

Residence Handbook

Bispebjerg kollegiet





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Laundry

There is a laundromat at the base of the building. Laundry is included in your rent.

Parking

There is a small parking lot in front of the hall of residence. However, you cannot always expect that a space will be vacant. You can park for free with a parking disc for a maximum of one hour (all days between 00.00-24.00). After this, you must use EasyPark, 10.00DKK per hour.

Remember to select the correct area code. The EasyPark code will be found on the parking signs in the area. If you want a long-term parking option, you can subscribe to the following product:

- Day parking for DKK 400.00 per. month. With this subscription, you can park in this area 24 hours a day. You make this subscription on www.parkzone.dk, or calling on telephone number, + 45 70 25 26 96.

Note that this is only a guide, and you have to read the parking sign in the area yourself. The parking does not belong to The Housing Foundation Copenhagen.

Internet Connection and TV

The internet is via a cable connection, which means that your laptop must be equipped with an ethernet port. You must bring your own cable. If you wish to make it wireless you must bring a router. Internet support must be handled via the internet supplier (Dansk Kabel TV), not with the Housing Foundation Copenhagen. Upon entering your room, you must contact Dansk Kabel TV on +4569121212 to gain your internet login details. Due to EU Data Protection laws, The Housing Foundation Copenhagen cannot handle this matter for you. The Housing Foundation Copenhagen does not provide you with a TV.

Intercom

The telephone in your closet is an Intercom for the elevator system (you press 7 to let your guest in). It is not for ordinary telephone use. Please use your personal mobile phone. *In some of the rooms the intercom does not work/exist. The Bispebjerg administration will not be fixing/replacing these as they want to eventually change the entire system.*

Key/locking your door

You have been given a key which fits your own apartment, your mailbox, the common room, laundry room, apartment, your mailbox, the common room, laundry room, staircase door, basement, and elevator. To lock your door, you must pull the door to you. **Push the handle upwards** so it is in upright position and turn the key towards the doorframe twice. Check if it is locked.

Storage

You may not store anything on the balcony. You do not have access to the storage rooms in the basement. Any mess left in the basement will very likely be cleared out by professionals and be charged to you.

Floors

The floors may NOT be washed with regular soap as this dries out the floor and damages it. It must be washed with soap flakes (sæbe spanner) or brown soap (brun sæbe).

Posters

You may only hang anything on the wall using the hanging rail. You may not make holes in the wall or ceiling and neither nails, screws, thumbtacks etc. in walls, door or door frame.

Waste and recycling

Please use the provided containers for sorting your garbage and recycling the following: **plastics, metal, electronic, cardboard, glass, paper and bio waste**. The containers are available in the courtyard under the building. There is also a little container for **batteries**.

For **residual waste** there is a **garbage chute** on every floor and also **big trash containers** for bigger items. Household garbage is thrown in the garbage disposal chute, which can be found on every floor. Always use plastic bags which can be closed – approx. 15 litre bags fit the disposal. You may NOT clog the garbage disposal with garbage which is too big for the garbage disposal – such as pizza trays or anything other which cannot fit in a 15 litre bag. In addition, there are skips for cardboard (pap) and paper (papir) which can be found in the parking area by the kollegium.

Fees will apply if these rules are not upheld: Wrong sorting / disposal of garbage fee DKK 250

Smoke alarm

You have a smoke alarm in your room. It is up to the student to change the batteries. If the batteries need to be changed; there will be a loud beeping noise. You remove the cap. This will expose the batteries. You can then see which ones to get. If you have problems with carrying this out (not the purchase of batteries); then you can ask the building inspector to kindly instruct you in how to do this.

Smoking policy

Smoking is not allowed in any of the residences offered by The Housing Foundation Copenhagen. However, there are other rules applying for your neighbors if they didn't rent via The Housing Foundation Copenhagen. In the Bispebjerg kollegium it is generally allowed to smoke in the tenants' personal room, so your neighbours might smoke and it is possible that a tenant smoked in your room before you moved in.

Maintenance

Reporting problems

If there are scheduled repairs and the issue still persists, then please let us know immediately. We would have no other way of knowing without your report.

