

ENGVEJ STUDIOS



Residence Handbook

General information

Engvej studios - the building



Parking

There is no parking space for cars at Engvej studios. If you have a car you must use the public parking spaces in the area. If you have a bike there will be parking spaces around the building and in the basement in building 4.

Keys

Please note that your own key is a system key. This means that it opens the main entrance doors of both buildings, your own apartment, the mailbox and the padlock on your storage room in the basement. **Important: please remember to take your key with you whenever you leave your room and close your door.** When you close your door, it will be locked automatically and you can be locked out if you have no your key with you.

Internet connection & TV

Each room has its own internet router placed behind the entrance door. The password is available on the back of it. Please unplug the router before you remove it from the wall (it hangs on 2 screws) by lifting it carefully.. Take a picture about the label with the password and place back the router in its place, connect the cables. Housing Foundation does not provide you with a TV.



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.

Vacuum cleaners & storage room

We placed 2 vacuum cleaners on each floor in every common room. so please feel free to use them. We kindly ask you to deliver the vacuum cleaner back after use.

In the basement you will find a storage room with your apartment number on it. The basement room is part of your contract that means you have to lock, clean and empty the basement room upon your departure.

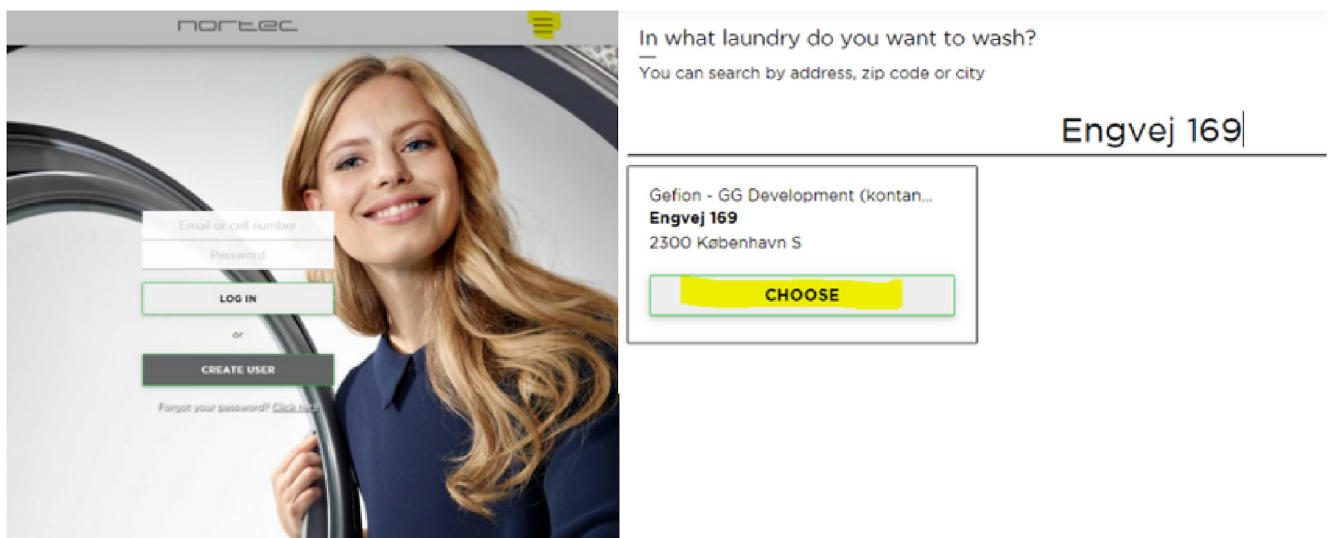
Laundry

Laundry facilities are available in the dorm. The cost for laundry is not included in the rent and must be payed separately. In Engvej Studios **there are two laundromats in Block 1 and Block 3**. When you pick up your key you will get a laundry chip from Nortec. **It is important that you register the chip and put money in it to make it function.**

Guide to register your laundry chip

First you have to go to this page: e-vaskeri.dk You can choose English or other languages . First time you use the chip press “ Create user” .

If you live in block 1 you will search for “Engvej 169” . This will now be your laundromat and if you live in block 3, search for Jorisvej 7.



To activate the laundry chip you will have to chose "Order Activation Code"

Activate your tag
If you have received a tag with an activation letter, click here to activate your tag.

[ACTIVATE TAG](#)

Order tag
Are you a new user of the laundry and you need a tag, then click here to order one.

[ORDER TAG](#)

Order Activation Code
If you have a washing tag and need an activation code to be able to activate your tag in the laundry, click here to get one

[ORDER ACTIVATION CODE](#)

Hereafter you write your email or phone number

Log in to your laundry
Jorisvej 7 - 2300 København S

Email or cell number

← BACK
FORWARD →

Then you will receive this message

Email sent

We have just sent you an email with a security code. You need to use the security code on the next page.

[OK](#)

You will now receive an email from noreply@nortec.dk with a one time use code. **NB Remember to check your spam filter.** You will now be able to put in money in the laundry card and then it will be ready for use.

Then you have to register the chip and put money on the account. **NB.** If you have money on the chip when you move out you must contact Nortec and they will return the money to your account. **It is important to deregister the chip so the next tenant can use it.** The Housing Foundation Copenhagen can not help you with this so you have to contact Nortec directly.

Balcony door

How to open the balcony door: in your room whenever you open, or close the balcony door, please first press the balcony door firmly against the frame. Only after that turn the handle to avoid malfunction. Never leave your balcony door open when you leave as the wind and the rain can cause damages.

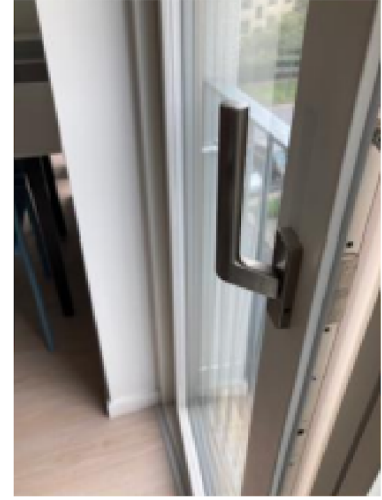
The balcony door has 3 settings



Closed.



Half open.
Press on the door and move the handle into a horizontal position.



To open the balcony door completely move the handle upwards in a vertical position.

Garbage

All garbage from the apartments, common kitchens, Cafés etc. has to be carried down to the large garbage area with containers for sorting and recycling. It is mentioned on each container what they are used for. If you are in doubt about how to sort your waste you can find more information on your municipality's webpage here: kk.dk/affald.

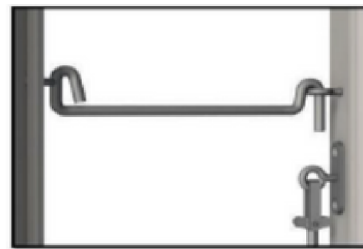


Opening windows & airing the room

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 minute 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.