

APPROVED  
by the order No. A-225  
of the Rector of  
Kaunas University of Technology  
dated 20 May 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. the 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 the Buildings Administration Group (chairman of the Commission), Head of the Dormitory Group, Manager or Administrator of the dormitory that the Damage was caused to and Dormitory Coordinator of the Student Union.**

**2.2. the 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 Buildings Administration Group (chairman of the Commission), Head of Dormitory Group, Manager or Administrator of the dormitory that the damage was caused to and the University Student Association Dormitory Coordinator.**

[Changed by the order No. A-385 of Rector 11 June 2019]

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

3. The dormitory resident who notices that someone has caused/is causing damage to the dormitory's internal premises and exterior or the building's engineering networks, shall immediately inform Manager or Administrator of the dormitory, in case they are absent –

**warden of the dormitory.**

**[Amend Rector 10-04-2020 Order No. A-160]**

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 Department of Asset Management and Administration, who prepares a Defect Act in 3 (three) working days and submits it to the responsible person of Engineering Systems Maintenance Office:**

**5.1.1. head of Thermal Economy and Plumbing Systems Maintenance Group is responsible for the Damage caused to plumbing and heating devices and equipment;;**

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

**5.1.3. manager of Buildings Administration Group is responsible for the internal and external Damage to premises.**

**5.2. Engineer of Infrastructure Development Office prepares an estimate in 3 (three) working days after receipt of Defect Act and submits it to the chairman of the commission;**

**[Changed by the order No. A-77 of Rector 14 February 2019]**

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.**

[Pakeista rektorius 2016-12-23 įsakymu Nr. A-595, aktuali redakcija nuo 2017-01-02]

### **CHAPTER III IDENTIFICATION AND EVALUATION OF THE DAMAGE CAUSED TO THE DORMITORY'S INVENTORY OR FURNITURE**

**9. The dormitory resident who notices that someone has caused/is causing damage 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**

**[Amend Rector 10-04-2020 Order No. A-160]**

**10. Manager or Administrator of the dormitory, who is informed about the Damage caused to the dormitory's inventory or furniture, shall immediately inform the chairman of the Commission for Inventory Damage Evaluation.**

**[Changed by the order No. A-77 of Rector 14 February 2019]**

**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 Manager of Buildings Administration Group, who prepares a Defect Act in 3 (three) working days and submits it to the Engineer of Infrastructure Development Office;**

**11.2. Engineer of Infrastructure Development Office 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;**

**[Changed by the order No. A-77 of Rector 14 February 2019]**

**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 2 (two) commission members.**

**[Changed by the order No. A-77 of Rector 14 February 2019]**

**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.**

**[Pakeista rektorius 2016-12-23 įsakymu Nr. A-595, aktuali redakcija nuo 2017-01-02]**

#### **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 the damage is caused to the common areas, all the users of the area have to compensate for the damage; the amount of the caused damage is divided among all the users of the common area if at least one of the following conditions is met:**

**16.3.1. inventory, furniture or engineering systems cannot be used according to their purpose anymore due to the caused damage and are functionally unsuitable for the further use;**

**16.3.2. the amount of the caused damage exceeds 500 EUR.**

**[Amend Rector 10-04-2020 Order No. A-160]**

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 Department of Asset Management and Administration in 5 (five) working days, emergency failures shall be eliminated immediately.**

**[Changed by the order No. A-77 of Rector 14 February 2019]**

**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 (if it is not possible to eliminate the defect or malfunction within one month due to the technical reasons, this period can be extended for a reasonable deadline**

**[Amend Rector 10-04-2020 Order No. A-160]**

**23. Defects or failures due to the Damage caused to furniture or other inventory can be eliminated by the responsible employees of the Department of Asset Management and Administration or external service providers, if responsible employees of the Department of Asset Management and Administration are unable to eliminate them.**

**[Changed by the order No. A-77 of Rector 14 February 2019]**

## **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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