TIETGEN

Residence Handbook

HOUSING FOUNDATION COPENHAGEN

General information

Contact info & keys

Key Pick-up for Tietgenkollegiet Tietgenkollegiet is one of the few residences where the keys are to be picked up and handed back at the residence's office. Tietgenkollegiet does not hand out keys prior to the 1st day of your contract. If the 1st day of your contract happens to be on a Weekend or a public holiday, you will not be able to collect the keys until the next working day.

In case of further questions, don´t hesitate to contact the Tietgen staff by phone, mail or simply by coming to the Tietgen Administration

Tietgen office: Rued Langgaardsvej 10-18, DK-2300 Copenhagen S,
main entrance reception.
Office hours: Mon-Fri 8 am-9 am, 11 am -1 pm, Wed 11 am – 6 pm.
Contact: info@tietgenkollegiet.dk / Phone number: +45 77 66 81 81

Laundry

Laundry facilities are available in the building.

Internet connection & TV

Included in the rent is an internet connection and free telephone calls within the building, as well as intranet connection. For internet support please contact the staff at Tietgenkollegiet. TV and radio connection and external phone use is paid separately.

Mail box

Please put your name on your door and in particular your mailbox, otherwise you will not receive your mail. Also make sure to give out your correct address which you can find in your contract.

Car parking

The residence hall has its own parking garage underneath the building. However, parking in Copenhagen is very expensive.

Bicycle parking

Please park your bicycle within the red markings or in the bicycle racks in Parking areas in 12-14-18. If no space is available you have to park your bike in the outside parking areas, surrounding Tietgenkollegiet.

Bicycle raid

Once or twice a year the Tietgen staff do a clean up of bicycles left behind.
The Tietgen staff will send a warning to all residents no later than 1 month prior to the raid. Bikes without ownership will be handed over to the police.

Facilities

Patios

Storage of plants etc. on the patios are only allowed on small wagons which you get from the Administration. Furniture from kitchens and common rooms are not allowed on the Patios!

Workshop rooms

It is possible to get access to our workshops for an amount of DKK 25 per workshop as a one time fee. Currently the Tietgen staff have the following shops: wood, sewing/creative, bicycle, classic music and rhythmic music. To get access to tools in the crafts workshops you have to contact the respective committee.

Printing

At Tietgen it is possible to print on a shared printer. The Tietgen dorm charges a fee for this.

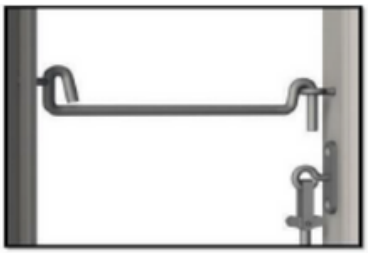
Special procedure for Rhythmical (pop) music room

To get access to Rhythmical music room, it is mandatory to participate in an intro meeting. The meeting is held on the second Thursday of every month at 6PM, in the rhythmical music room, which is located in the pavillon between Tietgen Kollegiet and the basketball court (behind Block nr 12). You must sign up for intro meeting at Borigo. A deposit of DKK 100 will be drawn for a key to the room.

Besides the above mentioned, you also have access to the following: Laundry, fitness room, study rooms, copy & print rooms, and a party hall.

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 is 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 be-hind 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 Housing Foundation.