

APARTMENT	
	The apartment is only to be habited by one person. Guests are welcome for a shorter period, but it is not allowed to lent or rent out the apartment.
VENTILATION	The apartment is very tight, and it is therefore necessary to replace the exhaust air. There is always a little bit of exhaust hood and fan through the door. On top of the triangular window is a ventilation shaft that can be opened / closed.
COOKER	The cooking plates only work when the timer is set.
REFRIGEATOR	Frost box must be defrosted regularly, at least once every three months. Place your food in the common refrigerator or outdoors in the winter, turn off the refrigeration cabinet and place if necessary vegetable drawer under the refrigerator with the broad side of the edge. The defrost drawer is filled up quickly, so empty it when defrosting and protect the floor with rags or towels.
HOOD	The hood runs continuously, even if it is off because of the requirement for ventilation. Therefore, it is never completely silent. When it is turned on, it is quiet since the engine sits on the roof, and extraction is not strong.
DOORS	To lock the door handle is lifted upwards twice. If it whistles from the door when you are in your room, it can be remedied by closing the same way from the inside.
INTERNET	You can connect by linking your PC to the green jack. You must buy a power cord or a wireless router yourself.
KEYS	There will be issued three keys, and it is recommended that one key is kept with a friend or family if you're locked out and another key in the apartment. The keys are system keys, and if a key is lost by theft or otherwise, the system has to be changed and lock diverted, so that non-authorized person cannot gain access to the college. This is expensive (DKK 2.600) and it is the tenant who is liable for it. If a key is worn or breaking, the new key must be booked through the administrator. If you lock yourself out you can call Lyngby Locks on tel.+45 4588 6088. This you obviously have to pay yourself. If the caretaker (tel. +45 2116 1849) is called out outside of working hours to unlock, you can be sent a bill of DKK 500.
ELECTRICITY	Residents themselves settle electricity with DONG. Monitor sits in the basement, so if meter must be read please contact Jimmy with an e-mail or note to ja@hedorf.dk. In May an e-mail is sent to all residents with unloading. By departure we read the meter on survey day / last day of term. Final reading and moving out message are sent to www.dongenergy.dk by the administration. If you are going abroad the last bill can be sent to the administrator and will be withdrawn from your deposit.
POWER SWICH	If there has been a fuse in the relay, the tenant is even to replace it. 13A fuses have to be used.
TELEVISION	There has been installed television jack in all apartments. Tenants must book and pay TV package to YouSee, if desired, 80 80 40 40 or yousee.dk. Per 1/1-2016 the

	fee is DKK 464 for the basic package, DKK 564 for medium package and DKK 764 for full package. Rent period 6 months minimum.
Television license	Licensing is a statutory duty for all aged over 18 who have a device that can receive and play back radio programs, photo programs or services, regardless of how the equipment is used. This means that you as an individual must pay a license for households if you have a license due machine (smart phone, PC, I-pad or television) and it means that the license does not depend on whether you are using DR's public service offer: DR1, DR2, www.dr.dk, P1 P2, P3, P4 and digital radio channels, or only sees foreign programs. At 1 January 2016 the annual media licenses is at DKK 2,477.00.
INSURANCE	The residents themselves must sign a home insurance as burglary, loss and damage in the apartment must be notified by this insurance, also theft of bicycle.
HEATING	Heating can be regulated at the thermostat, both on ground and in the bathroom. Heating advance payment is recorded in August and final bill recite des early December, even if the apartment is vacated.
STORE ROOM	Tenants shall put a padlock on the door to his cellar. Things of value, and beer / liqueur should not be kept visible in the cellar.
LAUNDRY	Please bring your own soap. Payment for washing, DKK 15 and DKK 10 for the dryer for 20 minutes is deducted the rent two months later. Do not dry more that 20 minutes. Remember to clean the filter in the dryer each time and it will dry better. Never put clothes that have been exposed to oil nor rubber in the dryer, ie bath mats or door mats.
DOOR PHONE	You can open to visitors from your apartment. This is also possible when the guest leaves as he simply dials again to get the door open (only relevant for ground floor).

