

# Residence Handbook

Kulbane Kollegiet





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### **Parking**

There is free parking at the area of Kulbane kollegiet.

### **Common kitchen and common Café-room:**

There is a common kitchen on your floor with kitchen equipment such as pots and pans that you are welcome to use, but they cannot be removed from the common kitchen. If you need other equipment in the common kitchen, please bring it from your own apartment.

Next to the common kitchen you will find the Café with tables and chairs that you are free to use, however you cannot remove the tables and chairs from the Café.

Wishes about other equipment or furniture in the Café can be discussed between tenants on the floor and possible purchases or other interior changes to the Café can be discussed with the inspector.

### **Storage room and Bike-basement**

In the basement you will find a storage room with your apartment number on it, you will have to secure the storage room with your own lock. The basement also has larger rooms with bike racks where you can park your bike. When accessing the basement with your bike please use the ramp in the opening closest to the road.

### **Laundry**

Laundry facilities is available in the dorm. The cost for laundry is not included in the rent and must be payed by Mobilepay or with the app Airwallet.

### **Yard**

There is a closed yard along the whole building for all of the tenants at the dorm. You can access the yard via the staircase in the back of the building through the exit on the ground floor right across the staircase.

Parking:

There is free parking for all tenants on our parking lot on the other side of the building.

### **Garbage:**

All garbage from the apartments, common kitchens, Cafés etc. has to be carried down to the large garbage shed with containers for sorting and recycling, there is also a smaller garbage shed for bulky waste, you access the area by going down to the ground floor and out into the parking lot. 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](http://kk.dk/affald)

You can open both garbage shed with your key-chip on the large cylinder on the gate, when the light blinks green you have to twist it to the right in order to open the gate. When you leave the garbage shed you have to close the gate and lock the cylinder with your key-chip, when the light blinks red you

have to twist the cylinder to the left to lock it. It is very important that you lock the gate after you.

### **Outer doors and Fire doors:**

For the safety of all tenants, it is very important that you always close the outer doors when entering and leaving the building. The front door and the basement door by the ramp are the two most important outer doors. There is also a basement door in the middle of the building close to the front door, and there are emergency-exit doors in both ends of the building by the two back-staircases and on the middle staircase by the elevator.

### **Front door and Guests:**

Next to the front door you will find an electronic board with the names of all tenants and their apartment number. As tenants begin to move-in their phone numbers will be added to the board so your guests can plot in you apartment number and get in contact with you via your phone, so you can go down to the front door and let them in. As a safety precaution, the front door cannot be opened from your apartment.

### **Mailbox:**

The postman has a key to the front door and will deliver your mail in the mailbox with your name and apartment number on it. A brief overview of all tenants can be seen on the mailboxes or the board outside the front door, and are both updated when new tenants move in.

### **Internet, Phone and TV:**

There is free Wi-Fi at the dorm.

Name: Kulbanekollegiet

Password: Boligbolig

There is no cable for a landline phone or TV in the apartment, since the dorm expects tenant to stream TV online.

### **Questions and Contact Information:**

You are always welcome to send questions via text, or make a call if it is urgent ☺

Inspector: Lars Fløche

Phone: +45 26846917

Mail: [larsfloche@gmail.com](mailto:larsfloche@gmail.com)

The phone and mail information will be changed to the dorms official phone number and mail address, but in the beginning of the move-in period you have direct access to the inspector.