

## **SCHEDULE 1**

### **HOSTEL MANAGEMENT PLAN**

#### **INTRODUCTION**

- a) Ornan Court Limited is a professional property management company and will manage the hostel.
- b) The purpose of this statement is to outline the type of establishment we wish to operate and to provide information about the measures and regimes that will be in put in place to ensure that the hostel runs in an efficient and responsible manner.

#### **OCCUPANCY**

- c) The hostel will be managed in a professional manner and the policy of the management is guided by the following.
- d) The groups that will not be accommodated in Ornan Court are as follows
  - 1) Homeless Groups
  - 2) Alcohol Dependency
  - 3) Drug Dependency
  - 4) Psychiatric problem persons / groups
  - 5) Department of work and pensions (formerly Department of Social Security DSS)
  - 6) Asylum seekers
- e) The groups that will be accommodated are as follows.
  - 1) Either single or double occupancy
  - 2) Professional people in employment
  - 3) Key Workers
  - 4) Students in full time education at recognised institutions
  - 5) Any other groups of people that the management feel comfortable with and are able to obtain references on.

#### **MANAGEMENT**

- The residents would sign a tenancy agreement in which they would agree to the following.
  - ❖ Not use the premises other than for the purpose of a single private dwelling property not carry on or permit to be carried on upon the Premises any profession trade or business whatsoever nor do or suffer to be done in the Premises or elsewhere anything which may be or become a nuisance annoyance or inconvenience to the Landlord or the tenants or occupiers of any neighbouring premises or which may vitiate any insurance of the Premises or increase the premium for such insurance.
  - ❖ Not fix or suffer to be fixed to the exterior or window of the Premises any notice board notice sign advertisement or poster.
  - ❖ Not without the prior written consent of the Landlord keep or suffer to be kept in the Premises any cat dog or other pet.
- As a hostel operator, it will be in the Owner's interests to ensure that individual residents adhere to a Tenancy Agreement, as all of our residents will expect and receive a reasonable degree of privacy without anti-social behaviour. Failure to adhere to this Code of Conduct may result in residents being asked to leave the property.

- Residents will have 24 hour access to the hostel and an appropriate security system will be installed at the main entrance to prevent unauthorised access. This will include an electronic swipe card. There is not intended to be any entrances to the rear of the site except those required for emergency purposes. This will ensure that all residents and guests are monitored through the main front entrance.
- The hostel will employ cleaning and maintenance staff to ensure that the communal areas of the hostel are managed in a manner which our residents will demand as part of their accommodation fees. Regular cleaning will ensure that the hostel provides a well looked after building, and in turn an attractive environment for our residents. The garden will be maintained weekly.
- A laundry facility for residents will be provided on each level and some rooms will have their own laundry facilities.
- A number of cycle parking spaces will be placed directly adjacent to the main hostel entrance, allowing for good surveillance from the reception area.
- CCTV is in all hallways, exterior perimeter and entrances to monitor any and all movement. The CCTV is recorded so that any break ins / disruption will be available for inspection.
- Our management team in on site almost every day to attend to repairs or any complaints. There is a 24 hour telephone line for emergencies.
- Fire alarm and emergency lighting.