

NY EMDRUPBORG



Residence Handbook

General information

Parking

Parking of bikes is only allowed in the marked areas. The Housing Foundation Copenhagen does not provide car parking spaces in any of our residences. Parking is available in the surrounding streets. However, parking in Copenhagen is very expensive and Housing Foundation Copenhagen does not recommend you bring a car.

Keys

Locked yourself out – Contact the Housing Foundation office during office hours. Be aware that if you lock yourself out more than once in a 14 days period you will be charged a fee. Please see the fee list in our webpage. If your key is permanently lost - Contact Housing Foundation Copenhagen office.

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

Communal cleaning

All residents are responsible to contribute to cleaning the common areas e.g. kitchen, common rooms, outdoor areas, hallways.

Recycling and waste

Please sort and recycle your waste by using the following containers in the courtyard at the entrance to the buildings: plastics, metal, electronic, cardboard, paper. For residual waste there is a garbage cute on every floor. There is also a storage place for bulky items with fence around it at the end of the courtyard. The padlock opens with the tenant's room key.

Smoking policy

Smoking is not allowed in any of the residences offered by Housing Foundation Copenhagen. However, there may be other rules applying for your neighbors if they didn't rent through Housing Foundation Copenhagen.

Noise

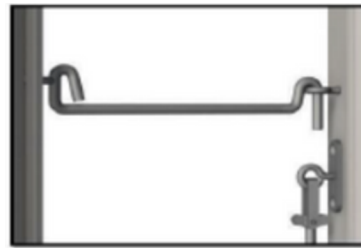
The residents must always show consideration for fellow residents and especially demands for peace and quiet during study periods and the night must be respected. Noise (e.g. music) should be limited from 22pm
Any complaint over noise MUST be respected the first time.

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 Housing Foundation.