

APPROVED by
Order No. A-480 of the Rector of
Kaunas University of Technology of
18 November 2024

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. The process “Identify, evaluate and compensate for the damage caused at the dormitories” is prepared according to the Guidelines and provided in Appendix 1 to the Guidelines.

3. The damage evaluation rates set out in Appendix 2 to the Guidelines are reviewed 1 (one) time per year using the software "Sąmatos Expert V6" by UAB "Asteros" (the normative basis of this software consists of work packages registered at Public Institution "Statybos produkcijos sertifikavimo centras" by order of the Minister of Environment of the Republic of Lithuania (Order No. D1-492 of 26 October 2006) and the University's long-term public procurement contracts in effect.

4. The caused damage is identified and evaluated by the following commissions:

4.1. The commission for identification and evaluation of the damage caused to the building's internal premises and exterior assembled by the rector's order “On the Assembly of 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 members include the manager of the Buildings Administration Group (chairperson 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;

4.2. The commission for evaluation of the damage caused to the dormitory inventory assembled by the rector's order “On the Assembly of the Commission for Identification and Evaluation of the Damage Caused to the Dormitory Inventory or Furniture” (hereinafter – commission for inventory damage identification and evaluation) which members include the head of the Student Accommodation Centre (chairperson 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

5. The dormitory resident, who notices that someone has caused/is causing damage to the internal premises and exterior of the dormitory building or the building's engineering networks, must

inform the manager or administrator of the dormitory immediately, in case they are absent, he/she must inform the security guard of the dormitory.

6. The manager or administrator of the dormitory, who is informed about the damage caused to the internal premises and exterior of the dormitory building or the building's engineering networks, must inform the chairperson of the commission for building damage identification and evaluation immediately.

7. The damage caused to the internal premises and exterior of the dormitory building or the building's engineering networks is identified and evaluated under the following procedure:

7.1. The dormitory manager or administrator contacts the manager of the Buildings Administration Group requesting to assess the quantities of the required work:

7.1.1. If the amount of damage does not exceed 300 EUR according to the established quantity of work and the damage evaluation rates (Appendix 2 to the Guidelines), the manager or administrator of the damaged dormitory prepares a Damage Detection and Evaluation Report (Appendix 3 to the Guidelines) according to the established damage evaluation rates within two (2) working days and submits it to the members of the commission for building damage identification and evaluation for approval;

7.1.2. If the amount of damage exceeds 300 EUR according to the established quantity of work and the damage evaluation rates (Appendix 2 to the Guidelines) or there are no established rates in Appendix 2 to the Guidelines, the amount of damage is established and evaluated following the Guidelines of Kaunas University of Technology for Construction Work under the following procedure:

7.1.2.1. The chairperson of the commission for building damage identification and evaluation contacts the responsible employee of the Department of Asset Management and Administration who prepares a Defect Report using the form provided in the Appendix to the Guidelines of Kaunas University of Technology for Construction Work in 5 (five) working days and submits it to the responsible employee of the Engineering Systems Maintenance Office for coordination:

7.1.2.1.1. 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;

7.1.2.1.2. If the damage is caused to electrical and automation devices and/or equipment – to the engineer of the Engineering Systems Maintenance Office;

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

7.1.2.2. The chairperson of the commission for building damage identification and evaluation contacts the project manager of the Infrastructure Development Office who prepares an estimate in 5 (five) working days after the receipt of the Defect Report and submits it to the chairperson of the commission for building damage identification and evaluation;

7.1.2.3. If external service providers will be required to repair damage to the internal premises and exterior of the dormitory building or the engineering networks of the building, the chairperson of the commission for building damage identification and evaluation can contact them for the preparation of an estimate;

7.1.2.4. The chairperson of the commission for building damage identification and evaluation prepares a Damage Detection and Evaluation Report (Appendix 3 to the Guidelines) within 2 (two) working days after the receipt of the estimate and submits it to the members of the commission for building damage identification and evaluation for approval.

8. A Damage Detection and Evaluation Report is considered valid if it is signed by the chairperson at least 2 (two) members of the commission for building damage identification and evaluation.

