LUT-YLIOPISTON YLIOPPILASKUNTA
THE STUDENT UNION OF LUT UNIVERSITY

Basement, Cabinet, Bathroom and Sauna cleaning instructions for the user

Cleaning supplies can be found in the cupboard next to the bar. If the cleaning is not done according to the instructions given, LTKY will charge the tenant for the extra cleaning costs. The room must be cleaned by 8.00 a.m. on the day following the booking. Basement reservations begin at 12 p.m. on the day of the reservation. Sleeping on the premises and the smoking or use of tobacco, electric cigarettes or other kinds of cigarettes on the premises are prohibited.

Links to LTKY's basement inspection form, which must be completed before 4 p.m is at the end of this document. Any deficiencies or messes not reported on the form will be charged as an additional fee. Filling out the form is mentioned in the terms and conditions of the basement reservation form.

Please make sure the doors leading to the basement are locked after you leave.

Basement:

- Clean all debris from the floor (including corridors).
- Wipe puddles and liquid stains from the floor (including corridors).
- Wipe down tables, bar counter, chairs and sofas.
- Wipe down all tables and chairs retrieved from storage, and stack them back in storage properly
- Empty trash cans and take the rubbish to the garbage can shelter
- Remember to sort your rubbish correctly
- Stack tables and chairs neatly in the Bylsiö
- Move the sofas back from the hallway to the party room so that the cleaner can move freely in the hallways.

Kabinet and Sauna:

- Clean up all the debris on the floor
- Wipe puddles and liquid stains from the floor
- Wipe down tables, worktops and stove
- Put dirty dishes in the dishwasher and turn on the machine. If the dishes do not fit in the dishwasher, wash them by hand.
- Empty the dishwasher for the next guest
- Empty the fridge and freezer
- Take the rubbish to the rubbish bin
- Remember to sort your rubbish correctly
- Before turning on the sauna, ensure that there is nothing on the sauna stove.
- **If you have used the sauna, make sure it is turned off when you leave.**

Bathrooms

- Wipe puddles and liquid stains from the floor
- Ensure that you wash the mop after you clean the bathroom floors. Don't use the same mop for other places in Kellari after washing the toilet floors.
- Clean all debris from the floor

Bylsiö(Basement Warehouse)

- If you have stored stuff into the Bylsö take them with you when you leave.
- If you have used chairs and tables from the Bylsiö cabinet for the event, please put them back.
- Stack the tables neatly on top of each other in their proper space
- Stack the chairs neatly and tidily in their proper place

Yard

- If there is rubbish in the yard due to an event organized in the basement or the booker, it is the responsibility of the booker to clean it up.

Lost and Found

- Each person making a reservation must take care of the lost property themselves. LTKY will not accept or keep any items found after events and reservations.

Hot Tubs

- Please always place hot tubs in front of the Student Union building.
- Please contact LUT University's Facilities Services if you'd like to place a hot tub in front of the student union building.
- Drain the water carefully and pay special attention to other people in the area in winter, as water drained from the hot tubs can freeze and cause dangerous situations for others using the Student Union building.
- The hot tubs must be filled from the water points outside the Student Union building. NOT FROM THE BASEMENT TAP.



Picture of the water point

LTKY Outdoor Storage

- The outdoor storage contains drive-over protection, in the warm weathers, a hose for filling in the hot tubs etc
- Make sure the storage is locked when borrowing or returning items



Picture of the LTKY outdoor storage. Located in front of Yolo next to water point

Other things

- Remember to rinse cleaning supplies after use and hang them up to dry.
- Sleeping is not permitted in the basement.
- Remember to keep emergency exits clear of obstructions.
- The maximum number of people allowed in the basement is 200.
- Inform if toilet paper is running out or replace it yourself, and inform if toilet paper holders are broken
- Glass bottles are not recommended in the sauna.

- The basement is not wheelchair accessible, but you can request an accessibility key from the office that works only for the levator

Washing Machine

If the program doesn't change, try restarting the machine and quickly changing the program.

Candles and outdoor fires

Candles always create a special atmosphere, both for celebrations and everyday life. However, a candle flame is an open fire and therefore unpredictable. If a candle falls over and catches fire to a tablecloth or curtains, the atmosphere can suddenly take a turn for the worse.

Things to remember when burning candles:

Place candles safely so that there is nothing flammable near, next to, or above them. Be especially careful with curtains and decorations. Do not place candles on top of a TV or plastic outdoor furniture. Candles can easily melt holes in plastic surfaces. A candle that falls into a TV can be fatal.

Leave enough space between candles. The hot liquid from candles placed close together can easily catch fire. Place tea lights and table candles about 2 inches apart. Thin-based lanterns, table candles, and tea lights need a sufficiently thick, non-flammable base.

Always extinguish candles when leaving the room. A burning candle is dangerous and must therefore be kept under supervision. Only burn candles in rooms where people are present. Extinguish candles by smothering them.

Place outdoor fires at a sufficient distance and supervise them. Outdoor fires must be placed at least three meters away from walkways to prevent the fire from catching on the

clothing of passersby. Depending on the size of the fire, there must be a distance of 3-10 meters to buildings. Outdoor fires should be placed in a non-combustible container or rack, or set firmly in the snow so that the wind does not blow the lightened container into the wrong places. Outdoor fires must not be lit indoors or even on balconies, porches, or under canopies. Do not light outdoor fires in the rain.

Additional bills and other comments:

- **Extra charge for leaving the sauna on**
- **Extra charges for poor cleaning will be applied, as determined by the cleaning service**
- **Extra charge for non-compliance with the instructions for cleaning the bylsiö (storage room)**
- **Failure to clean up vomit and other secretions will result in an additional charge**
- **Other additional charges determined by the cleaning service**
- **No sleeping on the premises**
- **Please report any broken items during the reservation**
- **NO SMOKING INDOORS**

Basement Inspection Form

https://forms.gle/MUn3NSPPaDDdMi5W6

In case of problems or damage, please contact the Member Services Coordinator jpk@ltky.fi puh: +358 442938819

On call property maintenance Lyijynen: +358400650253