

# OCTAVIUS HOUSE

## Independent Living

### HOUSE RULES

#### **General House Rules**

1. No smoking inside the house (only in the smoking area). Please use ashtrays.
2. No sleeping in living room, assigned bedroom only.
3. No illegal drugs/alcohol on property.
4. No leaving personal items in common areas or bathroom. Use bathroom caddy to take items to bathroom.
5. No stealing or destruction of property.
6. No violence or possession of weapons on property. Including knives, guns, explosives, etc.
7. No Bullying.
8. Please wear bathrobe, etc. when in common areas.
9. Pets are not allowed (see Assisted Animal Rules-Private rooms only).
10. Paper towels, toilet paper, and cleaning supplies are provided.
11. Tenants are to participate in House Meetings.
12. Each tenant receives a key chain with:
  1. key to their bedroom door
  2. key to front doors**DO NOT** lose your keys, there is a \$20.
13. No entering housemates' room without permission.
14. **Common Areas** Daily 10 pm-8 am
  - *Lights out*
  - *No use of stove or oven, only microwave*
  - *No loud noises, loud talking, yelling, loud music, loud tv, etc.*
  - *Living room closed*
15. **\*\*\*NEVER flush TAMPONS, PAPER TOWELS, OR WIPES in the toilet\*\*\***
16. **The amount of items you bring in are approved at your intake, please DO NOT** bring furniture, additional clothing, etc. into your room or the house without prior approval.
17. This house **does not** store personal items. All personal items must fit neatly in the tenant's closet, dresser, or in containers under bed. No personal items will be stored on the premises.
18. House and room inspections will take place regularly.
19. Always answer the house phone and take a message, please call me if urgent.
20. **DO NOT** use the water hose unless cleared by me.

#### **Owner/RA Will Be at House (approx.)**

21. When needed

22. Pop-Up visits can occur randomly throughout day, night or any time.

### **Chores and Responsibilities**

23. Tenants are expected to make their OWN BED DAILY AND TO KEEP THEIR ROOM CLEANED AND MOPPED WEEKLY. (There will be monthly room inspections.)
24. Tenants are expected to clean the kitchen immediately after each use (wipe counter, wash dishes, wipe microwave, wipe stove, wipe refrigerator, etc.) Refrigerators will be clean monthly.
25. Tenants are expected to clean the bathroom immediately after each use (spray and wipe toilet, shower/tub and sink, spray, and use toilet brush to clean bowl when needed).
26. Please turn off water in kitchen and bathroom sink unless using, **DO NOT** let the water run.
27. Please turn off lights when not in that room. **DO NOT** leave lights on in an empty rom.
28. To help prevent bedbugs, Tenants ARE EXPECTED TO DO THEIR OWN LAUNDRY ONCE PER WEEK, please use auto-water setting (detergent provided).
29. Tenants are expected to follow the weekly chore list posted on bulletin board.
30. To prevent scabies, tenants are expected to maintain proper hygiene (i.e. take showers regularly, brush teeth daily, wash hair, etc.)
31. \*\*\*Owner/RA will enter rooms to show room or to do repairs, or as needed. When possible, owner/RA will provide 24-hour notice.

### **Meals and Food**

32. Food labeled “house” are for all ILA tenants.
33. Snacks are available daily.
34. Eating/drinking is not allowed in bedrooms.

### **Visiting Hours**

35. Tenants are responsible for the actions of their guests.
36. Visiting hours are from **12 pm until 6 pm** in the living room, dining area, balcony, or in front yard - **No visitors in the bedrooms.**
37. Overnight guests are **NOT** permitted.
38. **Male visitors are NOT permitted inside the house.**

### **Medication Management and Medical Emergencies**

39. Independent Living requires all Tenants to fill out a Behavioral Health Emergency Response Plan (ERP).
40. Every tenant is responsible for his/her medication and contacts with their doctors.
41. If owner/RA is not on site during a medical emergency, please call 9-1-1 and contact Tiffani at (619) 757-4767.

### **Earthquake/Fire/Disasters**

42. In case of earthquake/fire/other natural disasters, Tenants will leave the house immediately through the nearest exit. Move away from the house and use a cell phone or neighbor's phone to call 9-1-1.
43. In case a fire or other emergency call 9-1-1.

### **Pest Prevention**

44. Prior to moving belongings into their shared space, all new Tenants are required to wash themselves, and all clothing with hot water.
45. Owner/RA will inspect all clothing, bedding and other washable items before resident is permitted to move into his/her space.
46. If at any point you think you may have bed bugs, inform owner/RA immediately so they can begin treating the problem.

### **Covid-19 Rule Prevention**

47. Wash hands each time entering house from outside.
48. Visitors must wear face mask to enter house.
49. Please wear a mask if sick.

### **Professional Conduct and Behavior**

#### **"OCTAVIUS HOUSE INDEPENDENT LIVING"**

50. Tenants are expected to treat each other with dignity and respect – ALWAYS.
51. Abuse, harassment, or bullying will not be tolerated.
52. No sexual conduct within the house.
53. No fighting or abusive language.

### **Rule Violation**

All Tenants are expected to follow House Rules while residing at this Independent Living House. A copy of these rules are posted in the living room for your convenience. Additionally, all tenants will sign that they understand the House Rules. Breaking any of the house rules may result in an immediate notice to vacate premises:

- Breaking any of the house rules the 1<sup>st</sup> time may lead to a verbal warning.
- Breaking any of the house rules the 2<sup>nd</sup> time may lead to a written warning.
- Breaking any of the house rules the 3<sup>rd</sup> time may lead to a 30-day notice to vacate the property.

### **Grievance/Complaint Procedures**

Grievance and complaints may be brought to owner/RA either verbally or in writing. The owner/RA will respond to the grievance or complaint within one week. If the issue is still not resolved, owner/RA will inform resident of the recommended actions.

**I, the undersigned, agree to these House Rules and have received a copy for my records.**

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Tenant Signature

Date