

# Guidelines

- **Conserve Resources**- Please keep all doors closed when AC is on, turn AC off when you leave a room, turn lights off when you leave, keep track of your water bottles, and put toilet paper in the rubbish bins. We also encourage you to take batteries/shampoo bottles etc. back with you where they can be properly disposed. In general: take everything you brought back home. There is no recycling system here in Egypt.
- **Cleaning**- Keep the facilities clean and tidy and inform the DMRC/Dive In staff if you are getting short of cleaning materials (bin bags etc.). Please keep working spaces clean, empty ashtrays and take care to keep your clothes and other personal belongings in order. See postings for instructions. The DMRC should be left the way you found it. We need to charge for a final cleaning if the rooms are not clean when returned. The amount depends on the time required for cleaning.
- **Equipment**- Make sure all equipment is off the drying rack in the evening, put all equipment away in lockers at the end of the day and report any damaged or lost equipment. The center is closing at 6 pm. We don't take any responsibility for any staff left outside. In general, we cannot take any responsibility for any equipment or other belongings wherever in or outside the facilities.
- **Lab Materials**- Take care to fill in the check in/out sheet, report any damaged or lost materials, and cleaning materials when you are finished with them. You will be charged a replacement fee for any materials not in reusable order. All items used with salt water require a final rinse with fresh water! Please ask a member of staff before using the optics and return them after use.
- **Library**- Ask before you take any books from the library and make sure to fill in the check out/in sheet.
- **Experiments**- Please take care to properly maintain and check your experiments before leaving the DMRC.
- **Support for experiments**- we need to invoice 15 Euro per working hour/person if our staff is carrying out any work for building, maintaining, transporting or other requested support.
- **Internet**- The password for the Internet is "**Hammerhaj**" or "**hammerhaj**". Please be careful of what you download from the Internet, as we are susceptible to viruses. Due to the limited download capacity, **do not watch online videos or any movies/soccer game etc. using live stream**. Your colleagues will appreciate it 😊
- **Drinking Station**- Inform the DMRC if anything needs to be re-filled, **wash your cup** when you are done with it, make sure not to take any dishes in to the hotel rooms, keep the fridge clean, (no old food etc), and clean up any spills when they occur. Lost cup = 5 €
- **Food Orders**- The Lagona Hotel will provide special student meals. Payment has to be done in local currency cash and fitting. For the time, quality or correctness of the order the dive center is not in charge.

- **Shopping-** A sheet is provided for you to list any items you may need from town to assist in your project. We will do our best to accommodate your requests. The costs for a shopping trip are 50 EGP per trip.
- **Finishing of your excursion or field trip-** you need to leave the place in the best possible shape. Clean and tidy. Any broken equipment and items need to be replaced or it will be invoiced. There must be a handover 2 days before leaving on longer than 4 week stays and 1 day before departure on short stays. The fridge has to be empty and all materials you used have to be either stored in the same place (clean and try) as before or you need to arrange a place for storage with the DMRC. There will be an extra charge for long term storage upon agreement.
- **Dive In-** As a researcher you are also always welcome at the Dive In. Please be tidy and don't have your equipment and personal belongings laying around at the dive centre. Please put your equipment in your boxes or lockers after rinsing. Soaking your suit in the rinse pool for hours doesn't make it any cleaner but it's really inconvenient for other guests.
- **Diving-** for all diving activities we need to know for local diving one day in advance if you require one of our guides. This need to be communicated **by latest 4pm!** Later we cannot guarantee this service. For any dives outside the Dive In (south or north or any other trips we need to know **a. regular trips to dive sites around Dahab – 1 day in advance till 2pm b. trips to other destination such as Ras Mohamed or Nabq we need to plan till 2pm 2 days before the event.** All activities have to be logged in the house reef list (locally) or the dive roaster. Time, depth and air need to be logged with the dive site and date in your personal logbook. Those documents will be cross checked upon departure.
- **Emergencies-** during the working hours please call 0693640646 or 01118444096. These are the Dive In numbers. Here we can help and assist. After working hours you can call 01093886108 (Kerstin) or 01224689836 (Kalle).
- **Payments-** general payments will be done before arrival on our local account. Any local activity, research fee, beer bill and other will be done when leaving. All bills need to be settled the day before departure in cash either Euro or EGP. There is the opportunity for credit card payment. We need to charge a 3% handling fee for that. In a very few cases we allow the transfer of the local bill to our bank account here in Egypt. All bank fees in this case have to be paid by the transferring party.
- **Extra requirements-** any service which was described on your initial invoice will be extra charged. Please make sure that you clarify all costs before you accept the service.
- **Cancelation-** there is a cancelation policy! No shows will be invoiced by 100% for excursions as well as fun dives. For any trip out of the regular program we will charge you 100% if canceled the same day and 50% if canceled 24 hours before activity starts. Bookings is confirmed by showing on the dive planner!

Thank you !!