9. The administrator or manager of a dormitory whose internal premises and exterior or the building's engineering networks have been damaged submits the Damage Detection and Evaluation Report to the chief coordinator of the Student Accommodation Centre within 1 (one) working day after the approval of the Damage Detection and Evaluation Report.

10. The chief 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 caused to the dormitory's internal premises and exterior or the building's engineering networks indicated in the Damage Detection and Evaluation Report, uploads it into the University's Academic Information System and informs the person(s) at fault for the damage about the Damage Detection and Evaluation Report by email.

CHAPTER III

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

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

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

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

13.1. If the amount of damage does not exceed 300 EUR according to the established damage evaluation rates (Appendix 2 to the Guidelines), the manager or administrator of the damaged dormitory prepares a Damage Detection and Evaluation Report (Appendix 3 to the Guidelines) according to the established damage evaluation rates within two (2) working days and submits it to the members of the commission for inventory damage identification and evaluation for approval;

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

13.3. If external service providers are required to repair the caused damage or damaged furniture, the head of the Student Accommodation Centre can contact them for the preparation of an estimate;

13.4. When the caused damage is established and evaluated under the procedure set out in Paragraphs 13.2 and 13.3 of the Guidelines, the manager or administrator of the damaged dormitory prepares the Damage Detection and Evaluation Report and submits it for the approval of the commission members within 2 (two) working days after the receipt 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;

13.5. If the amount of damage exceeds 300 EUR according to the damage evaluation rates (Appendix 2 to the Guidelines) or there are no established rates in Appendix 2 to the Guidelines, the amount of damage is established under the following procedure:

13.5.1. The administrator or manager of a dormitory whose inventory or furniture has been damaged contacts the manager of the Buildings Administration Group who prepares a Defect Report using the form provided in the Appendix to the Guidelines of Kaunas University of Technology for Construction Work in 3 (three) working days and submits it to the project manager of the Infrastructure Development Office if needed;

13.5.2. The project manager of the Infrastructure Development Office prepares an estimate within 5 (five) working days after the receipt of the Defect Report and submits it to the administrator or manager of a dormitory whose inventory or furniture has been damaged;

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

13.5.4. If external service providers are required to repair the damaged inventory or furniture, they can be contacted for the preparation of an estimate;

13.5.5. When the caused damage is established and evaluated, the manager or administrator of the dormitory whose inventory or furniture has been damaged prepares the Damage Detection and Evaluation Report and submits it for the approval of the commission for inventory damage identification and evaluation within 2 (two) working days after the receipt 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;

14. The Damage Detection and Evaluation Report is considered valid if it is signed by the chairperson of the commission for inventory damage identification and evaluation and at least 2 (two) commission members.

15. The administrator or manager of the damaged dormitory submits the Damage Detection and Evaluation Report to the chief coordinator of the Student Accommodation Centre within 1 (one) working day after the approval of the Damage Detection and Evaluation Report.

16. The chief coordinator of the Student Accommodation Centre prepares a payment receipt according to the evaluated sum of damage caused to the inventory and furniture indicated in the Damage Detection and Evaluation Report, uploads it to the University's Academic Information System and informs the person(s) at fault for the damage about the Damage Detection and Evaluation Report by email.

CHAPTER IV

COMPENSATION OF THE DAMAGE CAUSED TO THE DORMITORIES

17. The person(s) responsible for the caused damage must compensate for the caused damage fully; the sum is indicated in the Damage Detection and Evaluation Report. 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.

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

18.1. If the damage is caused to the particular room, the damage is compensated by all residents of that room; the sum of the caused damage is divided equally among all residents of the room;

18.2. If the damage is caused to the particular locked block of rooms, the damage is compensated by all residents of that block; the sum of the caused damage is divided equally among all residents of the block;

18.3. 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:

18.3.1. 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;

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

19. 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.

20. The chief coordinator of the Student Accommodation Centre prepares a payment receipt according to the calculated sum of the caused damage indicated in the Damage Detection and Evaluation Report, uploads it to the University's Academic Information System and informs the person(s) at fault for the damage about the Damage Detection and Evaluation Report by email.

