

**BISPEBJERG**



# **Residence Handbook**

## General information

### Laundry

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

### Internet connection & 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). Upon entering your room, you must contact Dansk Kabel TV on: **+45 69 12 12 12** to gain your internet login details.

### 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.

### Mail pick-up

There is a mailbox in the building. The RA will usually put your name on the mailbox as well as on your door when you move in. If it is urgent please contact the RA and they will help you.

Please make sure to give out your correct address which you can find in your contract.

### Parking

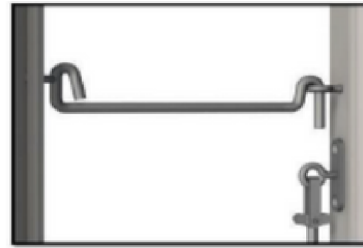
There is a small parking lot in front of the hall of residence. However, you cannot always expect that a space will be vacant. You can park for free with a parking disc for a maximum one hour (all days between 00.00- 24.00). After this, you must use EasyPark. Remember to select the correct area code. 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](http://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.

### 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 or rain. (See the picture below). 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 minutes at a time in the winter.



### Setting the heating and radiators

Most of the months during the year in Denmark are cold. However, to 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! You should still 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 will normally 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.

**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 mold.

### 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.

## **Avoiding mould**

Mold 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 mold fungi.

These often appear as dark spots, which later change color. Mold can be dangerous to humans and should be avoided at all costs in an indoor environment. If mold is not properly avoided, it can cause asthma, allergy, respiration problems and headaches. If condensation, large discolored areas, or mold stains occur, it is the tenant's duty to contact the Housing Foundation.

### **Please see below guide for keeping mold fungi out of your apartment:**

- Let the ventilation run or keep a window open, both during showering and after showering.
- Wipe the walls and floor with a towel after showering. Make sure the room is thoroughly ventilated before the bathroom door is left open.
- Let the stove's ventilation hood run when cooking.
- Never air-dry clothes inside the apartment.
- Avoid blocking the airflow between any outer walls and furniture. Check the walls behind mirrors and pictures.
- If you exercise in the apartment, keep the door closed and make sure the room is ventilated throughout the exercise.
- Moisture at the bottom of windows or on cold windowsills must be wiped regularly.
- Air the room at least twice per day. 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.

**If you have questions please contact the RA (Resident Assistant) or the Housing Foundation.**