



Joint Ordinance

**Internal Regiment which disciplines the utilization
of the FMUSP International's facilities**

The **SUPERINTENDENT** and the **CLINIC DIRECTOR** of the Hospital das Clínicas (Clinics Hospital) from the Faculty of Medicine of the University of São Paulo – **HCFMUSP**, exercising its powers vested by law, of the Deliberative Council of HCFMUSP;

SETTLE:

Article 1 – Institute the Internal Regiment of the utilization of the FMUSP International Housing's facilities, located at the building housed on the street Dr. Ovídio Pires de Campos, nº 171, as part of the **HCFMUSP** patrimony, which becomes integral part of this ordinance.

Article 2 – This Joint Ordinance comes into force on the date of its publication, and any provisions to the contrary are revoked.

São Paulo, January 10, 2.002

**INTERNAL REGIMENT OF UTILIZATION OF THE HCFMUSP
HOUSING BUILDING'S FACILITIES**

**CHAPTER I
LEGAL BINDING**

Article 1 – The International Housing (IH) will be linked to the Managing Commission of the FMUSP International Housing (**CGM**), which will manage integrally its functioning.

First § – The cleaning services of the Superintendence's Administration Department is responsible for the building's management and maintenance.

2nd § – The academic and disciplinary responsibility of the exchange students in the International Housing belongs to the International Commission, according to the FMUSP ordinance N°2195.

**CHAPTER II
PURPOSES**

Article 2 - The present Internal Regiment coordinates the utilization of the facilities of the FMUSP International Housing, located at the building on the street Dr. Ovídio Pires de Campos, nº 171, as part of the HCFUMSP patrimony.

**CHAPTER III
DESCRIPTION AND CHARACTERIZATION OF THE
FACILITIES**

Article 3 – The **IH's** facilities are compound by 08 (eight) floors with the following characterizations:

- a. Ground floor** – Administrative areas and living areas destined for the building's residents.
- b. 1st to 5th floor** - 18 (eighteen) apartments by floor, respectively identified by numbers 101 to 118, 201 to 218, 301 to 318, 401 to 418 and 501 to 518, including, besides of each floor's common parts, support rooms and 1 (one) duly equipped kitchen, destined to Brazilian residents.
- c. 6th and 7th floors** – Destined to teachers, students and interns, primarily from foreign institutions, in activity with the FMUSP/HC System – Internationalization Program.
- d. 8th floor (roofing)** – Launderette, gym room, bathrooms (male and female), terrace, social and leisure area.

First § – Each apartment, described in topic B, is destined to the accommodation of 02 (two) residents of the same sex.

2nd § – The management of the 6th and 7th floors belongs to the International Commission.

CHAPTER IV

STAY IN THE BUILDING

Article 6 – The staying concession in the IH will be solicited directly to the International Commission, with a minimum period of 7 days.

Single Paragraph – The requests will be analyzed in a maximum period of 2 working days.

Article 7 – The resident doctor will sign a Responsibility Term compromising to observe the constant determinations of this present Internal Regiment.

Single Paragraph – Because of his/her entry and departure, the resident of the building will sign an Inspection Report.

CHAPTER V

MANAGEMENT AND ATTRIBUTIONS

Article 8 – The administration of the facilities destined to the International Housing will be exercised under Management of **GCM**, and operated by the cleaning service of the building, that will have the following attributions:

- I.** Fulfill the present Internal Regiment;
- II.** Maintain the order, cleaning and vigilance;
- III.** Control the access movement to the International Housing;
- IV.** Forward to GCM every administrative subject that exceeds the limits of its competences;
- V.** Maintain the residents' record updated;
- VI.** Maintain files of the Responsibility Term and copies of the apartment's keys;
- VII.** Check the survey of the goods that belong to the apartment, with the resident's sight, by occasion of its entry and departure from the building;
- VIII.** Elaborate operational routines;
- IX.** Block the access of non-authorized people to the building's dependences;
- X.** Communicate to the GCM all the occurrences that do not belong the present Internal Regiment;
- XI.** Produce reports of monthly frequency of the residents;
- XII.** Provide assistance and orientations to the residents;
- XIII.** Perform periodic inspections in the apartments to evaluate the adequate utilization of them, communicating the GCM when necessary;
- XIV.** Preserve the bodily and moral integrity of the IH's residents;

CAPÍTULO VI

RIGHTS AND DUTIES OF RESIDENTS

Article 9 – The rights of the residents are:

- I.** Use and enjoy the apartment that has been conceded, according to its purposes, aiming not to cause any harm to the other residents, users of the IH and neighbor buildings;

- II.** Use the common parts of the building, without hinder or disturb the usage by the other residents and the Superior Administration of **HCFMUSP**;
- III.** Receive visits only and exclusively in the social area of the Housing;
- IV.** Change the apartment, respecting the criteria instituted by **GCM** for this purpose;

Article 10 – The duties of the residents are:

