

Housing rules and practical information

Nimbusparken 34

Welcome to your new home.

This document contains the housing rules that you are required to follow during your stay as well as practical information regarding your room and residence.

Please report any need for assistance from the inspectors to the help desk at <https://cbs-academic-housing.dk/fonden-cbs-academic-housing/help-desk/>

You can find more information at <http://www.cbs-academic-housing.dk>.

If you have any further questions, please contact Malene Baun Vigen at mbv.boligfond@cbs.dk.

We wish you a pleasant stay in Copenhagen.

Contents

Moving in.....	3
Housing rules.....	3
<i>The room</i>	<i>3</i>
<i>Quiet hours</i>	<i>4</i>
<i>Safety and security</i>	<i>4</i>
<i>Common areas and facilities</i>	<i>4</i>
Practical information	5
<i>The residence</i>	<i>5</i>
<i>Internet.....</i>	<i>5</i>
<i>Inspector services.....</i>	<i>5</i>
<i>Payment</i>	<i>6</i>
<i>Insurance</i>	<i>6</i>
<i>Keys and locks</i>	<i>6</i>
<i>Adapters for electrical appliances</i>	<i>7</i>
<i>Ventilation and heating</i>	<i>7</i>
<i>Kitchen facilities</i>	<i>8</i>
<i>Emergencies</i>	<i>8</i>
<i>Common room.....</i>	<i>8</i>
<i>Laundry.....</i>	<i>9</i>
Cleaning.....	9
<i>Waste</i>	<i>10</i>
<i>Storeroom.....</i>	<i>10</i>
<i>Extension of stay</i>	<i>10</i>
Moving out	10



Moving in

You have access to your apartment from 2 p.m. on the first day of your rental period.

Please ensure that everything is in order as soon as you arrive. Any missing or broken items must be reported to the help desk **within two weeks of your arrival**. The inspectors will handle repairs and bring you any missing items as soon as possible.

Housing rules

All residents are responsible for respecting the housing rules during their stay. Failure to comply may result in termination of the contract.

The purpose of the housing rules is to ensure a safe, pleasant, clean and quiet environment for all residents and neighbours in the area.

The room

- Residents are responsible for cleaning and maintaining their own room and bathroom. Failure to do so may result in a fee for costs related to repair, cleaning etc.
- Please report any issues or damages to the help desk immediately. This includes water dripping from the ceiling of your room, clogged drains or water seeping from your toilet.
- We reserve the right to access your room without prior notice in case of emergency or acute technical problems. We also reserve the right to enter your room to check for needed maintenance, but of course we will not enter without prior agreement and consent from you.
- It is not allowed to not hang or pin pictures or other items on the walls.
- Animals are not allowed on the property.



Quiet hours

- Please be considerate of other residents and neighbours at all times.
- During quiet hours, after 10 p.m. from Sunday to Thursday and after midnight on Friday and Saturday, it is not allowed to play loud music, host parties or otherwise behave noisy. This applies indoors as well as outdoors.

Safety and security

- Always keep the doors locked. Do not let any strangers into the residence.
- It is absolutely prohibited to lend your key tag to anyone.
- Remember to lock the windows and doors when you leave your studio. Open windows must be latched at all times.
- Smoking is not allowed anywhere inside the residence. Smoking outside must take place a minimum of 5 meters from **any** building.
- Do not use candles or other open fire sources or use flammable fluids indoors.
- Please remember to turn off electrical appliances when they are not in use or being supervised.
- Please make note of escape routes and do not block emergency exits including the staircases.

Common areas and facilities

- Residents share responsibility for keeping the common areas clean and tidy.
- Bikes must be placed in the bicycle racks in the basement or in the racks outside the building. Bikes are not allowed in hallways or rooms.



Practical information

The residence

The residence contains 130 rooms for students with kitchens shared by 10-12 residents as well as 5 guest apartments with 3 guests sharing a kitchen and lounge area.

