

**Internal Housing Regulations  
Consorzio Palermo Catania ED**

**“Campo PACAED”**

**TO ALL USERS**

Users of the Base Camp accommodations are required to strictly adhere to the following rules:

- 1) Access to the Base Camp and/or personal accommodation is strictly prohibited for anyone not authorized by the Consortium and not in possession of a valid badge.
- 2) Smoking is strictly prohibited inside the accommodations, which are equipped with smoke detectors.
- 3) It is strictly forbidden to bring or consume alcoholic beverages inside the accommodations or anywhere within the Base Camp.
- 4) It is strictly prohibited to keep electric or gas stoves and/or any small appliances inside the accommodations.
- 5) It is strictly prohibited to tamper with plumbing systems, electrical panels, water heaters, or smoke detection systems. For any malfunction or need for maintenance, contact the Camp Manager, who will dispatch specialized maintenance personnel.
- 6) Animals of any kind are strictly prohibited inside the Base Camp and accommodations.
- 7) Waste sorting (paper, plastic, etc.) is the responsibility of the user, who must daily dispose of the separated waste in the designated external bins provided by the Consortium.
- 8) It is recommended to always keep rooms locked and not to leave cash or valuable items inside. The Consortium is not liable for any losses.
- 9) The accommodation assignee is responsible for the assigned keys. In case of loss, duplicates will be charged to the user.
- 10) No modifications to the room layout or provided furnishings are allowed. Any damages caused by unauthorized changes will be charged to the user.
- 11) Good cohabitation practices must be followed at all times. Avoid noise, loud TV or radio volumes, and speakerphone conversations that could disturb other occupants.
- 12) During daily cleaning operations, it is necessary to leave the room to facilitate the cleaning staff. Otherwise, the cleaning service cannot be guaranteed. Cleaning schedules will be arranged based on shift rotations.
- 13) Night shift workers must hang a “DO NOT DISTURB” sign on the outside of their door to allow cleaning to be rescheduled in the afternoon.
- 14) Upon permanently leaving the accommodation, keys must be returned to the Camp’s General Services, who will inspect the condition of the accommodation and issue an official "Return Report."
- 15) Common areas (gardens, courtyards, walkways) must be kept clean. All waste (paper, cigarette butts, bottles, cans) must be disposed of in the appropriate bins (Organic – Glass – Plastic & Aluminum – Paper & Cardboard – General Waste).
- 16) In case of emergency, including nighttime incidents, promptly contact the Camp Management (see useful numbers below).

- 17) To ensure proper emergency management, all prefabricated buildings (accommodations, canteens, etc.) have clearly marked emergency exits posted in corridors. These instructions must be strictly followed in case of danger or evacuation.
  - 18) The Consortium reserves the right to request the HR Office to take appropriate action against any user who causes damage or violates the rules.
  - 19) The Consortium may carry out inspections of the accommodations. Periodic checks will be scheduled to discourage violations and improper behavior.
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## **Useful Contacts**

### **General Services – Camp Manager**

**Parrinelli Emiliano 338-9307495**

### **General Services – Field Assistant**

**Bartolini Mirko 366-6153971**

**To report issues or malfunctions inside the accommodations, please use the provided link or scan the QR Code below.**

**<https://www.campopacaed.it/Ticket>**

