

# INNOFARM CENTER RULE AND REGULATION

Once you have signed a lease with Innofarm Rooms, please follow these simple rules to ensure the safety, comfort, well-being and enjoyment of everyone in the centre.

Failure to abide by these rules will result in a warning and/or subsequent immediate termination of your lease agreement.

## ***No Smoking***

INNOFARM AREA is a non-smoking area

*IMPORTANT:* if your room smells of smoke or is dirty because of smoking it will need to be cleaned. All cleaning costs will be passed on to you – it's not cheap to repaint and re-carpet a room!! And you also can be penalized and/or expelled from the Innofarm Centre

## ***Noise Levels***

Keep noise to a **moderate** level at **ALL** times.

Be respectful to other tenants by keeping any noise outside to a minimum. Neighbour complaints are taken seriously and will be investigated.

## ***Keep The Center clean***

Please clean and tidy your room at least once a month.

Everyone is responsible for keeping the common areas clean and tidy (i.e. working area/ toilet /louge/ outside areas.) Do not leave empty bottles, food or rubbish around - put junk mail / newspapers in the bin.

Dishes/cups/bottles, etc., should be washed, dried and put away **immediately** after eating and drinking. The cleaner will not do your dishes!

Please clean the chairs, tables and dining area every time after you finish eating and drinking so that it is clean for others.

**IMPORTANT:** Do not throw anything (including cigarettes, tissues, pads or other sanitary items) down the toilet. Tenants will be billed with plumber/tradesperson bills for any items causing toilet or drain blockage.

## ***Saving the Environment***

Make sure all electrical items e.g. Computer, Fans, Lights, Heaters, etc. are turned off when not in use.

**REMINDER:** Electricity try to use it as economically / efficiently as possible.

## ***House Care***

For any repairs, maintenance or administrative issues, please notify us immediately via Puan Zaidatul Akmal Dolmat ([zaidatul@ukm.edu.my](mailto:zaidatul@ukm.edu.my)) or PD Keusahawanan ([hesu.ftsm@ukm.edu.my](mailto:hesu.ftsm@ukm.edu.my))

The responsible person will pay for any damage to The Center and/or to Rooms' furnishings. If damage is done to a shared/common item (e.g. meeting Conner ) the cost will be shared equally among all office mate's bonds.

All personal items and belongings must be kept in your room. It is your responsibility to ensure the security of your personal items and belongings. FTSM are not liable for any loss or damage to personal items and belongings.

Please take care of all office furnishings belonging to others and to InnoFarm.

No pets or animals are allowed on the property (inside or outside) at any time.

No cooking is allowed in the InnoFarm.

No equipment or furniture is to be added or removed from The Center or any Tenant room without our prior consent.

Please keep all unused food properly sealed so you do not encourage pests such as mice and ants in the center. Make sure to clean the floor of any spilt food waste immediately at all times.

## ***Safety & Security***

The front/back doors and all windows **MUST** be kept locked at **ALL** times when nobody is centre.

Be friendly and enjoy each other's company but respect the privacy of other people's rooms – **DO NOT ENTER** other office mate's rooms without their permission.

No open flames inside or out – this includes candles, fire pits etc

## ***Final Departure***

When your contract ends, your room must be left in exactly the same state as when you originally moved in to it. **A minimum RM50.00 for contents / damage check & cleaning fee is payable by ALL tenants for whom room cleans are required. For a substantially untidy room the cleaning fee will increase depending on the time required to clean.**

If your room or other part of The Center you occupied is left in a damaged / unreasonable state, we will charge you for all additional costs to return the room to the state in which you commenced your tenancy.

Failure to return your keys will result in you being charged for new keys being cut and door locks being changed.

Please make sure to remove all personal belongings from The Center- any items remaining after your departure will be deemed unwanted and will be disposed of after 7 days and you will be charged for costs associated with this.

### ***Lost Keys***

**Lost keys will incur a replacement fee of RM20.00** and can be collected during business hours only (9am-5pm Mon-Fri) only from our office

Keys **MUST BE returned TO THE OFFICE** on the day of your departure, or the next business day if departing on a weekend, otherwise you will be charged for a new lock (up to RM50.00). Keys left in the room will be deemed as not returned and may incur a locksmith charge to change locks. If you can't return the key yourself it's your obligation to make sure someone returns it on your behalf (preferably one of your current officemates). You may request a 'returned keys receipt' from the office upon returning your keys.

Officemates are strictly prohibited from copying any keys.

### ***Strictly Forbidden***

The following are completely unacceptable and will lead to immediate notice to leave:

**NO smoking, naked flames or burning candles (including Incense) inside.**

**NO illegal drug use, illegal activities or excessive drinking of alcohol.**

**NO weapons or violence**

### ***Emergency Contact***

Phone \_\_\_\_\_ for POLICE, FIRE & AMBULANCE

### ***Indemnity***

InnoFarm shall be indemnified against all actions, claims, damages, fees, expenses or losses incurred by you (or your guests and visitors) suffered or incurred by you as a result of your occupation of the Premises or the use of any furnishings provided by InnoFarm.

### ***Enjoy Yourself***

**Our main priority is that you have an enjoyable and safe working in The Center of InnoFarm and that you are happy to call it your Office.**