

Housing information and rules

Welcome to your new “home”! We hope you will enjoy your stay.

Please find enclosed the detailed housing information and rules which you are required to follow during your stay in this student residence.

You are responsible for the maintenance and general upkeep of your room and the common facilities at your residence. Failure to do this is defined as “neglect” in the Danish legislation and you may therefore be charged with any costs in relation to repair, cleaning etc.

To give you a few examples of what this means:

- You are responsible for weekly cleaning of your room and bathroom
- You are responsible for reporting any problems or damages – e.g. water dripping from the ceiling of your room or water seeping from your toilet.
- Drying of clothes in your room is prohibited as it may ruin the floor and/or create mold on the walls
- You are responsible for taking the garbage out and place it in the correct container outside the building
- All residents share responsibility for common areas and facilities – including making and respecting a weekly cleaning schedule
- You are responsible for complying with the rules and regulations at your residence

Please report any need for assistance from the inspectors at the help desk at <http://cbs-academic-housing.dk/new-case>.

Housing information and rules

- You are the only person permitted to sleep and live in the space you rent. You are not allowed to have guests staying over.
- Loud music etc. is not allowed after 10pm, Sunday to Thursday and after 12:00 midnight, Friday and Saturday.
- You need to be considerate to the other residents and the neighbors.
- Rent must be paid on time. Please remember that you are responsible for paying rent for the entire rental period even if you chose to leave before the expiration of your contract.
- We reserve the right to access your room without prior notice.
- Failure to comply with rules and regulations may be reported to your home university.
- Please refer to the website of CBS Academic Housing at <http://www.cbs-academic-housing.dk> for further information.

Security/safety

- Always keep the doors locked. Do not let any strangers into the residence.
- It is forbidden to disclose the security codes or to lend your keys to anyone outside your residence.
- Remember to lock windows and doors when you leave your room. Open windows must be latched at all times.
- Smoking is **not** allowed anywhere inside the residence – including in your room.
- Do not use candles or other open fire sources or use flammable fluids when cooking.
- Please remember to turn off electrical appliances when they are not in use or being supervised.
- Please note and memorize where the fire extinguisher equipment is placed, make a note of the escape routes and do not block the emergency exit.
- For your safety it is prohibited to leave anything in the hallways. Items - including furniture, clothing and empty bottles - will be thrown away by the cleaning crew or the inspectors.
- Video surveillance may be in use in the common areas of the residence.

Internet

- In your room you have access to internet for study-related use and for basic email correspondence; other activities such as streaming and file sharing are not allowed.
- The residence is equipped with fixed network access/connectivity, not wifi. Please be aware that some Apple products do not have the right entry point that fits with the cable in the room. You must buy an adapter at your own expense.
- Use of personal routers or wifi is not allowed as it interferes with the fixed network.
- Please note that the owner and CBS Academic Housing cannot be held responsible for internet failure due to misuse in the form of i.e. downloading of non-study

related documents such as movies or music, use of wireless routers by residents, or because of breakdowns or other causes on the part of the provider.

License fee for radio, television, and computer

- The Danish law says that everyone must pay a license fee for the use of radio and television, when their computer is connected to the internet. Please refer to the website <http://www.dr.dk/OmDR/Licens/sprog/english.htm> for more information and a registration form. When you sign up for the agreement, it is important that you remember to sign off when you go back home
- Payment of the fee is only a matter between you and Danmarks Radio (DR). Please notice that the license staff is allowed to knock on your door, when they're screening for users that don't pay the fee. According to the law they have access to personal information.

Inspector services

- All requests for repairs or maintenance and reporting of incidences needing inspector attention must be reported via the help desk.
- Inspector services are available during normal office hours. Outside office hours an emergency service is available for urgent matters such as power failure or flooding.
- If you lose your key please report it to the help desk in order to get a new key. The charge for a new key will be deducted from your deposit. If you lose your key outside office hours and want access to your room you may call the emergency service – you will be charged the cost of a locksmith (up to 3000 DKK) if applicable.

Laundry

- Drying of clothes in the room is not allowed.

Cleaning

- You are responsible for the daily maintenance and care of your room and the common facilities including the immediate surroundings of your residence.
- Cleaning supplies, garbage bags etc are at your own expense and are not supplied by the owner or CBS Academic Housing.
- Please remember that failing to keep your new home clean is considered negligence and you may therefore be held liable for any resulting damages or degradation of the building or furnishings.
- The residence will be inspected regularly without prior warning to ensure that everything is kept clean and tidy to a satisfactory standard. If an inspector finds that this is not the case, the student(s) responsible will be given a chance to bring everything up to standard. If the responsible student(s) fail to do so, a cleaning crew will be hired to do the job. This will be done at the responsible student(s)' own expense.

Common areas

- It is your common responsibility to make a cleaning schedule and to make sure that everybody does his or her duty towards keeping the common kitchen/dining areas, hallways and toilet/bathrooms clean and tidy.
- Wash your dishes and other kitchen utensils as soon as you have finished cooking and eating. Make sure you dry them and put them back where they belong. Do not leave them in the kitchen sink or on the drying rack.
- Remember to clean the counters (and dining table) when you have finished cooking and eating.
- The stove or oven must be cleaned after use. The refrigerators and freezers must be emptied and cleaned at least once a month.
- Sweep and wash the kitchen floor at least once a week.
- The floors of the common areas and any common bathrooms with more than two users will also be cleaned regularly by a professional cleaning crew.

Your own room including bathrooms and in-room kitchens

- The toilet and bathroom sink in your bathroom must be cleaned every day. Remember to remove hair and soap from the drain.
- The shower must be cleaned after every use: Swipe the water from the walls and floor and make sure you remove hair and soap residue from the drain.
- The stove, microwave oven and any other kitchen appliances must be cleaned after every use.
- The refrigerator must be emptied and cleaned at least once a month.
- Carpets and floors are to be vacuumed at least once a week. Vacuum cleaners are supplied for this purpose. Please ensure that the hose is kept clean at all times and the internal dust bag is emptied and replaced when needed.
- Vinyl floors and bathroom floor should be washed at least once a week.
- The showers must be decalcified regularly using a calcium remover (i.e. Minus Kalk). The electric kettle must be decalcified with white vinegar.

Garbage

- Garbage bins in rooms, kitchens and bathrooms must be emptied every day into the appropriate containers outside your building.
- Empty bottles and glass containers must be taken to public glass containers.