

WELCOME TO
«THE SITE HOTEL»
CAMP ÅFJORD



CAMP GUIDE
House rules

Fosen Bo og Catering

CAMP GUIDE



INFORMATION TO RESIDENTS

■ FBC (Fosen Bo og Catering AS) is responsible for daily operations of the Camp. We want everyone spending their time here to have a positive experience. This applies to both our guests and employees. Below you will find general and specific information that will help ensure your stay with us is the best possible.

RECEPTION

■ The reception is open from 6 a.m. to 9 a.m. and from 5 p.m. to 22 p.m. If you would like to check in or out outside of these hours, please contact the reception in advance.

■ Anyone staying here via a company must have an advance booking by the employer. Any changes in your stay must be arranged by the employer.

We can guarantee availability only in case of advance booking.

■ Inquiries regarding cleaning/maintenance of the rooms are registered at the reception.

■ Any left personal belongings are registered and stored at the reception for a month.

■ Calls outside of business hours can be made by phone: +47 72 53 30 00.
– Express Check-Out is by submission of your key at the reception.

■ Every guest must sign the "check-in form" and thus familiarize themselves with the "House Rules".

■ Postaladdress: Anleggshotellet – CAMP ÅFJORD, Frønesvegen 70,
7170 Åfjord

■ **WIFI: User name: CAMP_AFJORD, password: 7170201213**

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ADMISSION

- Access is reserved for project residents. Visitors must not disturb other guests. Visits are not allowed after 10 p.m. **Entrance codes, entrance cards and keys should not be given to visitors or anyone else.**

RULES OF CONDUCT AND DRUG USE

- Improper behavior towards others will result in suspension.
- Alcohol is not permitted in the cafeteria and obvious intoxication will not be accepted.
- All persons, including visitors, shall be registered at the reception.

REST TIME

- Out of consideration for other residents, their various rotation schemes and working hours, no noise is allowed in camp from 10.30 p.m. Security has the right and obligation to assess the situation if the rule is not followed.

DEPARTURE / CHECK-OUT

- On the day of departure, the room key shall be delivered at the reception. Please check out of the room as early as possible as the rooms should be cleaned. The latest checkout time is at 12 noon (flexibility is possible on request, in case of availability). Should the key not be filed, another day for the room will be charged until we are informed of oversight.

- The resident must then send the key to FBC;
Fosen Bo & Catering AS, Frønesvegen 70, N- 7170 Åfjord.
We charge NOK 1000.- for the loss of a key.

THE CANTEEN

- The canteen should be kept neat and we ask the guests to clean used plates, cutlery, glass, etc. from the table.
- We ask everyone to respect a clean and hygienical dining environment. It is therefore not allowed to enter the canteen in work attire. It should be hung in the cloakroom. Shoe covers are to be used in all the buildings.
- Tableware, cutlery and glasses belong to the cafeteria and thus may not be taken with you. Please mind that it is not allowed to bring backpacks, bags and other such items into the canteen. Making sandwiches to go may only take place during breakfast. One can take one milk carton and food for one person.
- Everyone must have a valid access card to the canteen. The card is valid only for certain meals and can be used only once during each meal.

We advise you strongly to follow hand hygiene.

Hand washing facilities are found next to the reception and a disinfection dispenser is available in the cafeteria building.

SERVICE CENTRE

- All our guests are welcome to use the lounge next to the reception. There is a big TV screen, a coffee machine, a water dispenser, wireless computer network, a PC, a kiosk and information about the services for the project and elsewhere in the area.
- "YOLO" Fitness center is available for Camp's residents is available at please see information at reception.

PARKING

- The parking lots nearby the Camp are reserved for personnel involved with the development.
- Parking is organized with the use of limited time parking labels issued at the Camp's reception.
- The regulations follow the parking labels, any abuse leads to fines and/or tow-away at the owner's responsibility.

ABSENCE

- If you are absent on weekends, you should, because of safety concerns, (p.5) notify the reception by registering your absence on a special registration form as soon as possible and at the latest within 48 hours.

- This form enables to apply no charges for catering in the absence period (the number of days of absence is limited to a maximum of two nights and is depending upon the availability of rooms). However, the room will be charged. The room key should be delivered to the reception by 9 p.m. on the day of departure.
- It is unfortunately not possible to use the absence form on weekdays. If a resident will be away during the week, he must check out and register a new arrival for the next booking.
- NOTE: The absence form can be cancelled at short notice and it can also occur that it cannot be used for certain periods. You will be notified on this.

