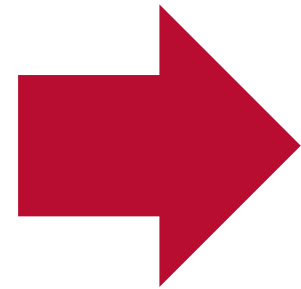


GUIDELINES



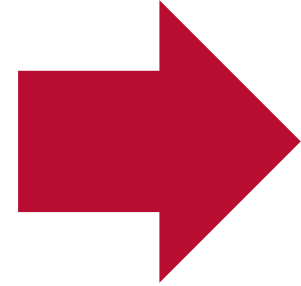
INSPECTIONS IN A NUTSHELL

WHEN



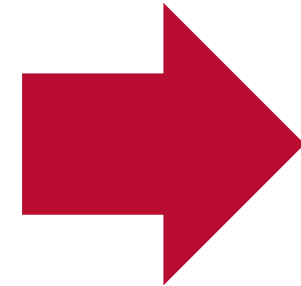
ONCE A MONTH

WHO



**OPERA WITH THE HELP OF AUTHORIZED
PERSONNEL**

WHY

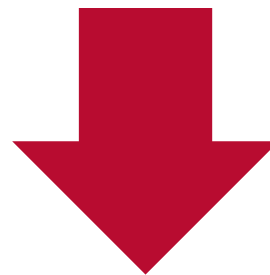
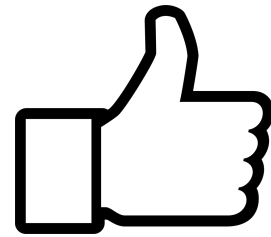


**ENSURE GOOD MANAGEMENT AND
MAINTENANCE OF THE ACCOMMODATION**

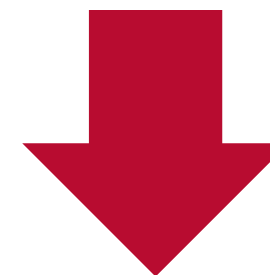
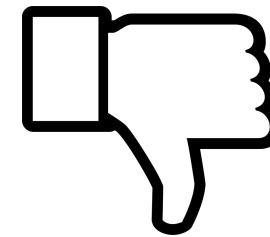
**THIS ACTIVITY IS PROVIDED FOR IN ARTICLE 8 (INSPECTIONS) OF THE REGULATION
GOVERNING THE USE OF OPERA UNIVERSITARIA ACCOMMODATION FACILITIES**

CONDUCT OF THE CONTROL

ORDINARY INSPECTION

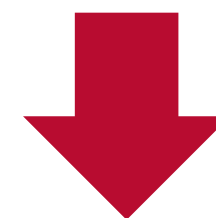
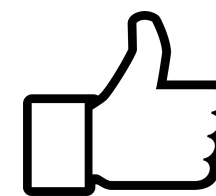


SEE YOU AT THE NEXT MONTHLY
INSPECTION

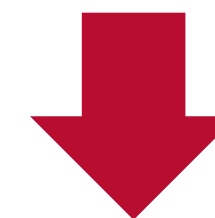
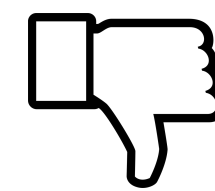


*EXTRAORDINARY INSPECTION WITHIN
7 DAYS

*The date of the
extraordinary inspection and
the critical issues to be
resolved will be indicated on
a document left in your
room



SEE YOU AT THE NEXT MONTHLY
INSPECTION



SANCTION



FOCUS ON THE SANCTION



**IF YOU DON'T AGREE WITH THE RESULT OF THE INSPECTION,
YOU MAY SUBMIT YOUR COMPLAINT TO THE MEDIATION
OFFICE, WHICH DECIDES ON THE MATTER**

