

GUIDELINES FOR IDENTIFICATION, EVALUATION AND COMPENSATION OF THE DAMAGE CAUSED AT THE DORMITORIES OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for Identification, Evaluation and Compensation of the Damage Caused at the Dormitories of Kaunas University of Technology (hereinafter – Guidelines) regulate the procedure for identification, evaluation and compensation of the damage caused at the dormitories of Kaunas University of Technology (hereinafter – University).

2. A flow diagram “Identification, Evaluation and Compensation of the Damage Caused at the Dormitories” is prepared according to the Guidelines and provided in Appendix 1 to the Guidelines.

3. The caused damage is identified and evaluated by the following commissions assembled by the Rector's order:

3.1. The damage caused to the building's internal premises and exterior or the building's engineering networks is evaluated by the commission for identification and evaluation of the damage caused to the building's internal premises and exterior (hereinafter – commission for building damage identification and evaluation) which consists of the manager of the Buildings Administration Group (chairman of the commission), the head of the Student Accommodation Centre, the manager or administrator of the damaged dormitory and the dormitory coordinator of the Students' Association;

3.2. the damage caused to the building's inventory or furniture is evaluated by the commission for evaluation of the damage caused to the dormitory inventory (hereinafter – commission for inventory damage identification and evaluation) which consists of the head of the Student Accommodation Centre (chairman of the commission), the manager of the Buildings Administration Group, the manager or administrator of the damaged dormitory and the dormitory coordinator of the Students' Association.

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

4. 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, has to inform the manager or administrator of the dormitory immediately, in case they are absent – the security guard of the dormitory.

5. The 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, has to inform the chairman of the commission for building damage identification and evaluation immediately.

6. The damage caused to the dormitory's internal premises and exterior or the building's engineering networks is identified and evaluated according to the University's Guidelines for Construction Works under the following procedure:

6.1. The chairman of the commission for building damage identification and evaluation applies to the responsible employee of the Department of Asset Management and Administration who prepares a Defect Act in 3 (three) working days and submits it to the responsible employee of the Engineering Systems Maintenance Office:

6.1.1. If the damage is caused to the plumbing and heating devices and/or equipment – to the head of the Thermal Economy and Plumbing Systems Maintenance Group;

6.1.2. If the damage is caused to electrical and automation devices and/or equipment – to the head of the Electricity and Automated Systems Maintenance Group;

6.1.3. If the damage is caused to the internal and/or external premises – to the manager of the Buildings Administration Group;

6.2. The chairman of the commission for building damage identification and evaluation applies to the engineer of the Infrastructure Development Office who prepares an estimate in 3 (three) working days after the receipt of the Defect Act and submits it to the chairman of the commission for building damage identification and evaluation;

6.3. The chairman of the commission for building damage identification and evaluation prepares a Damage Act (Appendix 2 to the Guidelines) in 2 (two) working days and submits it for the approval of the members of the commission for building damage identification and evaluation.

7. A Damage Act is considered valid when it is signed by the chairman at least 3 (three) members of the commission for building damage identification and evaluation.

8. The administrator or manager of the damaged dormitory informs the person(-s) who caused the damage about the Damage Act within 4 (four) working days after the approval of the Damage Act and submits the Damage Act to the senior coordinator of the Student Accommodation Centre.

9. The senior coordinator of the Student Accommodation Centre prepares a payment receipt for the compensation of the damage caused to the University according to the estimated sum of the damage indicated in the Damage Act and uploads it into the University's Academic Information System.

CHAPTER III

IDENTIFICATION AND EVALUATION OF THE DAMAGE CAUSED TO THE DORMITORY'S INVENTORY OR FURNITURE

10. The dormitory resident, who notices that someone has caused/is causing damage to the dormitory's inventory or furniture, has to inform the manager or administrator of the dormitory immediately, in case they are absent – the security guard of the dormitory.

11. The manager or administrator of the dormitory, who is informed about the damage caused to the dormitory's inventory or furniture, has to inform the chairman of the commission for inventory damage identification and evaluation immediately.

12. The damage caused to the dormitory's inventory or furniture is identified and evaluated under the following procedure:

12.1. The manager or administrator of the damaged dormitory applies to the manager of the Buildings Administration Group, who prepares a Defect Act in 3 (three) working days and submits it to the engineer of the Infrastructure Development Office, if required;

12.2. The engineer of the Infrastructure Development Office prepares an estimate in 3 (three) working days after the receipt of the Defect Act and submits it to the manager or administrator of the damaged dormitory;

12.3. To evaluate the damage caused to the furniture and other inventory their value can be evaluated according to the bookkeeping data;

12.4. If any external service providers are required for fixing the caused defects or failures, they can be addressed regarding the preparation of the estimate;

12.5. After the identification and evaluation of the caused damage, the manager or administrator

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

13. The Damage 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.

14. The administrator or manager of the damaged dormitory informs the person (-s) who caused the damage about the Damage Act within 4 (four) working days and submits the Damage Act to the senior coordinator of the Student Accommodation Centre.

15. The senior coordinator of the Student Accommodation Centre prepares a payment receipt according to the evaluated sum of damage indicated in the Damage Act and uploads it to the University's Academic Information System.

CHAPTER IV

COMPENSATION OF THE DAMAGE CAUSED TO THE DORMITORIES

16. The person (-s) responsible for the caused damage, shall compensate the caused damage fully; the sum is indicated in the Damage Act. The 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.

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

17.1. If the damage is caused to the particular room, the 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;

17.2. If the damage is caused to the particular locked block of rooms, the 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;

17.3. If the damage is caused to the common areas, all 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:

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

17.3.2. the amount of the caused damage exceeds 500 EUR.

18. If the 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.

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

20. The person (-s) shall compensate the damage within 1 (one) calendar month from the date of the provision of the payment receipt for the compensation of the damage caused to the University.

21. If the person (-s) responsible for the caused damage cannot pay the indicated sum within the specified term, he/she can provide a written application to the Student Accommodation Centre regarding the payment of the debt in instalments and prepare a schedule for the payment of the debt under the agreement of the parties. The debt can be paid in instalments within the agreed term.

CHAPTER V

TERMS FOR ELIMINATION OF THE DAMAGE CAUSED TO THE DORMITORIES

22. The defects or failures due to the caused damage, which need to be eliminated promptly for insurance of provision of the dormitory's residents with high quality accommodation services, shall be eliminated by the responsible employees of the Department of Asset Management and Administration

within 5 (five) working days; the emergency failures shall be eliminated immediately.

23. In case the defects or failures cannot be eliminated within the period specified in p. 22 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).

24. The defects or failures due to the damage caused to the furniture or other inventory can be eliminated by the responsible employees of the Department of Asset Management and Administration or external service providers if the responsible employees of the Department of Asset Management and Administration are unable to eliminate them.

CHAPTER VI FINAL PROVISIONS

25. The provisions of the Guidelines are introduced to all residents of the dormitories by publishing them on the website www.bendrabuciai.ktu.lt and in the notice-boards at the dormitories.

26. The Guidelines can be amended or repealed by the order of the University's Rector.