CLEANING

- Cleaning in the Camp will take place as follows:

Common areas: 5 times a week

Resident rooms: once a week

Changing sheets: every 12/14 day

Change of towels: 4 towels pr. week

- Remember to turn off the lights when leaving the room. Windows must not be left open so that it rains and snows into the room.
- Cleaning staff is responsible for regular cleaning. By cleaning of extremely dirty rooms, residents will be charged NOK 275.- per hour. The same applies to common areas. The employer will be informed.
- Work clothes should be kept in cloakroom. Always take all your belongings and clothing from cloakroom upon departure.
- All areas in the Camp are non-smoking.

INVENTORY

- All residents are asked to use the inventory responsibly.

Broken/missing inventory will be replaced in accordance to the following rates:

Room key	NOK 1000,-	Duvet cover	NOK 170,-
Mattress	NOK 500,-	Towel, small	NOK 30,-
Blankets	NOK 300,-	Bedsheet	NOK 100,-
Pillowcase	NOK 50,-	Bath towel	NOK 70,-
Pillows	NOK 100,-		

- Leaving your personal belongings in the room is at your own risk. Possible theft from rooms must be reported to the reception.
- The residents must decide themselves whether police should be notified. Always remember to lock the door of your room and make sure your room key is safe!

LAUNDRY

- Washer and dryer are available in each living quarters. Please use the equipment properly. Work clothes must not be washed in these machines. Iron can be borrowed at the reception.

LOUNGES

- In each living quarters there is a common area with TV. There is also access to a coffee machine and a kettle.
- Food is not allowed in the common rooms.
- Please handle the equipment with care.

CLEAN AREAS

- All indoor facilities except the cloakroom are considered clean areas and to make your stay as good as possible it is required to use shoe covers in these areas. The covers will be available at the entrances to both the cafeteria and at each living quarters.

WELCOME TO A PLEASANT STAY in Åfjord within the frame of the FOSEN VIND DA project. We are proud to be the chosen supplier making you stay as pleasant as possible. We truly recognize and appreciate that you are in Åfjord to do an important piece of work as part of the largest land based wind mill project in Europe.

To keep improving our services, we would like you to share your positive and negative experiences with us. Form for your comments is available at the reception and can be delivered directly or in the **key delivery box/ drop-off box**.

Best regards The CAMP MANAGEMENT





**FOSEN
FJORD
HOTEL**



**FOSEN
VIND**

FIRE & SAFETY REGULATIONS

FIRE EQUIPMENT/SMOKE DETECTORS

- It is strictly forbidden to destroy or misuse firefighting equipment. It is also strictly forbidden to remove/dismantle batteries in smoke alarms and detectors.
- Violations will be reported, and will result in suspension from the Camp.
- Making food in the room on a cooker, in microwave or similar electrical appliances and the use of any kind of fire in the room will result in suspension.

WHEN THE FIRE ALARM SOUNDS

- All residents must examine the escape routes and find out locations of smoke detectors and fire-fighting equipment, the use of fire alarms and the location of the meeting place. The meeting place is indicated.

NOTIFICATION OF INJURY/ILLNESS

- Reception at phone +47 72 53 30 00 or (general manager +47 940 01 818) should generally be used for notifications be this injury, fire, unrest or illness (acute). Outside the reception's opening hours please take direct contact with the firebrigade 110/ambulance 113.

NOTIFICATION OF FIRE

- Activate the nearest fire alarm
- Call the reception, phone 72 53 30 00 and possibly fire department, phone 110.

EVACUATION PLAN

- Close the doors and windows of the room in fire.
- If possible, try to extinguish the fire with the available fire equipment but take no unnecessary risks.
- Start evacuation.
- Use the emergency exits.
- Follow orders from the authorized personnel.
- Go directly to the meeting place and wait for further instructions, eventually from your superior in the project.

IMPORTANT PHONENUMBERS

RECEPTION 72 53 30 00

POLICE 112 - FIRE 110 - AMBULANCE 113

MANAGEMENT 932 01 010/ 940 01 818