

Teknisk Kollegium



An introduction to the dormitory.

WELCOME !

Welcome to Teknisk Kollegium!

This brochure is entirely made for you, so you as a new resident quickly can learn your way around the dormitory. It contains all kinds of information, but if you should have unanswered questions after reading this brochure, you are more than welcome to contact the Residents Association.

We are looking forward to meeting you and hope you will enjoy Teknisk Kollegium, its atmosphere and wonderful surroundings.

Yours truly

The Residents Association

June 2009

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History and placement

Teknisk Kollegium is one of the oldest dormitories in Odense it was built in 1953 as a dormitory for the students at Teknisk Skole – hence the name.

However today it is not only students from all the different schools in Odense there lives in Teknisk Kollegium, but also student from the rest of Europe, Asia, Africa and America lives here.

In fact since 2003 the majority of students in the dormitory are foreign students, which creates a very international and multicultural environment. Teknisk Kollegium is situated in the centre of Odense, in one of the exclusive areas. A walk around the neighbourhood reveals beautiful houses, a stream, Odense Å, an opportunity for sailing, and a nice forest to take long walks in. (see map in the back of the brochure)

General description of the dormitory

The dormitory has three entrances your electronic key can open all of them: the main entrance, the west entrance and the east entrance to the basement.

The dormitory has 4 floors (the ground floor, 1st. 2nd. 3rd.) Each floor has two hallways and each hallway has two kitchens, except for the ground floor where in the left hallway is a TV room and study room. Furthermore there are 2 rooms beneath the ground floor which share a small kitchen. (But these rooms are considered part of the ground floor.) At the west entrance of the dormitory there is a small apartment. Here you can also find the mailboxes for the residents and the main notice board where all messages from the residents association, the network group and the bar are displayed (see map in the back of the brochure).

Entrances

The dormitory has three entrances. A main entrance on the front of the building, a smaller entrance 30 m to the left of the main entrance which leads to the mail box room and an entrance on the right side of the building which leads to the basement, where the bicycle repair room is.

In order to enter the building your electronic chip should be used to unlock the doors. It is extremely important that all entrances to the building are kept closed and locked at all times as there has been cases of vandalism and theft in the dormitory.

If you lose your electronic key, please immediately contact KBS, so they can disable the lost key and it is useless (safety for your self), and you can get a new key, you need to go to the KBS office to get a new key.

Room

The rooms are of various sizes and standards and it is possible to move internally in the dormitory – just get signed on the internal moving roster at the KBS office.

There is one apartment of three rooms only rentable by families, 3 two room apartments and the rest is single rooms of 13, 11 or 9 m².

Kitchen = Køkken

Each kitchen is built for 8 or 9 residents. Look at the notice board to see which kitchen your room belongs to (It is not possible to move to another kitchen).

In each kitchen there is a cupboard for you and space in the refrigerator. Your cupboard and space in the refrigerator are marked with your room number. In each kitchen there are various amounts of shared pots, pans, plates, knives, forks and glass. Your electronic chip can be used to

open the kitchen doors in your hall way. The residents are responsible for cleaning the kitchen and you are there for kindly asked to follow the sign put up in the kitchen regarding how to use the kitchen. The door to the kitchen must always be closed and locked according to the fire instructions and in order to prevent theft. (See also section “hygiene and cleaning”).

Toilet and bathroom

In general, there are 3 toilets and 2 showers on every hall way. You are kindly asked to do your best to keep the toilets and showers nice and hygienic. Please read and respect the sign put up regarding the toilets and the bathrooms.

Mailbox

All residents have their own mailbox which can be opened with the room key. The mail box room is situated on the ground floor in the left side of the building.

Notice board

In the mail room you can find the main notice boards. Here you can find important information from the different committees like the Residents Association, the Larmer and the Network Group.

Next to the main notice board, you can find a notice board marked “andet”= other things. This is for you to put any message that you want to display to the rest of the residents. On every hall way in the dormitory you can also find notice boards. These notice boards also have a section “andet” for you to put things on, but also space marked “køkken” = kitchen for the different kitchens to put their information on.

Laundry room = Vaskerum

To enter the laundry room you need your electronic chip to get in. To find the laundry take the main stairway down, go through the door at the end, to the right and down the stairs. You have the Gym hall on your right and the laundry will be on your left. To use the machines you need a washing-card, you will get one when you move in. Each wash costs 10 DKr, soap is included in the price, the bill will be added to your rent. You are kindly asked to collect you clothes immediately after it has been washed and dried. If you leave your dry clothes in the laundry for a longer period, the clothes will be removed and put in the big cardboard box standing on the table.

Bicycle Parking

You can park your bike outside the dormitory in the bike stands. Residents who deliver newspapers and who have a need to park a trailer are kindly asked to use the BBQ area or park their trailer outside at the right end of the bike stand. In order to respect the public order, bikes and trailers should be parked in the bike stands or as close to the bike stand as possible, so that people can walk by on the sidewalk.

