

APPROVED  
by the order No. A-225  
of the Rector of  
Kaunas University of Technology  
dated 20 May 2016  
(Changed by the order No. A-595  
of the Rector of Kaunas University  
of Technology  
Dated 23 December 2016)

## **GUIDELINES TO EVALUATION AND COMPENSATION OF THE DAMAGE CAUSED AT THE DORMITORIES**

### **CHAPTER I GENERAL PROVISIONS**

1. Guidelines to Evaluation and Compensation of the Damage Caused at the Dormitories (hereinafter – Guidelines) regulate identification, evaluation and compensation of the damage caused at the dormitories.

2. The caused Damage is identified and evaluated by the Commissions for Evaluation and Compensation of the Damage Caused at the Dormitories approved by the Rector's order:

2.1. Damage caused to the building's internal premises and exterior or the building's engineering networks is evaluated by the Commission for Building Damage Evaluation, which consists of: Manager of Territory Maintenance (chairman of the commission), Head of Dormitory Group, Coordinator of Territory Maintenance Group, Manager or Administrator of the dormitory that the damage was caused to and chairman of the council.

2.2. damage to inventory or furniture is evaluated by the Commission for Inventory Damage Evaluation, which consists of: Head of Dormitory Group, (chairman of the commission), Manager of Territory Maintenance, Coordinator of Territory Maintenance Group, Manager or Administrator of the dormitory that the damage was caused to and chairman of the council.

### **CHAPTER II IDENTIFICATION AND EVALUATION OF THE DAMAGE CAUSED TO THE BUILDING'S INTERNAL PREMISES AND EXTERIOR OR THE BUILDING'S ENGINEERING NETWORKS**

3. Resident of the dormitory, who notices the Damage caused to the dormitory's internal premises and exterior or the building's engineering networks, shall immediately inform Manager of Administrator of the dormitory, in case they are absent – warden of the dormitory;

4. Manager or Administrator of the dormitory, who is informed about the Damage caused to the dormitory's internal premises and exterior or the building's engineering networks, shall immediately inform the chairman of the Commission for Building Damage Evaluation.

5. The caused Damage is evaluated after identification of the Damage caused to the building's internal premises, exterior or the building's engineering networks, according to the Guidelines for Construction Works approved by Kaunas University of Technology (hereinafter – University):

5.1. Chairman of the Commission for Building Damage Evaluation applies to the responsible person of the Facilities Management, who prepares a Defect Act in 3 (three) working days and submits it to the engineer of Technical Maintenance Group at Facilities Management:

5.1.1. senior coordinator of Thermal Economy and Plumbing System Maintenance Group is responsible for the Damage caused to plumbing and heating devices and equipment;

5.1.2. head of Electricity and Automated System Maintenance Group is responsible for the Damage caused to electric and automation devices and equipment;

5.1.3. coordinator of Territory Maintenance Group is responsible for the internal and external Damage to premises.

5.2. Engineer of Territory Maintenance Group prepares an estimate in 3 (three) working days after receipt of Defect Act and submits it to the chairman of the commission;

5.3. Chairman of the Commission for Building Damage Evaluation prepares Damage Act (hereinafter – Act) in 2 (two) working days (form in the attachment) and submits it for approval of the commission members.

6. Act is considered valid when it is signed by the chairman of the Commission for Damage Identification and Evaluation and at least 3 (three) commission members.

**7. Administrator or Manager of the dormitory that the Damage is caused to informs the person (-s) who caused the Damage about the Act in 4 (four) working days and submits the Act to Senior Coordinator of Dormitory Group.**

**8. Senior Coordinator of Dormitory Group prepares a payment receipt according to the evaluated sum of Damage indicated in the Act and uploads it into the University's Academic Information System.**

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### **CHAPTER III IDENTIFICATION AND EVALUATION OF THE DAMAGE CAUSED TO THE**

## **DORMITORY'S INVENTORY OR FURNITURE**

9. Resident of the dormitory, who notices the Damage caused to the dormitory's inventory or furniture, shall immediately inform Manager or Administrator of the dormitory, in case they are absent – warden of the dormitory.

10. Manager or Administrator of the dormitory, who is informed about the Damage caused to the dormitory's internal premises and exterior or the building's engineering networks, shall immediately inform the chairman of the Commission for Inventory Damage Evaluation.

