

Teknolog Kollegiet
Ellemarksvej 64
DK-8000 Aarhus C.

Dear lessee

Welcome to Teknolog Kollegiet!

It is our hope that you will enjoy your stay at Teknolog Kollegiet and kindly ask you to pay attention to the house rules, which must be followed at all times. If you fail to comply with the house rules, FEAS Bolig P/S may terminate your contract without further notice.

HOUSE RULES

GENERAL: The lessee must treat the rented room, the furniture, the common areas, and other facilities with care and consideration.

The lessee is liable for all damages inflicted on the building, furniture or other objects belonging to FEAS Bolig P/S .

The room can at all times only be occupied by the person holding the contract with FEAS Bolig P/S (one person). Otherwise, FEAS Bolig P/S will terminate the contract instantly and expel the tenant without warning.

The lessee's private belongings may not be placed in the hallway or in any of the common areas. According to the fire authorities NOTHING - incl. ironing boards, shoes and drying racks (located in the laundry room) – can be placed in the hallways.

The main entrance, the hall entrance and the door to your room must remain closed at all times to prevent uninvited visitors. The lessee alone is responsible for protecting their private belongings.

When leaving your room during the day (or when you go away on holiday) always turn off the heat switch off the light and leave the bathroom door open. Also remember to leave the window a little bit open when you are not there and to open the vent on the wall. This will ensure that excess moisture from the bathroom will be able to escape and prevent the walls in the bathroom from becoming moldy.

Pets are not allowed.

Smoking is not allowed on the common premises – only outside. Smoking is not permitted in the rooms.

The ground floor and 100 floor are used by AarhusTech, which means that lessee's of the 200 and 300 floor (guests of The University of Aarhus) have no access to these floors.

LINEN: The room is equipped with a pillow, a duvet, a wet bet sheet and a mattress cover. The lessee's must provide linen and towels themself.

Covers for the pillow, duvet and mattress MUST be used! Failure to use linen will result in the lessee being charged for a new set. Please read "How to use bedlinen" found in the folder.

CLEANING: The lessee is responsible for regular, careful and correct cleaning of the rented room and toilet, if you have one, and for providing the correct cleaning materials for this purpose. The tenant is welcome to use (and return) the vacuum cleaner found at the end of the hallway. Cleaning articles (mops, rags and cleaners) can be found in the shared laundry room. No tape or nails on the walls! If damage is inflicted on the walls, the lessee will be charged with the bill for painting/repairing of the walls. At departure the room and bathroom must be cleaned. If you fail to comply with this, a cleaning fee of minimum 350,00 DKK will be charged. No cooking (incl. rice cookers) is allowed in the rooms.

KITCHEN: All lessee's on the same floor share the kitchen and TV room. **The lessee's are responsible for keeping the kitchen clean and in order at all times.** Dishes must be cleaned immediately after use. Stove top, oven, kitchen counters and utensils must be cleaned after use.

Refrigerators and freezers: Only use the boxes with your own room number on, for storing your food.

Grey boxes: Use for food that need no refrigeration. This must be kept in your room when you are not cooking. If left in the kitchen it will be removed.

Garbage: All garbage must be sorted! The categories are: Glass and metal, plastics, food waste, residual waste, textile, paper and cardboard. All the waste bags in the kitchen must be carried down by lessee's when full. Do not leave garbage in the hallways or on stairways. The containers for garbage is next to the bicycle shed.

Dining room: Tables must be cleaned and chairs returned when you leave. Also turn off light and television.

ALL FOOD ITEMS LEFT OUT IN THE KITCHEN WILL BE REMOVED.

DAMAGES OR DEFECTS must be reported immediately by email or telephone to FEAS Bolig P/S' administration, or you can leave a message with the cleaning staff.

MAIL: The mail can be picked up outside the office on the 200 floor (there is a box for the mail for the rooms at the 200 floor and one for mail for the rooms at the 300 floor).

KEYS:

Important: Always remember the access token when you leave your room

Room Access:

Place the access token on the door handle – if it is green, the door is open.

If it is red, access will be denied. Contact the supervisor or the office.

When you leave the room, and the door needs to be locked:

Close the door and it is locked.

When you leave the room and want the door to be left unlocked:

If you want the door to be unlocked and thus open:

Place the access token twice on the door handle from the outside – now the door is unlocked, and you can freely go both in and out of the room.

If you want to raise the unlocked function, you must put the access token twice on the door handle outside the room – now the unlocked function has been lifted and you can only enter the room by using the access token.

When you are in the room, and you want the door to be locked:

When you are in the room and you have set the door to be unlocked – and then want the door to be locked, you must actively lock the door with the twister.

If you grab the door handle from the inside, the lock function is reset from the inside - this means that the door is not locked from inside the room. And the door is now open from the outside and the inside.

Good advice – try it out while the supervisor is at work (ask the supervisor) – this will help you get to know the system.

BICYCLES: Bicycles must be parked in the bicycle shed and may not be taken inside the building. Bicycles will be removed without warning if parked elsewhere!

LAUNDRY: The laundry room is situated on the 300 floor. The laundry room can be used by tenants at Teknolog Kollegiet only.

There is an instruction on how to use the washing machine and the dryer in the laundry room. You will have to provide your own laundry detergent.

Drying clothes are not allowed in the rooms - there are drying racks in the laundry room for this.

EMERGENCY: Remember to read the fire instructions on the poster board in the corridor. In case of emergency (ambulance/fire) **dial 112** (no card/money necessary).

NOTE: Before 17:30 hrs. and after 21:00 hrs. noisy behavior, music and loud TV are not allowed in the room or common areas.

Parties and other social gatherings may only take place during weekends (Friday and Saturday evenings). The parties may only take place in the kitchens. All music must be turned off if requested by other tenants or the staff. Each tenant is responsible for their visitors and their behavior. The lessee's must clean up after all social gatherings.

Make sure that the windows are closed – there are neighbors to consider!

The lessee must interact with their fellow lessee's and the staff in a considerate and civil manner and take due part in the necessary joint efforts to keep the kitchen and other common areas clean and tidy. The lessee must comply with instructions given by the staff and administration.

IN SHORT: SHOW CONSIDERATION!

We hope that you will enjoy your stay at Teknolog Kollegiet

Yours sincerely,

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Opening hours (office):	Monday – Thursday	08:00 hrs. to 16:00 hrs.
	Friday	08:00 hrs. to 14:00 hrs.