

CHARTER OF SERVICES

Hall of Residence Leonardo Da Vinci

viale Romagna, 62
20133 - Milano



POLITECNICO
MILANO 1863

CHARTER OF SERVICES



RECEPTION

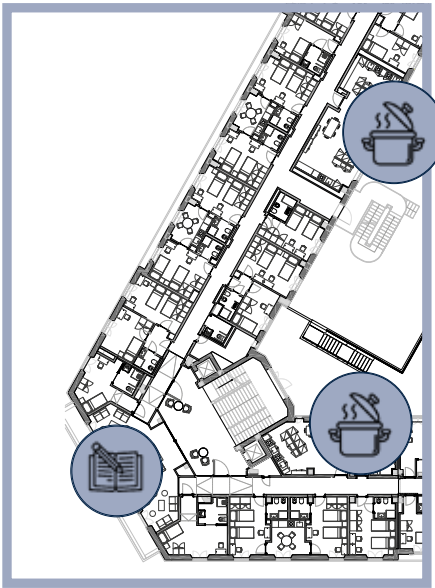
The service is available 24 hours a day, 7 days a week; to contact the reception desk dial **02 2399 4404**.

You can contact the Reception:

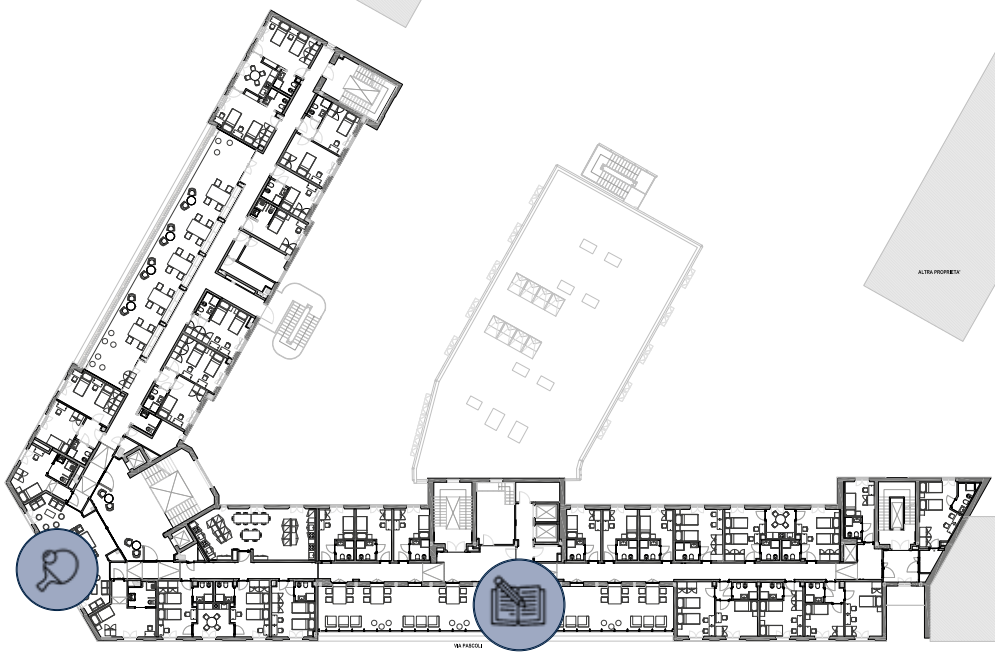
- to receive information on the services offered by the hall of residence;
- to collect mail/packages for guests of the hall of residence;
- to receive external visitors, whose names must be entered in the visitors' register;
- to receive support for reporting faults or requiring maintenance via the University trouble ticketing system;
- to promptly report situations of risk, whether of a hygienic or sanitary nature or related to light, water and gas installations;
- to take or return the keys of areas or materials of the hall of residence to their authorised custodian;
- to report any absence longer than 48 hours by completing the appropriate register.

The Residence Manager of the hall of residence, **Beatrice Cupellaro**, coordinates with the reference persons of all the activities carried out in the hall of residence and ensures that guests comply with the Politecnico di Milano University Halls of Residence Regulations; she is available to guests from Monday to Friday (excluding holidays), 09:00-17:00.

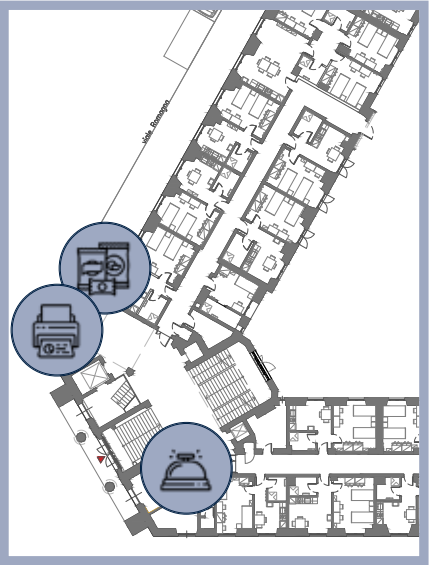
To meet her, it is recommended to contact her in advance by e-mail at beatrice.cupellaro@polimi.it