KITCHEN / GATHERING ROOM		PRACTICAL ADVICES
CLEANING	All residents must participate in cleaning and maintenance of common area-clay especially common kitchens. There is created a rotation schedule for cleaning on each floor, to be followed by everyone whether they use the kitchen a little or a lot.	
DISH WASHER	Industrial dishwashers are installed in every kitchen. These washes up at high temperature in a short time (approx. 20 min. for a program). Do not use ordinary dishwashing powder, only special cleaning tablets from Miele. The soap is ordered by Jimmi as to when the cask is becoming empty. Fill in salt and rinse aid when necessary and clean filter frequently.	
OVEN	The oven must be cleaned after use and cleaned thoroughly at least once a week. If grease and food residue are burning solid, it is difficult to make it clean, and heat output is reduced.	
FREEZER	Refrigerator and freezer are cleaned as needed, and old food thrown away. Check	

	once a week.
ORDER	The persons who use the kitchen must clean up after themselves. Do not leave used pan and pots in the sink, wash them off immediately. Wipe off dining tables and kitchen tables, clean porcelain before it is placed in the washing machine and empty the trash bag.
TEA TOWELS	Tea-towels and dishcloths must be changed every day and washed by the weekly cleaning responsible.
FLOORS	Sweep and wash regularly. Follow rotation plan for your kitchen.

GENERAL	
CARETAKER	The inspector Jimmi Andersson is here on Monday and Thursday between 9:00 and 15:00 and every second Wednesday. Same time on phone 21 16 18 49 or e-mail ja@hedorf.dk
DEFECTS	Defects at the apartment or the building must to be reported immediately to Jimmi Andersson. Put a note in the mailbox 5R or send an e-mail. The administrator's office is in the basement, down the stairs at the bicycle shed. You are always welcome. Telephone +45 3819 3130 Mobile +45 2429 3130 or e-mail fonden@hedorf.dk
COUNCIL	A residents' council has been formed. The meeting is held every other month. You can make suggestions to the Residents' Council.
SITE	A website has been created on facebook - hedorfskollegium - to exchange ideas and information, and also pages for the respective kitchens can be found.
TERMINATION	See www.kollegierneskontor.dk / Lease termination. It is important to submit a written termination of tenancy, as there will only be searched for new tenant at the desired departure date, when the written termination is received. Term of notice is three months. New address and bank account number shall be given so deposit can be returned. The deposit will be returned within two months. Final account of heating and water for the year 1/8 – 31/7 will be sent to you at the end of November. Confirm your account number to www.KollegiernesKontor.dk .

COMMON AREA	
KITCHEN WASTE	It is important that food waste is thrown away in small plastic bags, max 15 l, which is closed firmly. You will find the waste box next to the kitchen on each floor. Paperboard as pizza trays jams and it is extremely difficult to get access reestablished. They must be torn into small pieces. The tank is emptied twice a week, so if the bags are not tightly closed it can cause odors. Do not throw bottles and newspapers in the shaft, but use the containers in the yard.
WASTE	You will find containers of Frederiksberg Municipality for bottles, newspapers, cardboard and metal as well as a bulky room in the shed. There must be NO kitchen waste in containers or bulky space and never leave a sac with mixed waste. Sort it yourself.
LIFT	The lift is installed by ThyssenKrupp Elevator A / S - tel. 70 13 08 08 Elevator No. 2008-6033 The doors must not be blocked, as this may damage the fastener. Please notify Jimmi Andersson if the lift is out of order
BICYCLES	Bicycles must be in the courtyard in the bike rack. Put the hook on the handle when the bikes otherwise overturned in windy weather. Do not place your bicycle anywhere else. Get a solid lock as bikes are often stolen. You can also use your basement room for keeping the bike.
PARKING	There are 9 parking spaces in the courtyard reserved for residents of the building, staff and their guests. Residents having their own car can get a permanent license on presentation of registration certificate. All others can get guest license that must be put behind the windscreen. You can contact Jimmi Andersen to get more. The area is monitored by Q-Park, which will issue fines for vehicles without valid permission. It is not allowed to park on seats belonging to Flintholm Kollegium.
MAINTENANCE	Send Jimmi a message something in common areas has to be replaced or repaired.
LOCK THE DOORS	It is important that all doors are locked at all times both in the basement and kitchen plans. There may be trespassers, trying to gain access to steal. Therefore, you should not open the door phone to someone you do not know or have any unknown make in through the front door.

Updated 1st March 2016