Rules to follow in the dormitory

There are 115 people from all over the world living in our dormitory. Therefore, certain rules have be followed in order to keep peace and order and to have a nice and clean dormitory. The rules you must follow are the “House Rules”. Around in the dormitory you can also find signs about how to use the different facilities. These signs should always be read and be respected. It is

also very important that you keep in mind the regulations about fire safety. (see section about safety).

House rules of Teknisk Kollegium

§1. All residents are to respect each other.

§2. All concerns about internal matters at the dormitory must be addressed directly to the Residents Association in writing.

§3. Loud behaviour and music, including own practice of music, which disturbs the other residents should be avoided. All loud activities and music must be stopped latest 10 pm on weekdays and latest 1 am in weekends (Friday and Saturday).

§4. In January and June loud behaviour and loud music is not allowed at all.

§5. All signs put up by the Residents Association concerning rules of how to use the different activities and rooms must be followed.

§6. Every resident is obligated to uphold guidelines given to him/her by the Residents Association and see to it that his/her guests act likewise.

§7. Big parties with alcohol and loud music are not allowed in the hall ways, TV room or in the common areas. Parties should be held in the Larmer which can be borrowed for that specific purpose. The BBQ on the terrace must only be lit with grill briquettes and grill oil, and not paper. The BBQ is only for making food. After use, you are obliged to clean up the terrace and the BBQ. Rule number 3 also applies on the terrace.

§8. Smoking is not allowed in the common areas.

§9. Hash or narcotics of any kind is strictly forbidden in the dormitory.

§10. It is not allowed to make or put up graffiti, drawings or stickers on the building or in the common areas.

§11. Satellite dishes or any other kind of device which are considered to damage or desecrate the building or the surroundings may not be installed.

§12. Damages on the building or on things in the common areas should be reported immediately to the Residents Association.

§13. No pets are allowed in the dormitory.

§ 14. Only the person signed on the rental contract may live in the residence.

§ 15. Every resident is obligated to uphold the house rules and see to it that his/her guests act likewise. Violation of the above mentioned rules can result in eviction or termination of the resident's lease.

-Approved on the Residents Meeting September 2007

How to complain

If it should happen that your neighbour or any other residents in the dormitory is not following the House Rules you have the right to complain.

You complain by handing in a written complaint to the Residents Association. In this complaint the problem/situation should be described in details: the situation /problem, date, time, persons involved, if you have tried to solve it on your own etc. The letter should be signed before you hand it in. The Residents Association will then treat the complaint and will solve the problem for you. In severe cases the Residents Association will involve KBS which in the end can lead to a termination of the lease of the person causing the problem.

Hygiene and cleaning in the dormitory

A private cleaning company is responsible for the cleaning in the dormitory. Twice a week they clean the dormitory. They clean the floor in the kitchens, the bathrooms and toilets, vacuum clean the floor in the hall ways and clean the common areas. This is a big dormitory so you are kindly asked to clean your mess, to use the dust bin placed in the TV room, bring down any big cardboard boxes etc.

Kitchen = K kken

The members of the kitchen are themselves in charge of cleaning the kitchen and maintaining a good standard of hygiene. In order to have a nice and clean kitchen, residents start the semester with a group cleaning where all members of a kitchen help each other with cleaning the oven, freezer and refrigerator. During the semester residents follow the sign about how to use the kitchen and other rules that they have agreed upon on a kitchen meeting. The residents are also responsible of emptying the box with recycled glass, washing the tea towels and checking if the dust bag in the vacuum cleaner needs to be changed.

It is very important that you do your best to help cleaning in the kitchen, respect the kitchen rules and the other members in the kitchen (see House rules  1, 6 & 15.)

Remember KBS is inspecting the kitchens on regular basis, and if the kitchen is too dirty, the kitchen will get a warning and a deadline to clean it, if the kitchen doesn't comply, then there will come a private cleaning company and clean the kitchen, and the bill will be added on your rent.

Bathrooms and toilets:

As the toilets and showers are not cleaned every day you are kindly asked to read and respect the signs about how to use the toilets and showers. (See House Rules  1,6 and 15)

Vacuum cleaner = St vsuger

In every hall way will you find a door marked "St vsuger". In here you can find a vacuum cleaner to clean your room. The vacuum cleaner must be put back in the closet directly after use, it is not allowed to let them stay in the hallways according to the fire regulations. The residents are themselves responsible of changing the dust bag. The dust bag should always be changed when it is filled otherwise the vacuum cleaner will break down. New dust bags will be provided by the cleaning lady.

Trash

All ordinary kitchen garbage like food leftover, milk cartons etc should be disposed in the big green dustbins next to the BBQ. Always close and secure the garbage bags before you dispose them.

Glasses, bottles and jars should be recycled in the kitchens and then be put in the special made container that can be found next to the BBQ (on the terrace of the left side of the building. Take the main stairs down to the ground floor).