Keep the floors dry

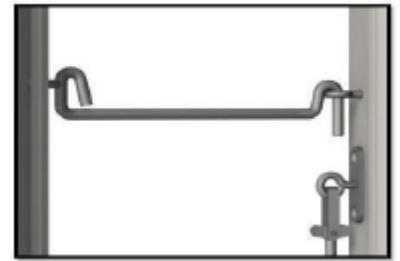
The floors in your rooms are hardwood floors and they do not sustain water well. It is important that you do not spill liquids onto the floor without quickly cleaning it up again. It is also a good idea to leave a cloth or towel on the floor when you exit from a shower. If the floors are damaged due to mistreatment it may result in costs well over DKK 5.000 to have the boards changed. These costs will be charged to you; therefore, do notify the Housing Foundation Copenhagen immediately if you experience problems with the floors. Early repairs might save money.

Important: Please do NOT turn off the fridge upon move-out as this may result in water damages to the floor.

Opening windows & Airing the room

If you open the window in your room, please remember to always put the hook on. The window should always be secured in case of strong wind, rain or a storm. See the picture to the right.

If you fail to do this, and your open window breaks, you will be charged with the cost of repairing or possibly replacing the window. Do not leave your window open for extended periods of time, particularly in the winter as this can cause multiple issues. Your window should only be open for 10 minute at a time in the winter, and you should be even more mindful when it is raining, because this can also result in costly repairs.



Setting the heating and radiators

It is cold many months of the year in Denmark. However, so save energy, the central heating systems are only turned on from around October 1st to March 30th. During this period, you can heat up your room/apartment, but please do so with caution and thought! The idea is not that your room/apartment should be so warm that you can walk around in shorts and t-shirt. (You do not see Danes doing that.) You should expect that you might need to put on a warm sweater and maybe even woolen socks when you are indoors, even if the heating is turned on.

The radiator typically has an index from 0 to 5. It is advised you keep it on 3, or at 3,5 at a maximum. The radiator is (somewhat) intelligent: it will adjust the heating to the temperature in the room and stop heating when the temperature reaches **20-22 degrees Celsius**, which is the recommended indoor temperature. However, if you turn the radiator up to the maximum 5, it will heat up the room to a level which is very unhealthy for you, your room, and your heating bill!

Please note: Even if you like it cold, the temperature should be kept at a minimum of 18 degrees Celsius in all of the rooms, to avoid mould.

Avoiding mould

Mould occurs in a humid environment, especially in winter, when the air indoors is warm and therefore has a higher humidity than the air outdoors. This moisture is released on the cold surfaces of the apartment as condensation. When the humid air condenses onto the cold surfaces of an apartment, it creates a perfect growth environment for mould fungi. These often appear as dark spots, which later change color.

Mould can be dangerous to humans and should be avoided at all costs in an indoor environment. If mould is not properly avoided, it can cause asthma, allergy, respiration problems, headaches, and impaired ability to concentrate. Children are particularly sensitive to mould.

If condensation, large discolored areas, large mould stains, etc. occur, it is the tenant's duty to contact the Housing Foundation.

Eleven hints for keeping mould fungi out of your apartment.

1. Let the ventilation run or keep a window open, both during AND after showering.
2. Wipe the walls and floor with a towel after showering. Make sure the room is thoroughly ventilated before the bathroom door is left open.
3. Let the stove's ventilation hood run when cooking.
4. Never air-dry clothes inside the apartment (but you may use a tumble dryer of course).
5. Ventilate or air the room when ironing clothes.
6. Avoid blocking the airflow between any outer walls and furniture. Check the walls behind mirrors and pictures.
7. Avoid storing fabrics in built-in cupboards. Fabrics will prevent a proper airflow.
8. If you exercise in the apartment, keep the door closed and make sure the room is ventilated throughout the exercise. Even without exercise the human body will produce 2-4 liters of water per day.

9. Moisture at the bottom of windows or on cold windowsills must be wiped regularly.
10. Air the room at least twice per day. This is advised because outdoor air is drier than indoor air, besides being cleaner and fresher. To properly air out, open up windows at both ends of the apartment/room to create a draft and close them after 5-10 minutes. The radiators should be off while airing.
11. If you like to sleep with the heating off, keep the door to your room closed, so you do not cool down the entire apartment. Upon waking up and airing out the entire apartment, make sure to lightly heat the rooms, so that they are all equally warm.

