



Operating Rules for Accommodation Facilities

International Environmental Educational, Advisory and Information Centre of Water Protection in Vodňany

Faculty of Fisheries and Protection of Waters University of South Bohemia in České Budějovice (IEEAIC FFPW USB)

I. Basic Information

Location (Accommodation Address):

**University of South Bohemia in České Budějovice
Faculty of Fisheries and Protection of Waters**

Na Valše 207, 389 01 Vodňany

Tel.: +420 387 774 787, e-mail: plachtova@frov.jcu.cz

Operator:

**University of South Bohemia in České Budějovice
Faculty of Fisheries and Protection of Waters**

Branišovská 1645/31a, 370 05 České Budějovice

ID No.: 60076658, VAT No.: CZ60076658

Responsible person: Head of the IEEAIC FFPW USB

Facility category: accommodation facility

Scope of services: provision of accommodation

Operation: year-round

Capacity: 36 beds

Capacity:	The maximum capacity of the accommodation facility is 36 people. The area of one accommodation unit is approximately 20 m ² .
Scope of services provided:	Services provided include changing bed sheets and towels. Cleaning is provided. No other services are included.
Operation:	Permanent – year-round.
Bathroom facilities:	Private in rooms.

Method of informing guests about the accommodation facility's operating rules and ensuring compliance: Upon arrival, each guest is verbally informed of the provisions of these accommodation rules and the provisions of the fire alarm guidelines after confirming their accommodation card and is obliged to comply with these provisions.

II. Conditions of Operations

The premises of the International Environmental Educational, Advisory and Information Centre of Water Protection in Vodňany were approved by decision dated December 11, 2013, under ref. no. MUVO 10551/2013 by the Municipal Authority, Department of Construction and Spatial Planning, Vodňany.

III. Basic Construction and Technical Data about Facility

The accommodation facility has 19 separate accommodation units. 16 double rooms, 2 single rooms, and 1 double room with wheelchair access (i.e., 36 beds).



Basic equipment of accommodation units: The floor of the room and hallway is covered with linoleum or tiles, wooden doors, each double room has 2 chairs, 2 tables, 2 beds + 2 small chests of drawers, the single room has a chair, table, bed and small chest of drawers, there is a wardrobe in the hallway. Each apartment is equipped with its own bathroom – shower, sink, toilet.

Drinking water supply: provided by the municipal water supply system.

Wastewater disposal: own wastewater treatment plant (analysis of discharged waste according to the operating rules of the wastewater treatment plant).

Hot water production: three heat pumps produce hot water to storage tanks, from which solid impurities are professionally removed twice a year.

Ventilation: natural – through windows.

Lighting: daylight and artificial lighting.

Heating: central heating.

Indoor air temperature during the heating season: approx. 22 °C with the possibility of individual regulation by the visitor.

Waste disposal: provided regularly by Rumpold 01, s. r. o. – Vodňany.

IV. Principles for Preventing the Spread of Transmissible and Other Diseases

Cleaning rooms: Room No. RM 01 007. The room is equipped with a shelving system for storing cleaning and disinfecting supplies and space for storing cleaning equipment.

Cleaning:

- Once a month, disinfectants are rotated to prevent the development of microorganisms resistant to disinfectants.
- When working with cleaning and disinfecting agents, employees use PPE specified by the manufacturer.
- The person responsible for cleaning is equipped with PPE and uses the changing room to change into work clothes. Civilian and work clothes are stored separately. Clothes are changed as needed, but at least once a week.
- In the case of injury to guests, a fully equipped first aid kit is available on request (at reception).

Frequency and Scope of Cleaning:

- a) **Accommodation units:** Accommodation units: Before arrival and after departure of guests, sanitary facilities (sinks, showers, and toilets) are disinfected, waste is removed, and trash cans are disinfected. The rooms are cleaned, aired, and checked on the day of the guest's departure. In the case of longer stays, towels are changed every other day or as needed, and minor cleaning is performed. In the case of long-term stays, bedding is changed every ten days. A complete cleaning is performed every fourth day or more often at the guest's request.
- b) **Common areas:** Sanitary facilities are disinfected daily, and floor surfaces are cleaned. Sinks, showers, urinals and toilets are disinfected daily.
- c) **All areas:**
 - Windows, including frames and light fixtures, are washed four times a year, and mattresses and blankets are cleaned.
 - All areas of the facility (including cleaning areas, storage rooms, and basements) are thoroughly cleaned four times a year.
 - Painting is done once every four years, or more often if necessary.
 - Waste from all areas is removed daily, waste bins are disinfected daily. Waste is removed from collection containers at intervals according to the schedule of Rumpold 01 s. r. o., Vodňany.
 - Disinfection in the event of insect infestation is carried out by a specialist company.
 - Rodent control in the event of rodent infestation is carried out by a specialist company.





- In the event of an epidemic, the instructions of a doctor are followed.

V. Handling Laundry

Laundry is divided into two compartments: clean laundry and dirty laundry.

- **Clean laundry** is stored in room 1.06.
- **Dirty laundry** is stored in room 1.07.
- Types of laundry: pillowcases, duvet covers, sheets, towels, bath towels.

Laundry is done in the laundry room at the accommodation:

- Bed linen is always changed when guests change, and for long-term stays, linen is changed every ten days, or more often as agreed with the guests.

VI. Other Regulations

Arrival and departure:

- Check-in: from 14:00. Guests arriving earlier are required to pay for the previous night.
- Check-out: until 10:00. Otherwise, the guest is required to pay for an additional night.
- Individual adjustments to check-in and check-out times are only possible with the consent of the person in charge.

Guests have the following rights:

- To use the room in accordance with the prescribed guidelines; this right cannot be transferred to another person.
- To be provided with basic room equipment. If guests discover a defect in the room equipment, they must report it to the responsible person immediately.
- To use the electrical appliances that are part of the common room equipment.
- The guest will receive an access card and key allowing entry to the building and the relevant room. At the end of the accommodation period, the guest shall return the access card and key to the responsible person. If they are not returned, the guest will be charged a penalty for the loss of keys and cards in the amount of CZK 200/card, CZK 300/key.

The following is prohibited in the apartment unit:

- Smoking, including electronic cigarettes.
- Manipulation with open fire.
- Keeping and breeding animals.
- Storing flammable and highly combustible substances.
- Damaging the room equipment in any way.

Guests are required to follow the accommodation facility's rules and regulations. Violation of these rules is a reason for immediate termination of the rental agreement.

At the end of their stay, guests shall hand over the vacated room to the person in charge.

The accommodation facility's rules and regulations come into effect on the date of signing.

In Vodňany on

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Prof. Tomáš Polícar
Dean of the Faculty

