. **Be aware that the fire extinguishers can be found in the hallways at every floor.**
7. Leave all personal items (e.g. bikes) in allocated areas

Health and safety

This includes the following:

- In case of a fire, fire extinguishers and hoses can be found on each floor
 - Ground floor – there is a hose to the right of the stairs on your left in a white cupboard
 - 1st floor – fire extinguisher in front of the stairs and a hose to the left
 - 2nd floor – fire extinguisher in front of the stairs and a hose to the left
 - 3rd floor – fire extinguisher in front of the stairs
- All residents must meet to the right of the building **(OR WHEREVER YOU THINK IS BEST GUYS)**