- I.** Observe the dispositions of this Internal Regiment;
- II.** Occupy effectively the unit set at his/her disposition, under the penalty of ending immediately the concession, without prejudice of adopting other needed measures;
- III.** Check the survey of the goods at disposal in the bedroom, by occasion of the entry and departure from the IH;
- IV.** Preserve the IH's patrimony, the welfare of colleagues and employees, according to the rules of good coexistence;
- V.** Maintain the apartment organized to facilitate its maintenance;
- VI.** Maintain the apartment's door locked when out, leaving the key in the reception;
- VII.** Allow the entry of the cleaning service's director or of its agent in the apartment, when the cleaning, inspection or the execution of services of repair are indispensable.
- VIII.** Advise the director of the cleaning service about any irregular occurrence inside the dependences of the IH or in the external dependences, under penalty of omission;
- IX.** Respect the belongings of the other residents;
- X.** Divide equally the space of the apartment with the roommate;
- XI.** Look for a harmonious living with the roommate;
- XII.** Register the occurrence along with the director of the cleaning service and, after the evaluation of the GCM, provide reposition, in a maximum period of 30 days, in case of destruction or damage to any material/equipment/utensil of the building;
- XIII.** Vacate the apartment on the right time established by the GCM;

Single Paragraph: In case of the resident does not vacate the apartment on the established time, his/her belongings will be gathered, in the presence of the director of the cleaning service and a member of the International Commission, and also locked and remained in the IH's Administration to be taken off in a maximum period of 30 days, when they will be donated in the end;

CHAPTER VII
PROHIBITIONS

Article 11 – It is forbidden to the resident:

- I.** Disrespect and have no decorum;
- II.** Constrain the use of the common areas and goods;
- III.** Destine the apartment to different purposes, or use it in a manner that disturbs the peace or be dangerous to healthiness and security of the residents, users and facilities of the **HCFMUSP** Complex;
- IV.** Use windows of the apartments or inappropriate places to hang clothes, carpets or objects;
- V.** Throw any objects, rubbish or liquid to outside the apartments;

- VI.** Maintain in the apartment substances or equipment of any procedure that represents a threat to security and integrity of the building, or cause discomfort to other residents;
- VII.** Take movables off from the bedroom or any other room;
- VIII.** Insert movables inside the room besides the existing ones;
- IX.** Affix frames, pictures, engravings, papers, banners, racks and any other objects that can damage the walls or the movables of the building;
- X.** Maintain animals in any of the IH's dependence;
- XI.** Hire strange people to make the cleaning services of the apartment, wash personal clothes, cooking and other activities;
- XII.** Use servants of **HCFMUSP** or personnel hired by it for particular subjects;
- XIII.** Respect the established determinations by the Hospital Engineering and Architecture Nucleus;
- XIV.** Maintain appliances like: electric pan, coffee maker, microwave oven, blender, water warmer, toaster, electric oven, exercise bike, treadmill, refrigerator or ironing board inside the apartment;
- XV.** Change apartment without previous authorization of the IH;
- XVI.** Disturb silence;
- XVII.** Cede or lend the apartment that was destined to you, in any capacity;
- XVIII.** The access to the residents' apartment will be allowed only by the GCM;
- XIX.** Block or difficult the daily work of hygiene, cleaning or conservation of the facilities;
- XX.** Practice games of chance or with a similar character;
- XXI.** Overlook the security of the IH's facilities;
- XXII.** Infringe the discipline, order and dignity of the building;
- XXIII.** Smoke cigarettes and/or similar stuff in the IH's dependences;
- XXIV.** Be absent of the building, for more than 30 days, without previous communication and justification to the CPPM;
- XXV.** Consume or maintain alcoholic beverage in the IH's dependences;
- XXVI.** Introduce guns, explosives or inflammable material which aren't for domestic use;
- XXVII.** Practice ethnic, sexual, politic, religious or social discrimination;
- XXVIII.** Leave the apartment without let the keys;

CHAPTER VIII **LEAVING THE APARTMENT**

Article 14 – The resident of the building must leave the apartment:

- a.** until 15 days after the due date;
- b.** until 01 week after the receiving of the notification of the concession's loss of housing, by no effective utilization (stipulated frequency by the GCM) or exclusion of the building by deliberation of the International Commission.

Single Paragraph: Expired the date for the eviction of the apartment and the delivering of the Keys (apartment and wardrobe), the belongings will be conditioned according to judicial orientation.

CHAPTER IX
GENERAL DISPOSITIONS

Article 15 – Only the launderette located in the 8th floor of the building can be used to wash, dry and ironing clothes;

Article 16 – Parking vacancies won't be conceded;

Article 17 – It's forbidden the execution of events and festive reunions in the 8th floor;

Article 18 – The stipulated dates in this present Internal Regiment are continuous, unless otherwise, without interruption on Sundays and holidays;

Article 19 – The omitted cases will be resolved by the responsible Commission for the selection of residents and the Superintendence of the **HCFMUSP**.

Article 20 – This Internal Regiment comes into force on the date of its publication, revoking the contrary dispositions.