21. The person(s) must compensate for 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.

22. If the person(s) responsible for the caused damage cannot pay the indicated sum within the specified term, he/she can submit a written application to the Student Accommodation Centre regarding the payment of the debt in instalments according to a schedule for the payment of the debt made by the agreement of the parties. The debt can be paid in instalments within the agreed term.

23. If the person(s) at fault for the damage fails (fail) to compensate the University in good faith under the procedure set out in the Guidelines, the damage is recovered through the courts.

CHAPTER V

TERMS FOR ELIMINATION OF THE DAMAGE CAUSED TO THE DORMITORIES

24. 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, are eliminated by the responsible employees of the Department of Asset Management and Administration within 5 (five) working days; the emergency failures are eliminated immediately.

25. In case the defects or failures cannot be eliminated within the period specified in Paragraph 24 of the Guidelines, they are 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).

26. 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 they cannot be eliminated by the responsible employees of the Department of Asset Management and Administration.

CHAPTER VI

FINAL PROVISIONS

27. The provisions of the Guidelines are introduced to all residents of the dormitories and the employees of the Student Accommodation Centre by publishing them on the website www.bendrabuciai.ktu.lt and in the notice boards at the dormitories.

28. The Guidelines can be amended or revoked by the order of the University's rector.

Appendix 2 to the
 Guidelines for Identification, Evaluation and
 Compensation of the Damage Caused at the
 Dormitories of Kaunas University of
 Technology

DAMAGE EVALUATION RATES

Description	Amount	Price (excluding VAT), EUR
Damage to the internal premises and exterior of the dormitory building or the building's engineering networks		
Repainting the wall	1 m ²	16,72
Repainting the wall (including plastering)	1 m ²	28,98
Repainting the door	1 m ²	18,02
Repainting the ceiling	1 m ²	18,68
Repainting the ceiling (including plastering)	1 m ²	38,66
Repairing the holes in the wall (for areas up to 0.5 m ² without painting)	pcs.	76,62
Replacing the doors (wooden)	pcs.	558,92
Replacing the doors (tin)	pcs.	591,88
Replacing the linoleum	1 m ²	37,01
Replacing the carpeting	1 m ²	27,12
Replacing the laminate	1 m ²	49,86
Replacing the floorboards	1 m	5,86
Replacing the sink	pcs.	376,00
Replacing the toilet bowl	pcs.	259,63
Replacing the windowsill (internal, wooden)	1 m	65,35
Replacing the windowsill (internal, plastic)	1 m	43,34
Replacing the windowsill (external)	1 m	96,50
Replacing the door lock	pcs.	45,93
Replacing the light switch	pcs.	14,53

Replacing the socket outlet	pcs.	13,95
Replacing the smoke detector	pcs.	110,90
Damage to inventory and furniture		
Replacing the bed	pcs.	227,48
Replacing the mattress*	pcs.	155,00
Replacing the desk	pcs.	68,97
Replacing the desk with drawers	pcs.	146,41
Replacing the chair	pcs.	29,04
Replacing the shelf	pcs.	53,24
Replacing the wardrobe	pcs.	310,97
Replacing the wardrobe with mirror	pcs.	355,74
Replacing the roller curtain	pcs.	70,92
Replacing the grid of the bed mattress**	pcs.	20,00

* Applies only to dormitory No. 10.

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Software "Sąmatos Expert V6" by UAB "Asteros" was used to calculate the rates for the damage to the infrastructure of the building. The normative basis of this software consists of work packages registered at Public Institution "Statybos produkcijos sertifikavimo centras" by order of the Minister of Environment of the Republic of Lithuania (Order No. D1-492 of 26 10 2006), as well as AB "Via Lietuva" under the Ministry of Transport and Communications of the Republic of Lithuania, the Ministry of Agriculture of the Republic of Lithuania, and the Department of Cultural Heritage under the Ministry of Culture of the Republic of Lithuania.