

### LIFT AND COMMON AREA USAGE POLICY FOR S' RESIDENCES RESIDENTS

#### Purpose and Scope:

This policy governs the responsible use of lifts (elevators) and shared common areas within S' Residences. It aims to ensure the safety, cleanliness, and respectful co-use of shared infrastructure and facilities among all residents.

#### Lift Usage Guidelines:

- 1.1. Lifts are provided for the convenience of residents and are operational 24x7 except during routine maintenance or emergencies.
- 1.2. Residents must:
  - Avoid overcrowding beyond the lift's specified weight limit, Use the lift only for vertical movement between floors.
  - Exit promptly upon reaching the destination floor to avoid unnecessary delays.
- 1.3. Misuse such as jumping, blocking doors, or pressing emergency buttons without cause is strictly prohibited.

#### Lift Safety and Maintenance:

- 2.1. In case of a technical issue or breakdown, residents must use the emergency intercom inside the lift or alert hostel staff immediately.
- 2.2. Do not attempt to open the lift manually or force doors open.
- 2.3. Lifts will undergo regular safety inspections by certified professionals. Residents must cooperate during scheduled maintenance downtimes.

#### Common Area Conduct:

- 3.1. Common areas include:
  - Lounges and reading corners, Dining halls and waiting zones,
  - Reception and security lobbies, Staircases, corridors, balconies
- 3.2. Residents are expected to maintain silence and decorum, especially in academic zones like study zones or lounges.
- 3.3. Loitering, playing loud music, or causing disturbance in shared areas is not permitted.

#### Cleanliness and Care:

- 4.1. Food, drinks, or trash must not be left in lifts, staircases, or corridors.
- 4.2. Personal items like footwear, laundry, or bags must not be kept in common walkways.
- 4.3. Furniture, décor, or equipment provided in shared spaces should not be moved or mishandled.

#### Prohibited Behaviors:

- 5.1. The following actions are strictly forbidden in lifts or common areas:
  - Smoking or vaping, Defacing walls or posters
  - Writing on surfaces or pasting unauthorised notices
  - Engaging in physical altercations or group confrontations
- 5.2. Any damage or misuse will be penalized, and the cost of repairs will be recovered from the individual or group responsible.

#### Surveillance and Monitoring:

- 6.1. All lifts and key common areas are under 24x7 CCTV surveillance for safety and misconduct tracking.
- 6.2. Residents violating norms will be identified via footage and subject to disciplinary action including warnings, fines, or suspension of privileges.

#### Amendments:

- 7.1. This policy may be revised periodically to reflect infrastructure changes, resident feedback, or safety audit recommendations.

By respecting the Lift and Common Area Usage Policy, residents of S' Residences help maintain a clean, safe, and cooperative community living experience that benefits all.