



# House rules

## Introduction

Mutual respect and tolerance are essential when people live together in a residential community. Our house rules are a summary of what is important to us and what should also be important to our members and occupants to ensure a well-functioning communal life.

Compliance with our house rules provides the guarantee for good neighbourly relations.

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## 1. Protection from noise

Noise is a strain on all occupants. It is therefore important that the **general quiet times between 1pm and 3pm** and **between 10pm and 7am** are observed and that noise is kept to a minimum during these times.

The volume of radio and television and other media/entertainment devices must not be turned up above normal listening levels. This also applies to their use outdoors (such as on balconies and other outdoor areas). Neighbours must not be disturbed by excessive noise, including making music, especially during the general quiet times. Washing machines, dryers and dishwashers should not generally be used after 10pm. Noisy household chores must be carried out on weekdays outside the general quiet times and must be completed by 10pm. The same applies to DIY, which must not be done after 8pm.

Parties and other gatherings must not cause a noise nuisance to other occupants. The general quiet times apply to such events, too. A certain level of noise will probably be tolerated by other occupants, especially if you tell them that you are planning to have a party.

## 2. Security and use of the building

For the safety of all occupants, the front doors must be closed at all times. They must not be locked, however, to allow emergency services staff quick access to the building in an emergency and to ensure that occupants can exit the building quickly. Courtyard doors must be closed when not in use and cellar doors must be locked when not in use to prevent break-ins into the cellar compartments. Building and courtyard entrances, stairways and hallways must be kept free of objects because they serve as are escape and rescue routes. Pushchairs, wheelchairs and walking frames may only be stored in the staircase if they do not obstruct the escape and rescue routes (passage width of at least 1 metre) and do not inconvenience other occupants too much. Shoes and other private items must not be left in the staircase.

Similarly, for safety reasons no items must be left in the attic, in the cellar corridors or in other communal areas.

No combustible, highly flammable or strong-smelling substances may be stored in the flats, on the balconies, in the cellar compartments, in the attic, in the communal areas etc. Explosives materials may not be used or stored on the premises of the cooperative.

If you smell gas in your flat or in the building, do not operate electrical appliances or use fire under any circumstances. Open the windows and doors and turn off the main gas tap in the cellar. The cooperative must be notified immediately if you smell gas and in the event of leaks or other faults in the gas and water pipes. In an emergency, fire service and police must also be called.

For safety reasons, an electric grill must be used when barbecuing on the balconies, terraces and on areas directly adjacent to the building. Barbecuing causes smoke; please be considerate of the other occupants.

Flower boxes must be installed safely so that they do not pose a risk. On balconies that are above or immediately adjacent to traffic areas, they must be installed facing the building. Care should be taken that water does not run down when watering the flowers.

No objects must be attached to the building façade. Drilling and hammering nails, screws, dowels etc. into the façade and window frames is not permitted.

Drilling into balcony ceilings and parapets, placing sharp-edged or pointed objects on balcony and terrace floors and laying additional flooring that causes moisture to accumulate is not permitted. The drains must be kept clean.

Doors may not be modified in any way (such as with door signs, other security devices, additional locks etc.), unless approved by the cooperative in the form of a structural alteration agreement.

TV and radio receivers must be used exclusively with connection cables that are suitable and approved for this purpose. The installation of receivers (such as aerials and satellite dishes) outside the flat is only permitted with the approval of the cooperative.

During longer periods of absence it is advisable to leave a key to the flat with a trusted person so that the cooperative has access to the flat in an emergency.

### **3. Ventilation and heating**

The flat must be adequately ventilated by periodically opening the windows. The flat must not be ventilated into the communal staircase.

When it is cold outside, all necessary measures must be taken to prevent plumbing and heating systems from freezing. Cellar, attic and staircase windows must be kept closed during the cold months (except to let fresh air in). The windows must be closed during heavy snowfall, rain and thunderstorms.

To avoid moisture damage due to mould, the following must be observed. Especially in the cold season, such damage tends to affect bathrooms, kitchens, bedrooms and rooms that are not used often. The cause is usually insufficient heating and ventilation. Excessive humidity and cool room temperatures means that wall surface temperatures are not high enough to prevent condensation. This can cause mould. To avoid this, please observe the following:

1. All rooms must always be heated to at least 18°C. It is recommended to always have the thermostat set to level 3 (including at night). The heating system is centrally controlled, which means nighttime temperature is automatically lower. The thermostat ensures a constant room temperature without having to change the setting and irrespective of outside temperature.
2. Make sure that interior doors are closed to prevent moisture from escaping from bathroom or kitchen to adjacent cooler rooms. Free air exchange between differently heated rooms means greater heating costs and indoor climate problems compared with direct heating.
3. Cross-ventilate at least twice (or better several times) a day with windows wide open. This ensures that humid indoor air is replaced by drier and cooler air. Doing this for 3 to 5 minutes is usually enough. You can also do this in cold and wet weather, because the cold outside air is almost always drier than the indoor air.
4. Leave a gap at least as wide as the skirting boards, or even better five centimetres, between cabinets and walls. External walls, which are usually the coldest surfaces in the flat, are best kept clear in order not to obstruct air circulation.
5. Relative humidity should not exceed 50% during the winter months.
6. If you clean the radiators regularly and not place curtains or furniture in front of the radiators and thermostats, the radiators can heat the room properly.

