

SIGNALHUSET



Residence Handbook

General information

Keys

Signalhuset is one of the few residences where the keys are to be **picked up** and **handed back** at the residence's office: Signalhuset office (Arne Jacobsens allé 11E, DK2300 Copenhagen S, ground floor reception).

All requires regarding keys please contact the inspectors at following e-mail address: strandgade@bo-vest.dk

Key pick up

If you want to make arrangements to pick up keys you will have to write Signalhuset to make a key pick up appointment.

Key return

It is advised that you return the keys directly Signalhuset by appointment. Keys can be returned in the designated mail box for key return. It is located just outside the inspector's office in 11E.

Mail pick-up

Mail boxes are located in the entrance hall of 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.

Notice board

The mirrors in the elevators are used as a notice board by the inspectors. Please always take notice of messages posted in the elevators.

Internet connection & TV

You will be able to gain access to the Internet. The Housing Foundation Copenhagen does not provide you with a TV.

Party room

There is a party room which you can rent for parties, showing movies etc.

The board at Signalhuset is in charge of bookings and can provide you will all necessary information.

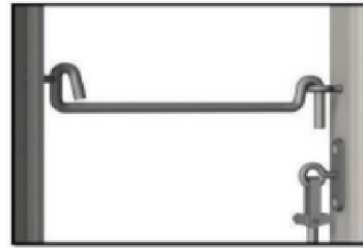
They can be contacted at signalhusetcommonroom@gmail.com.

Parking

The Signalhuset kollegium does not have its own parking area. You may find it difficult to find a place to park in the street and that it may prove costly.

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.