

## House-rules for Signalhuset Dormitory

Revised on the ordinary general assembly 25-1 2017

<http://afd785-0.lejerbo.dk/beboerinfo/husorden>

The house rules will be valid for all tenants at Signalhuset and their guests/visitors.

### §1: General rules

**Act 1:** Gallery-door (balcony-door) and the main door must be locked when the apartment is being left.

**Act 2:** The tenant will cover individually for any broken/damaged gallery-doors.

**Act 3:** The tenants may not store firearms, fireworks, explosives or any other items that can be of danger.

**Act 4:** The rooms may only be lived in by the person mentioned in the contract.

**Act 5:** In the event of faults or defects in the room, in the common-area, on stairs, elevators, galleries or the back-yard, the inspectors (Janitors) must be notified at once.

**Act 6:** In the event of sudden damage (broken water-pipe, no electricity in the whole block or similar), contact the appropriate crafts-person – see list in cabinet by the office. If the issue is not urgent and you contact a crafts-person, you will be charged. By urgent is meant that if the damage is not handled, it will spread and cause permanent damage to the building.

**Act 7:** The tenant may only let their own guests in by the entry-phone/intercom.

**Act 8:** In order to maintain a clean, well-kept look around the building, you are not allowed to leave cigarette-stubs, bottles or other garbage on the premises, and the tenants must always clean up after themselves.

**Act 9:** No items may be thrown off the gallery. No items may be stored on the gallery.

### §2: The apartment.

**Act 1:** Any tenant must keep such a standard in the apartment's common areas (both kitchen/living room and Bathroom) that the other tenants are satisfied. This includes:

- No plates or other kitchen utensils may be left unclean.
- Any food must be packed up.
- That the tenant of the apartment makes a cleaning schedule, making sure that there will be cleaned at least once a week.
- Oven and stove must be cleaned after use.
- The filter-holder in the vent above the stove must be kept clean.
- Refrigerator and freezer must be cleaned/defrosted quarterly.
- Floors and other surfaces must be cleaned weekly.
- The sink in the kitchen must be cleaned at least once a week.
- Shower-head must be decalcified quarterly.
- Walls in the bathrooms must be cleaned quarterly.
- Toilets must be cleaned at least once a week, this includes inside the toilet-bowl.

- Bath-room sink and mirror must be cleaned once a week.
- The grill and the water-block must be cleaned, as a minimum when the drain starts to clog up.

If these requirements are not met, the inspectors can order a company to provide proper cleaning. The charge for the extra cleaning will go to the tenants of the apartment.

**Act 2:** In case the damage in an apartment can be connected to a specific person, this person will be charged. If this is not the case, the tenants will all be charged, unless they are able to prove absence at the time of damage.

**Act 3:** The apartment must be ventilated at a regular basis.

**Act 4:** Smoking is not allowed in the common areas of the apartment.

### **§3: Common areas (outside the apartments).**

**Act 1:** Smoking is not allowed in the elevators. Any incorrect use of the elevators can lead to a liability. If a key or other is dropped down the elevator shaft, please contact the building inspectors.

**Act 2:** The Laundry room must be kept nice and clean. All left over clothing will be removed. The laundry cart may not leave the laundry room.

**Act 3:** The galleries and the staircases are also escape-routes and must therefore not be used for storing garbage or private belongings. Barbequing is not allowed.

**Act 4:** Items may not be stored in the basement outside of the compartment assigned to each room.

**Act 5:** make sure that the basement door closes properly when you leave.

**Act 6:** Vandalism against the building is not allowed.

**Act 7:** please refer to the separate set of rules for the common room on the ground floor.

### **§4: Transportation**

**Act 1:** Bicycles and mopeds must be placed in the bicycle-racks. Bicycles are not allowed on the galleries, in the staircases, the common area in each apartment and under the building. Violation of these rules can/will lead to the bicycles being moved without further notice.

**Act 2:** Cars and motorcycles are only allowed while moving in or out or if a specific permission has been obtained. Driving on the paved area is prohibited.

### **§5: General behavior**

**Act 1:** Usage of musical instruments, stereos, TVs and other noisy behavior in the building or on the compound may at no times be a nuisance to other tenants or the neighbors. From Sunday evening to Friday morning during the hours 22.00 to 7.00 all music and other noises must be so low that others will not be afflicted by hearing it. Any complaint for noise must be addressed at once.

On Friday and Saturday nights all doors must be kept closed to muffle any noise or music.

All parties should be advised beforehand, in elevators. Please be extra considerate during times with exams.

**Act 2:** No items may be hung or placed up against the side of the building.

**Act 3:** Climbing on the building is not allowed.

**Act 4:** Garbage must be sorted in the following categories:

- Ordinary household garbage – put in a plastic-bag, tie the bag and put in the garbage shute.
- Paper – Must be put in the container marked “Papir”
- Cardboard – must be put in the container marked “Pap”. Please note that milk-containers, pizza-boxes and other -cardboard that has been in direct contact with food don´t go in the cardboard-container!
- Glass – please use the container on Edvard Thomsens Vej (on the other side of the multi-story garage).
- Batteries – Must be put in the small green container marked “batterier”
- Electronics – Must be put in the container marked “Elektronik”
- Metal – Must be placed in the container marked “Metal”
- Hard plastic – Must be placed in the 2 containers marked “Hård plast”
- Any bulky waste or larger electric/electronics item must be placed outside the green shed.

Please note that paper and cardboard that has been in contact with food (pizza-boxes, milk-containers and the likes) can not go in the paper or cardboard-containers!

**Act 5:** Electric drills and other noisy machinery can only be used between 9.00 and 17.00 on weekdays and between 11.00 and 17.00 during the weekends.

#### **§6: Pets.**

**Act 1:** Pets are not allowed. The only exceptions are Seeing Eye dogs and fish-tanks (no larger than 200 liters).

#### **§7: Violations and complaints**

**Act 1:** Complaints about violations of the house rules must be send to Lejerbo (Lejerbo, Gammel Køge Landevej 26, 2500 Valby), or presented at the office. Remember to make a record of time,place and general circumstances. Complaints should be signed by at least 2 persons. A person that signs a complaint should be affected by the issue; “sympathy-complaints” will not be considered valid.

Lejerbo will, if possible, listen to both sides and then decide which actions should be taken.

**Act 2:** Repeated violations that has lead to written warnings can lead to termination of the contract. The administration/the Inspectors can and will reprimand violations of the house rules and their instructions should be followed.

#### **§8: Passing and adjustments.**

**Act 1:** These house rules was discussed, voted for and passed by the tenants on the general assembly meeting on January 25<sup>th</sup> 2017 and it will be valid until another house rule will be passed on a later general assembly.

#### **§9: The tenants Board.**

**Act 1:** The tenant's board consists of at least 3 or an uneven number of voting members and of at least one substitute, that has been elected at the tenant's general assembly.

**Act 2:** The tenant's board decides its titles; chairman, vice chairman and treasurer/bookkeeper.

**Act 3:** The tenant's board has confidentiality in any case concerning personal issues

**Act 4:** The aim of the tenant's board is to act as the tenant's representatives.