Humidity is usually high in the cellar, which means the rooms are not suitable for storing items that are sensitive to moisture. If you cover the slatted partition walls in the cellar with panels etc., make sure air can still circulate. During the warm months, the cellar windows should be closed, and in the cold months adequate ventilation must be ensured.

### **4. Water and wastewater**

In order to avoid water contamination (such as with legionella) in the pipe system, sufficient cold and hot water must come out of the taps, especially during prolonged absence or when the flat is not used.

Operate all shut-off devices for water in your flat at least once a year (e.g. when you are on holiday), to ensure they remain in working order and can be used in the event of an emergency.

Waste must not be poured down toilets, sinks or washbasins. This includes pet litter, leftover food and sanitary products, which must be disposed of with household waste.

## **5. Cleaning the building**

In the interest of all members, the building and its surroundings must be kept clean at all times. All members must comply with the small and large house rules, unless the cooperative commissions a service provider to carry out the cleaning.

### **Small house rules**

Members must take turns cleaning the stairs leading up to their floor once a week and use a cleaning agent suitable for the material of the stairs. Flat doors, front doors, staircase windows, window sills, tiles and stair railings must also be cleaned. This work is shared by the members by common agreement. It is advisable to draw up a cleaning schedule.

### **Large house rules**

The large house rules cover all cleaning jobs in the attic and in the cellar. In addition to the stairways, the passageways and communal areas must be cleaned. This must be done at least every four weeks, and more often if necessary. Here, too, it is advisable to draw up a cleaning schedule.

Shoes, clothes etc. must not be cleaned in the staircase or while leaning out of the window or over the balcony parapet. Laundry may only be dried below the balcony parapet. Drying areas, drying rooms or the attic may be available for drying laundry. Remember to remove the clothesline from the drying area after each use.

## **6. Pets**

Normal/species-appropriate keeping of small pets is permitted without needing permission from the cooperative. Pets are considered small if they are primarily kept in cages, terrariums or aquariums, such as small birds, fish or guinea pigs. The number of small pets must not substantially and for a longer period exceed the number of pets people ordinarily keep in a flat. To keep small reptiles, arachnids and insects, official proof of authorisation must be presented (if required).

Larger pets, such as dogs, cats or large birds, require the permission of the cooperative.

Other occupants must not be disturbed by the pets more than is usual and unavoidable. There must not be any additional disturbances.

Dogs must be kept on the lead inside the buildings and on the properties/open spaces of the cooperative. Dog poo must be removed immediately. Pets are not allowed on the children's playgrounds.

The pet owner is liable for damage to property, bodily injury and damage to health of third parties caused by the pet. It is advisable to take out appropriate liability insurance.

Feeding wild animals on the property of the cooperative is not permitted to prevent attracting vermin.

## **7. Use of outdoor facilities and communal areas/facilities**

Playing in the outdoor facilities is permitted in designated or suitable areas; please be considerate of your fellow occupants. Care must be taken to ensure that green areas are not destroyed and that lawns in particular do not get damaged.

When you finished playing, take your toys and rubbish away with you and make sure the playground is clean. The general quiet times must be complied with when using the outdoor facilities/the playground.

Cars, motorbikes, trailers and other vehicles may only be driven or parked in the designated and signposted areas of the cooperative. In the outdoor facilities, bicycles and bicycle trailers may only be parked in suitable, paved areas, not in green spaces or on lawns.

### **Communal areas**

Smoking is prohibited in communal areas (staircase, attic, cellar etc.). Be considerate of your neighbours when smoking on the balcony.

Rubbish rooms and areas may only be used between 7am and 8pm, and only to dispose of rubbish in the appropriate rubbish containers. Bulky and hazardous waste must be disposed of via the municipal waste disposal companies.

### **Communal facilities**

Observe the usage and safety instructions in the lifts. The lift must not be used in the event of a fire. When moving bulky and/or heavy objects, pay attention to the information regarding maximum permissible load.

### **8. Effectiveness**

These house rules are part of the user contract. By signing the user contract, the member undertakes to comply with these house rules.

Leipzig, 1 May 2021

**Baugenossenschaft Leipzig eG**

**The management board**