

CZECH TECHNICAL UNIVERSITY IN PRAGUE
SERVICE FACILITIES ADMINISTRATION
VANÍČKOVA 7, 160 17 PRAGUE 6

OPERATING RULES FOR COMMERCIAL ACCOMMODATION

MASARYKOVA DORMITORY

These Operating Rules were prepared in accordance with Act No. 258/2000
Coll., as amended.

MASARYKOVA DORMITORY IDENTIFICATION INFORMATION

CTU in Prague, Service Facilities Administration, Masarykova Dormitory, Thákurova 1, 160 41 Prague 6

Legal entity: State institution of higher education – allowance organization, Zikova 4, Prague 6

Operating entity: Service Facilities Administration of CTU, Vaníčková 7, Prague 6, 160 17

ID No.: 68 40 77 00

Facility category: Building that provides accommodation to students and hotel guests
- accommodation activity with facilities for permanent operation

Tel.: 233 051 111 reception desk, 233 051 237 accommodation office

PRINCIPLES FOR PREVENTING CONTAGIOUS AND OTHER DISEASES

- 1) The disinfection of hygienic facilities (rooms, toilets, bathrooms and common areas) is performed daily. Cleaning rooms are located on each floor.
 - 2) The list of chemical products used for disinfection and common cleaning: Savo, Fixinela, Jar, Revo and Real.
 - 3) Insect extermination is performed as required by Travino v.o.s., Ing. Sobíšek, U Pejřárny 932/2, 142 00 Prague 4, ID No.: 44847271, mobile 602 625 860
 - 4) Rodent control is performed twice a year, or as necessary, by Travino v.o.s., Ing. Sobíšek, U Pejřárny 932/2, 142 00 Prague 4, ID No.: 44847271, mobile 602 625 860
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CLEANING OF THE ACCOMMODATION SECTION OF MASARYKOVA DORMITORY

- 5) The cleaning of rooms and common areas is provided contractually by: UNICLEAN spol. s r.o., Slovanského bratrství, 393 01 Pelhřimov, ID No.: 25156659
- 6) All areas are cleaned immediately after they become dirty, otherwise daily (vacuuming of carpets and wet wiping of smooth surfaces, both with machines and manually) and disinfectants are used daily.
- 7) Hygienic facilities are cleaned daily with disinfectants; in case of heavy traffic, they are cleaned several times per day.

- 8) Rubbish bins are emptied, cleaned and disinfected daily; each room contains a bin with a disposable plastic bag that is taken out to the container daily.
- 9) Waste is stored in large-volume containers in the handling area from where it is collected three times a week.
- 10) Waste collection is provided contractually by – Mikapa plus s.r.o., Dolnoměcholupská 28, 109 00 Prague 10, ID No.: 257 46 197.

HANDLING OF LINENS

- 11) Clean linens – towels are changed daily; bed linens – once every five days, or every day upon request or if dirty.
- 12) Dirty linens – used linens are collected and transported using dirty linen cages or baskets to the used linen storeroom, which is located on the ground floor of the building. The storeroom is ventilated through window ventilation.
- 13) Laundry services are provided contractually; the laundry provider picks up dirty linens once or twice per week, as necessary.
- 14) Contractual laundry provider: Prádelna Fišer s.r.o., ID No.: 260 03 686, Labská kotlina 960, Hradec Králové 500 02.
- 15) Clean linen storeroom – there is a room earmarked for this purpose on the ground floor of the building. Linens are stored on shelves.
- 16) Employee uniforms – they are located in their own changing room that is separate from civilian clothes, and they are continuously cleaned.

OTHER NECESSARY INFORMATION

- 17) The building is supplied with drinking water from the City of Prague's water main through water-service supply pipes.
- 18) Hot water is produced in a through-flow steam exchanger and passes through hot Alfa Laval and Pneumatex water treatment equipment.
- 19) The ventilation of bathrooms, sanitary facilities and toilets occurs naturally through windows (according to the layout design) and through the air conditioning system.
- 20) First-aid kits – individual workplaces are equipped with first-aid kits with regularly changed contents according to the expiration date – they are also located at the reception desk and at head of commercial accommodation.

21) Room layout – according to category (toilet, bathroom, kitchen, bedroom)

22) Additional services:	Academic restaurant	(Mon – Fri)
	Student canteen	(24/7 operation)
	Hotel breakfast room	(24/7 operation)
	Congress centre	(depends on the event)
	Pub	(Mon – Sat)
	Student club	(Sun – Thu)
	Parking	(24/7 operation)
	Exchange office	(24/7 operation)

23) Original approval of the building 03/1927

24) Re-approval of the building after renovation 08/1999

Updates valid as of:

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Head of the Accommodation Unit of Masarykova Dormitory

Approved by:

Ing. Ilona Krumlovská

Deputy Director for Accommodation