Cleaning

Vacuum cleaners

The Housing Foundation Copenhagen has provided 12 Vacuum cleaners for our residents in the Bispebjerg kollegium (6 in each block). They are placed in the basement in 'cage' numbers: e.g. Building 1: 1513.

- Be considerate of your hall mates, do not hoard the vacuum cleaner. You must put the vacuum cleaner back straight away after using it.
- Never give your key to someone and never open the lock for anyone. The ones who are supposed to have access, will get their own key.
- Always lock the 'cage' again. It must never be left open.
- Remember that you cannot vacuum up something wet or sharp, it destroys the machine
- Always replace the vacuum cleaner bag when needed, it is not good for the machine to be used with a packed bag. It must of course never be used without a bag in it.

Removing mould

For small mould areas you can remove the fungi by using the detergent "Rodalon" for indoor use. If the affected area is around 30 cm x 30cm, the detergent Hyxan or similar should be used instead of Rodalon. If the affected area is even bigger, you must get professional help. Please contact us via email (contact@housingfoundation.ku.dk).

If condensation, large discolored areas, large mould stains, etc. occur, it is the tenant's duty to con-tact The Housing Foundation. Failure to take action in due time could result in health hazards for the residents, as well as damages to the apartment. This is why it is important to contact us in good time.

Avoiding lime scale

The water in Copenhagen is very hard, which means that it has a high concentration of minerals, which leads to limescale build-up or "kalk." Limescale buildup will typically look like the picture to the right.

It can occur wherever water hits, so it will affect faucets (kitchen and bathroom), as well as sinks and shower areas. Cleaning it regularly helps avoid build-up, which is extremely difficult to get rid of (even by professional cleaners). This will be deemed to be a damage so should you arrive to an apartment with kalk-buildup, please make sure to state this in your issue report.

To avoid kalk, you will need to use a squeegee to remove excess water from the tiles after every shower. This is routine for all Copenhageners.

Please use kalk cleaners with caution as using too much can also lead to damaging of the tiles. Avoid products containing hydrochloric acid ("saltsyre" in Danish) as this does more harm than good. It can also be helpful to mix a couple of tablespoons of vinegar with water to clean tough spots.

For more information about cleaning kalk, please refer to our website under the "During your Stay" section.



Cleaning the drains

Please extract all hair from drains regularly, and use a drain cleaner if necessary.

If you experience a bad smell coming from the drain or slow drainage, you must clean out the drain and pour a bucket of boiling water with little "Klorin" into it –using too much is hazardous to your health.

Use 'afløbsrens' for blockages. This can be bought at any supermarket. Pour half a bottle into the drain before you go to bed and leave it overnight. The drain will most often be clear for flow in the morning.

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Please follow the steps below to do the cleaning of the bathroom drain in Grundtvigsvej, Nordre Fasanvej, Signalhuset and some other apartments. You will/might need the following materials:

- gloves
- garbage nylon bag
- philips screwdriver

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Step 1: remove or loosen the 2 screws in the corner of the grid (some grids have no screws)



Step 2: lift the grid up and remove it to reach the water trap



Step 3: now you can reach the water trap which stays deeper in the drain



Step 4: pull the water trap bowl out

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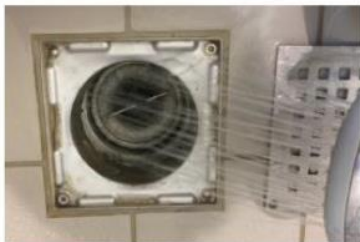
Step 5: you can see the hair and other built-up which block the water trap



Step 6: place the water trap bowl in a nylon bag. Remove the built-up hairs and put them in the nylon bag (it is not allowed to put the flith in the toilet as it can cause further blockage!)



Step 7: clean the water trap well inside and outside (you can use the shower)



Step 8: place the water trap well in its place and fill it up with water in order to stop the drain smell. Finally place the grid back.

If these methods do not work, you may not use the shower if the water pours out of the shower area in any way. You need to contact us via email (contact@housingfoundation.ku.dk). If you fail to inform us of a clogged drain and associated flooding it can be deemed as negligence.