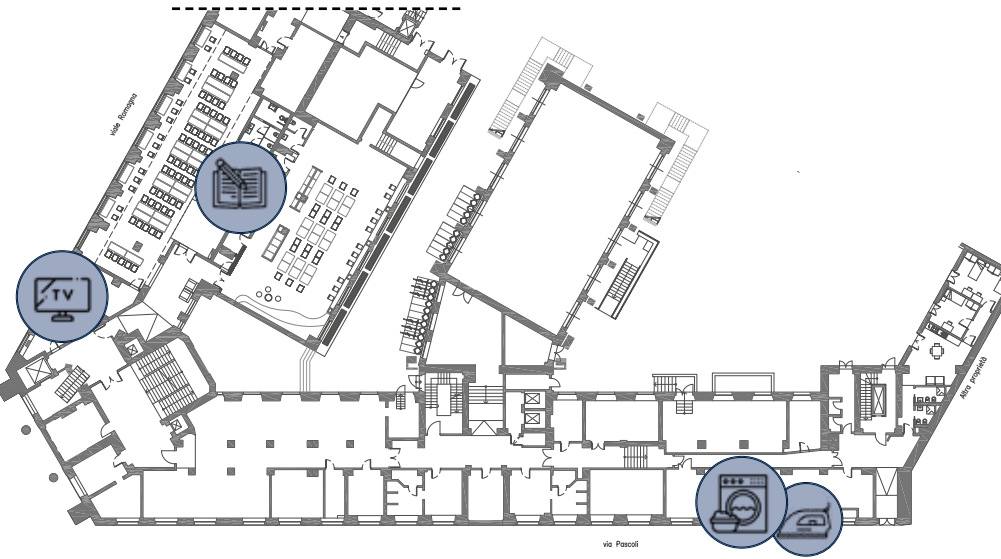
floors 1-4



fifth floor



mezzanine



basement



LAUNDRY

In the laundry room, which is always open, there are washing machines and tumble dryers (max load: 10 kg). Use of washing machines and tumble dryers requires payment through coins that you can put directly in the machine: the cost each washing/ drying cycle is **1.80 euros** (the machines don't give change). The laundry room is equipped with clotheshorses and iron boards. The irons can be requested at the reception.



PRINTER

A multifunctional printer is available at the reception, for free use; paper must be provided by the user. It is possible to purchase a ream of paper (not single sheets), upon request to the Direction.



COMMON KITCHENS

Kitchens are equipped with electrical appliances and induction cookers. Utensils, cookware and crockery are not provided, so each guest must bring their own set, which must be suitable for use on the cookers found in the kitchen cooker and for microwave cooking. Within each kitchen is a shared refrigerator and a shared freezer, wall cabinets and shelves for storing one's items and food.

Small household appliances (with CE mark) can be brought into the hall of residence only after requesting and obtaining authorisation from the Residence Director, who will analyse requests on a case-by-case basis. The electrical sockets in the hall of residence are F-type (Schuko) and L-type, with 220 V voltage.



LINEN

Linens (room and bathroom) are responsibility of guests.

The equipment provided to each guest consists of mattress cover, pillow case, coverlet and blanket for the winter months.



WI-FI INTERNET

Access to the hall of residence's Wi-Fi network is free of charge. Regulations and connection information are available here:



ACCOMODATION CLEANING

Each accommodation is thoroughly cleaned at each guest change.

During the guest's stay:

- Rooms are cleaned and sanitised twice a month;
- Studio flats, including a kitchenette and a bathroom, are cleaned twice a month;
- The communal kitchens are cleaned on a daily basis, 7 days a week.

The accommodation cleaning schedule is notified in advance to guests and is posted on the notice board in the reception hall. Cleaning is carried out from Mondays to Fridays, excluding holidays.



GAME ROOM

An extensive assortment of board games is available in the games room.



TV ROOM

The TV is associated with Netflix and Disney+ accounts. Guests can use these streaming platforms freely according to the following rules:

- it is prohibited to change credentials and data in the 'Settings' section of accounts;
- it is forbidden to attempt to gain possession of the credentials and data referred to in the previous paragraph;
- it is prohibited to associate the said accounts with devices other than the smart TVs specifically provided for their use (e.g., private devices such as smartphones, PCs, tablets, etc.);
- it is prohibited to disconnect the communal accounts available on these TVs in order to use private/personal accounts on the same TVs;
- it is prohibited to make purchases of any kind via the accounts associated with the communal smart TVs.

OTHER SERVICES



ON DEMAND SERVICES

In addition to those listed above, a number of additional services are available to guests for a fee.

They are to be requested from the director by e-mail, agreeing the time and method of intervention. Prices are VAT included.

Paid Service	Price
'On demand' ordinary room cleaning	7.00 €
Ordinary cleaning of room-attached bathroom	5.00 €
Ordinary cleaning of kitchens attached to rooms	8.00 €
'On demand' extraordinary room cleaning	10.00 €
Extraordinary cleaning of room-attached bathroom	7.00 €
Handling of objects less than 25 kg in weight	15.00 €/h
Mattress change (standard single bed size)	110.00 €
Pillow change	21.00 €
Change of single metal spring/slat bed base	70.00 €
Toilet paper roll	0.40 €
A4 paper ream	4,25 €
A3 paper ream	7,50 €



FAULTS AND REPORTS

Guests can report faults/malfunctions/service disruptions to the hall of residence management office via the trouble ticketing system of the Politecnico di Milano, which is available in the Polimi APP.

When opening a trouble ticket, you are required to specify the room interested; this can be selected:

manually, by entering the room code shown on the label affixed in the room;

by selecting the room on the map, after following the path:

> Scegli spazio (> Choose space)

> Polo / Sede / Campus / Edificio / Piano / vano (> Campus / Building / Floor / Room)

Once the room selected, describe the problem and, if possible, attach explanatory photos.



EVENTS

Each year, the Housing & Dining Unit organises and proposes a programme of events for guests of the halls of residence. To subscribe and receive updates on upcoming events please visit the news section of the website:

www.residenze.polimi.it/en/blog/



NOTICE BOARD AND REGULATIONS

On the notice board at the reception desk you can find information on the services provided, notices and information on initiatives and events reserved for the guests of the hall of residence.

Throughout your stay in the hall of residence, you are required to comply with the regulations of the halls of residence, which is available at:

www.residenze.polimi.it/en/