11. The caused Damage is evaluated under the following procedure:

11.1. Manager or Administrator of the dormitory that the Damage is caused to applies to the Coordinator of Territory Maintenance Group, who prepares a Defect Act in 3 (three) working days and submits it to the Engineer of Technical Maintenance Group at Facilities Management;

11.2. Engineer of Territory Maintenance Group prepares an estimate in 3 (three) working days after receipt of Defect Act and submits it to the Manager or Administrator of the dormitory that the Damage is caused to;

11.3. during evaluation of the Damage caused to furniture and other inventory their value can also be evaluated according to the bookkeeping data;

11.4. if external service providers are required for fix the caused defects or failures, they can be addressed regarding preparation of the estimate;

11.5. after identification and evaluation of the caused Damage, Manager or Administrator of the dormitory that the Damage is caused to prepares the Act and submits it for the approval of the commission members in 2 (two) working days after preparation of the estimate, and if the caused Damage is evaluated according to the bookkeeping data – in 2 (two) working days after the date of the identification of the Damage.

12. Act is considered valid when it is signed by the chairman of the Commission for Damage Identification and Evaluation and at least 3 (three) commission members.

**13. Administrator or Manager of the dormitory that the Damage is caused to informs the person (-s) who caused the Damage about the Act in 4 (four) working days and submits the Act to Senior Coordinator of Dormitory Group.**

**14. Senior Coordinator of Dormitory Group prepares a payment receipt according to the evaluated sum of Damage indicated in the Act and uploads it into the University's Academic Information System.**

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#### **CHAPTER IV COMPENSATION OF THE DAMAGE CAUSED TO THE DORMITORIES**

15. The person (-s) responsible for the caused Damage, shall compensate the caused Damage fully; the sum of the Damage is indicated in the Act. Damage caused to the University is calculated according to the prepared estimate or the value of furniture and other inventory according to the bookkeeping data.

16. In case it is not possible to identify the person (-s) responsible for the caused Damage:

16.1. if Damage is caused to the particular room, Damage shall be compensated by all residents of that room; the sum of the caused Damage is divided equally among all residents of the room;

16.2. if Damage is caused to the particular locked block of rooms, Damage shall be compensated by all residents of that block; the sum of the caused Damage is divided equally among all residents of the block;

16.3. if Damage is caused to the common areas, expenses of the repair works of the common areas incurred due to the Damage shall be compensated by all users of the common areas; the sum of the caused Damage is divided equally among all users of the common areas.

17. If Damage is caused by the guest (-s) of the resident (-s), the resident (-s) of the dormitory, who had that guest (-s), is (are) responsible for the compensation of the Damage.

18. A payment receipt is prepared according to the calculated sum of the caused Damage indicated in the Act; it is uploaded into the University's Academic Information System.

19. Person (-s) shall compensate the Damage during 1 (one) calendar month since they are provided with the payment receipt for compensation of the Damage caused to the University.

20. If a person (-s) responsible for the caused Damage cannot pay the indicated sum in the specified term, he/she can provide a written application to the Dormitory Group regarding payment of the debt in instalments and schedule for the payment of the debt is prepared under agreement of the parties; the debt shall be paid in instalments in the agreed term.

#### **CHAPTER V TERMS FOR ELIMINATION OF THE DAMAGE CAUSED TO THE DORMITORIES**

21. Defects or failures due to the caused Damage, which need to be eliminated promptly for insurance of provision of the dormitory's residents with good quality accommodation services, shall be eliminated by the employees of the Buildings Maintenance Centre in 5 (five) working days, emergency failures shall be eliminated immediately.

22. In case defects or failures cannot be eliminated during the period specified in p. 21 of these Guidelines, they shall be eliminated in 1 (one) calendar month.

23. Defects or failures due to the Damage caused to furniture or other inventory can be eliminated by the responsible employees of the Buildings Maintenance Centre or external service providers, if responsible employees of the Buildings Maintenance Centre are unable to eliminate them.

## **CHAPTER VI FINAL PROVISIONS**

24. To introduce Guidelines to Evaluation and Compensation of the Damage Caused at the Dormitories to all residents of the dormitories, announcing these guidelines at the website [www.bendrabuciai.ktu.lt](http://www.bendrabuciai.ktu.lt) and in the notice-boards at the dormitories.

25. Guidelines can be amended or repealed by the Rector's order.

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