Internet

- To log in to the wifi, please select the SSID-name: New Nimbus WiFi.
If the log-in screen does not pop up, use your browser to search for any website. The log-in screen should now appear and you can log in with the username and password received separately”.
- The internet is for legal private and work-related use only. Fonden CBS Academic Housing cannot be held responsible for internet failure, including problems due to misuse such as downloading of non-study related documents or use of wireless routers.
- Fonden CBS Academic Housing cannot be held responsible for interruptions caused by power blackouts or failures on the part of the provider.
- It is not permitted to connect personal routers to the network as this may disrupt the internet connection for other residents.
- Your userid serves as identification when using the hotspot. Never use other people’s phone numbers and do not lend yours to others.
- We recommend that you make telephone calls via the Wi-Fi connection as the building’s thick walls and windows may disturb normal mobile telephony.

If you experience any difficulties completing the log-in, please enter a request at the help desk at <https://cbs-academic-housing.dk/fonden-cbs-academic-housing/help-desk/> (requests will be processed during office hours).

Inspector services

- The inspectors can assist you with practical matters regarding your apartment and residence, including instructions on how to operate kitchen appliances, door locks, sorting of waste etc. They will also help you change light bulbs, bring any items missing from your inventory etc.
- The inspectors do not handle residents’ waste sorting.



Fonden CBS Academic Housing

- Please report all requests for repairs, maintenance or other incidents requiring inspector attention to the help desk at cbs-ah.dk.
- Inspector services are available from Monday to Thursday between 8 a.m and 3.30 p.m. and Friday between 8 a.m. and 3 p.m. The office is closed on weekends and on Danish public holidays. Please refer to <http://cbs-academic-housing.dk/> for information on holidays.

Payment

- You can pay rent by international bank transfer or via a Danish bank account. Payment by credit card or cash is not possible.
- If you have questions concerning payment or your contract, please contact Newsec at housing@newsec.dk.

Insurance

Fonden CBS Academic Housing cannot insure you or your possessions against theft or damage. Therefore, please ensure that you have adequate insurance coverage during your stay.

Keys and locks

You have received two key tags. The green or black tag is for laundry payments (see below). The white tag is for your mailbox and certain other doors in the residence.

Your key tag works like a traditional key. When you touch the lock from the outside with the key tag, the lock will change status, i.e. from locked to unlocked or from unlocked to locked. A red light means that the door has been locked. A green light means that it has been unlocked. You can always open the door from the inside without using the key. Please note that the door lock retains its status whether it is locked or unlocked.

Mailbox

You can open your mailbox by touching the key tag to the reader on the wall next to the mailboxes.

Leaving your room

Please be aware that the door may lock behind you depending on the lock status. Therefore, always remember to bring the key tag with you to avoid locking yourself out.

Updating your key tag



When you enter the building, please wait for the green and blue light on the key tag reader to make sure that your key is updated.

Locks flashing yellow or red light

If you notice a lock in the residence flashing yellow or red light, please report it to the help desk as this may suggest that the batteries in the lock need replacing.

Locked out or lost your key tag?

If you lock yourself out or lose your key or tag, please report it to the help desk. The inspector may not be able to assist you immediately but will be at the residence as soon as possible. For security reasons, the inspectors will not unlock the door unless you are present at the residence.

If you lock yourself out or lose your key or tag outside office hours, you can contact the locksmith, De Blå Låsesmede, at **+45 7026 2266**. Please note that they will charge you a minimum of DKK 1.500 to open the door. The locksmith cannot issue new keys or tags so you need to request a replacement at the help desk.

Adapters for electrical appliances

Please ensure that your adaptor has the official CE mark. All other types of adapters are prohibited as they may damage the power supply.

Ventilation and heating

The residence is equipped with automatic ventilation in the rooms and bathrooms.

You will find a panel for operating the heating on the wall behind the door to your room. If you press carefully and turn it clockwise, you can raise the temperature (as labelled at the wheel). Please note that it may take a while to either raise or lower the temperature.