**THE ACCOMMODATION CONTROL STAFF CAN TAKE
PHOTOGRAPHS TO TESTIMONY THE STATE OF THE
ACCOMMODATION, WHICH YOU CAN SEE IF REQUESTED**

PLEASE NOTE

IN THE EVENT OF A **PROLONGED ABSENCE (MORE THAN 15 DAYS), YOU MUST NOTIFY THE ACCOMMODATION CONTROL IN WRITING, STATING THE ESTIMATED DATE OF YOUR RETURN.**

HOWEVER, THE ACCOMMODATION WILL BE CHECKED AND THE ABSENCE WILL BE TAKEN INTO ACCOUNT (E.G. DUST ON FURNITURE WILL NOT BE REPORTED).

REMEMBER THAT THE ACCOMMODATION, EVEN IN THE EVENT OF YOUR ABSENCE, MUST BE LEFT CLEAN

THE CLEANLINESS: WHAT WE CLEAN

	VERBALE CONTROLLO ALLOGGI / CONTROL REPORT	Alloggio/Accommodation
<input checked="" type="checkbox"/> CONTROLLO ORDINARIO/ORDINARY CONTROL <input type="checkbox"/> CONTROLLO STRAORDINARIO/EXTRAORDINARY CONTROL		
Gentile Ospite, abbiamo effettuato un controllo dell'appartamento con il seguente esito: Dear Guest, we made a control in your apartment. These are the results:		<input type="checkbox"/> ADEGUATO / ADEQUATE <input type="checkbox"/> INADEGUATO / INADEQUATE
CUCINA / KITCHEN <input type="checkbox"/> PAVIMENTO / FLOOR <input type="checkbox"/> LAVELLO / SINK <input type="checkbox"/> PIANO COTTURA / HOB <input type="checkbox"/> CAPPA / HOOD <input type="checkbox"/> FORNO / OVEN <input type="checkbox"/> MICROONDE / MICROWAVE <input type="checkbox"/> FRIGO / FRIDGE <input type="checkbox"/> FREEZER / FREEZER <input type="checkbox"/> STOVIGLIE SPORCHE / DIRTY DISHWARE <input type="checkbox"/> MOBILIA / FURNITURE <input type="checkbox"/> PORTA / DOOR	SERVIZI / BATHROOM <input type="checkbox"/> PAVIMENTO / FLOOR <input type="checkbox"/> LAVANDINO / SINK <input type="checkbox"/> SPECCHIO / MIRROR <input type="checkbox"/> BIDET / BIDET <input type="checkbox"/> W.C. / W.C. <input type="checkbox"/> PORTA / DOOR <input type="checkbox"/> DOCCIA / SHOWER <input type="checkbox"/> MOBILETTO BAGNO / BATHROOM CABINET <input type="checkbox"/> MENSOLA SPECCHIO/SHELF <input type="checkbox"/> PIASTELLE/TILES STANZA / ROOM <input type="checkbox"/> PAVIMENTO / FLOOR <input type="checkbox"/> MOBILIA / FURNITURE <input type="checkbox"/> SPECCHIO / MIRROR <input type="checkbox"/> PORTA / DOOR <input type="checkbox"/> BALCONE / BALCONY	RICHIAMI <input type="checkbox"/> OGGETTI NON PERMESSI (art. 9 Regolamento) ITEMS NOT ALLOWED (art. 9 of the Regulation) <input type="checkbox"/> MANCATA DIFFERENZIATA WRONGLY SEPARATED WASTE <input type="checkbox"/> CIBO FRESCO (se non in contenitori ermetici) FRESH FOOD (if not kept in airtight containers) NOTE: <hr/> <hr/> <hr/>
RIPASSEREMO PER UN CONTROLLO STRAORDINARIO DI VERIFICA IL GIORNO / AN EXTRAORDINARY CONTROL WILL BE DISPLAYED ON		
<p>IN CASO DI CONTROLLO STRAORDINARIO NEGATIVO, EVENTUALI OSSERVAZIONI DEVONO PERVENIRE ALL'UFFICIO MEDIAZIONE PRESSO LA RESIDENZA UNIVERSITARIA SAN BARTOLAMEO SITA IN VIA MALPENSADA N.90, ENTRO 5 GIORNI DALLA DATA DEL CONTROLLO. Si ricorda, inoltre, il rispetto del regolamento, di cui all'art.5 delle "Norme per la funzione delle Residenze Universitarie".</p> <p>IN CASE OF NEGATIVE RESULT OF THE EXTRAORDINARY CONTROL, YOU MAY PRESENT YOUR COMPLAINTS AT THE MEDIATION OFFICE BY RESIDENCE SAN BARTOLAMEO, VIA MALPENSADA n 90, WITHIN 5 DAYS FROM THE CONTROL. We remind you to respect the regulation as to art. 5 of the "Regulations concerning the use of the University accomodation facilities".</p>		
I RESPONSABILI DEL CONTROLLO: THE RESPONSIBLE FOR THE CONTROL :		in data, today