The residence does not have air conditioning.



Kitchen facilities

Each resident has a designated drawer in the kitchen, labelled with room numbers. The fridge and freezer are shared with no designated space.

The kitchen is equipped with a set of kitchen utensils, shared by the residents.

NB: If you need help operating the dishwasher, oven, hood or stove, please request instructions from the inspector via the help desk.

Emergencies

- For ambulance, police and fire department, call **112**.
- If you need urgent medical care outside the office hours of your general practitioner, call Emergency Medical Services on **1813**.

Forenede Service:

- Weekdays, Mon-Thursday 3.30 p.m. to 8 a.m. Friday 3 p.m to 8 a.m, weekends and Danish public holidays: **+45 6010 8666**

Common room

- The common room in the basement is at the disposal of all residents for private events, free of charge. Residents may also use the common room for group work and social gatherings.
- You can request access to the common via the help desk **two working days** before you wish to use the room. During this access period, you are responsible for the common room and its contents.
- You must agree to pay for any damages, insufficient cleaning and missing or broken items.
- Remember that smoking is not allowed in the common room or in the hallway outside.
- Loud parties are not allowed. From Sunday to Thursday, the room must be locked up and left no later than 10 p.m. and on Friday and Saturday no later than midnight.



Laundry

- You have received a laundry tag along with your key tag.
- The laundry room is located in the basement below entrance number 36. You can access the laundry room via the basement.
- You will find instructions in English on how to use the laundry facilities, including payment, in the laundry room.
- Laundry costs are not included in your rent. You must pay directly to Saniva, the manager of the laundry.
- Drying laundry in rooms or hallways is not allowed due to risk of damaging the floors and mold growth.
- You will find a small drying room next to the laundry room. Please note that the room are for delicate items only, **not** for general drying purposes.
- The cleaning company cleans the floors regularly. However, the tenants are responsible for keeping the laundry room and machines clean and tidy. Do not forget to clean the lint filters of the dryers after use.

Cleaning

- It is a shared responsibility to take care of the common facilities, including the kitchen and lounge area.
- Cleaning supplies, waste disposal bags etc. are at your own expense and are not supplied by Fonden CBS Academic Housing. We do supply light bulbs and bags for the vacuum cleaner – please ask for replacements via the help desk.
- Descale the kettle every week with white vinegar (“Husholdningseddike”). **DO NOT use acid (e.g. “eddikesyre”).**
- Clean the sink and shower after every use: Swipe the water from the walls and floor and make sure to remove hair and soap residue from the drain.
- Descale the toilet, sink, shower, tiles and kitchen sink once a week with white vinegar (“Husholdningseddike”). **DO NOT use acid (e.g. “eddikesyre”).**



Waste

- Non-recyclables must be placed in small, sealed plastic waste bags and disposed of in the rubbish chute in the student hallway across the landing from your apartment. Please do not throw large bags, open bags, cardboard incl. pizza boxes etc. in the chute as this will block the entire system.
- Recyclables must be placed in the appropriate containers in the recycling station outside the building. Remember to close the container and shed after use to prevent rats and other vermin.
- Empty bottles and glass containers must be taken to public glass containers.

Storeroom

In the basement, you will find a 1m³ luggage compartment with your room number. If you wish to lock it, you must buy your own padlock.

Extension of stay

If you wish to extend your stay, please contact Malene Baun Vigen no later than one calendar month before the termination of your contract. Depending on availability, we are happy to extend your contract. An administration fee will be charged for the prolongation and will be deducted from your deposit.

Moving out

A few weeks before the end of your contract period, you will receive an e-mail with practical information regarding your departure.

Please remember that you will have to leave no later than noon on the last day of your contract. If you need a place to store your luggage for a few days, please make a request at the help desk.

Please ensure that you have reported updated and correct banking information to Newsec. If the information is incomplete, incorrect or missing, Newsec will not be able to transfer your deposit.