HOW TO CLEAN THE KITCHEN TO AVOID FINES

SWEEP AND MOP THE **FLOOR**

CLEAN THE **HOB** AFTER EACH USE

WASH THE **DISHES** AFTER EATING AND TIDY THE COMMON AREAS

BE CAREFUL WHEN CLEANING THE **FRIDGE** AND **FREEZER**, MAKE SURE TO FOLLOW THE INSTRUCTIONS PROVIDED BY OPERA

CLEAN THE **MICROWAVE OVEN**

HOW TO CLEAN YOUR ROOM TO AVOID FINES

SWEEP AND MOP THE **FLOOR**: THERE MUST BE NO WADS OF DUST AND CRUMBS OF VARIOUS KINDS

REMOVE CRUMBS AND DUST FROM **FURNITURE**

DO NOT KEEP **FRESH FOOD** IN THE ROOM OR IN ANY CASE FOODS THAT, IF STORED IN A NON-OPTIMAL WAY, COULD ATTRACT ANTS OR INSECTS

DIFFERENTIATE THE WASTE CORRECTLY, USING THE BOXES THAT HAVE BEEN PROVIDED TO YOU.

IF YOU DO NOT HAVE ONE, ASK FOR THEM VIA SEGNALAGUASTO

HOW TO CLEAN THE BATHROOM TO AVOID FINES

CLEAN THE **SANITARY WARE**, USING THE APPROPRIATE PRODUCTS TO REMOVE LIMESCALE

BE CAREFUL OF THE **SHOWER TRAY** AND **SHOWER DOORS**

SWEEP AND MOP THE **FLOOR**

IN CASE OF PRESENCE OF **MOLD**, CONTACT THE STAFF VIA **SEGNALAGUASTO**



FORBIDDEN OBJECTS

PLEASE NOTE THAT THESE ITEMS WILL BE REPORTED AND YOU WILL BE ASKED TO REMOVE THEM

POSTERS ON THE WALLS (REQUEST A CORK BOARD VIA SEGNALAGUASTO)

KETTLES

RICE COOKERS AND SMALL HOUSEHOLD APPLIANCES, EXCEPT THOSE FOR PERSONAL CARE

COFFEE MACHINES

BICYCLES

CANDLES

ELECTRICAL SOCKETS/EXTENSION CORDS (EXCEPT THOSE WITH THE CE MARK)

IRONS

DOUBTS OR QUESTIONS?

VISIT OPERA WEBSITE, IN THE ACCOMODATIONS SECTION
WWW.OPERAUNI.TN.IT



IF YOU HAVE ANY QUESTIONS, CONTACT THE OFFICES BY
OPENING A TICKET



PLEASE READ CAREFULLY THE **REGULATION GOVERNING THE USE**
OF OPERA UNIVERSITARIA ACCOMMODATION FACILITIES