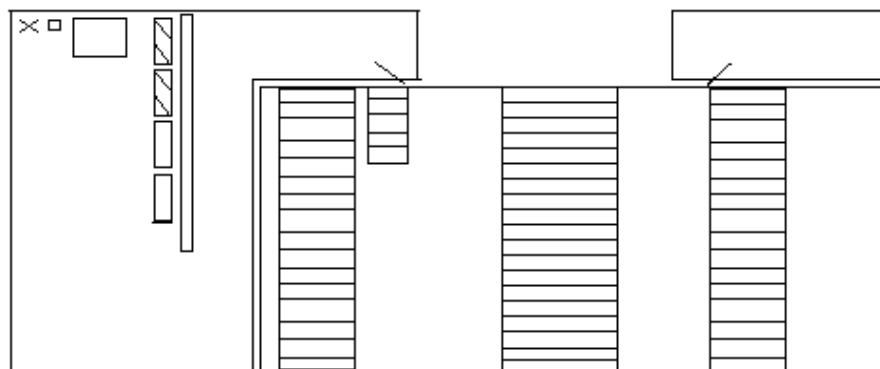
Recycling of paper and newspapers are done individually by the residents as i.e. letters are private. Papers and newspapers should also be recycled in the grey containers behind the dormitory.

Please do not put milk cartons and pizza boxes in the paper containers. No item that has been in touch with food is permitted in the paper container. Only paper please!

All big cardboard boxes (like from electrical devices etc) and other big things like old broken furniture should be taken down and put next to the green containers next to the BBQ.

Batteries and chemical waste should be put in the little red box which also can be found next to the BBQ.

RECYCLING



× = cardboard boxes and broken, old furniture

▨ = paper

□ = ordinary trash

□ = bottles and glass

□ = batteries

Safety

Fire safety

According to the fire regulations, all fire escapes should be cleared of things, so that in case of a fire every resident can escape. In our dormitory the hall ways (and the recesses) are considered as fire escapes. It is therefore strictly forbidden to place drying racks, cardboard boxes, furniture or any other items including shoes.

The doors separating the hallways are a part of the fire escapes and must not be blocked or held open.

The kitchen doors are fire doors. The purpose of these doors is to prevent any potential fire from spreading from the kitchen to the hall way. You are kindly asked to remember that 24 people are living and sleeping just a couple of meters from the kitchen. In February 2005 a kitchen burned out in the dormitory. It is very important that you take the fire safety seriously and remember that the kitchen door should be closed properly at all times. Luckily no residents were injured in the fire in February 2005, but it was only because the kitchen door was closed properly. There has now been installed a special lock system on every kitchen door so that the doors will always be locked in order to secure that the doors close properly. It is extremely important that the kitchen doors are never been held open with a chair or any other obstacle.

In every kitchen you can find a fire resistant blanket to put over a little fire started in the kitchen. On every hall way you can find a big red pump, which contains water to put out a little fire. In the hall ways you can also find some little red button. These red buttons starts the fire alarm. In case of big fire, the glass on the little button should be broken and the button should be pushed. In your room, on the inside of each wardrobe, you can find a map and an instruction that tells you how to escape in case of fire.

Theft

Unfortunately there have some cases of theft from the kitchens and laundry room and residences rooms, so always make sure that the door to the kitchen is locked properly (that include your own door) and collect your clothes immediately after it has been dried.

Insurance

It is your own responsibility to get insurance. For more information contact the KBS office.

Emergency number

The emergency number is: 112

This number puts you in contact with the police, the fire brigade, the paramedics etc.

This number is a free number and you can call this number from any phone without charge.

Facilities and Activities

Around the dormitory you can find different facilities. Some of these facilities require a key to open cupboard or a key to enter the room. All those keys is in a special key ring there is handed out to the kitchen representative (see section who is who) of your kitchen. If you want access to different the facilities go ask your kitchen representative for the key ring. You are kindly asked to read and respect the sign regarding the use of room and facilities before you start using them. Keys: blue = sports cupboard, green= canoes and cupboard with equipment. (see map over dormitory in the back of the brochure)

Bar

The name of the bar in the dormitory is “The Larmer”. To find the bar you should take the eastern stairway down to the basement. When you enter the basement you turn right to find the main entrance of the bar. The bar is open on Friday and Saturday from 10 pm. The prices are very cheap and you can dance all night long. The Larmer can be borrowed for private arrangements even on weekdays. For more info see section “the Larmer” on the main notice board near by the mail boxes.

The entrance in the basement must never be held open as the music from the Larmer disturbs the neighbours to the dormitory. Therefore, you are kindly asked to open personally for your friend if they are invited to the Larmer

TV room = TV rum

The TV room is situated at the left hallway on the ground floor. Here you can play pool, table football, and see TV.

You are kindly asked to respect the 8 residents living next to the TV room by remember to close the doors to the TV room. No parties are allowed in the TV room.

Study room = Læserum

The study room is situated next to the TV room, your electronic key can open the door. Here you find 2 computers connected to the internet. If you want to use the internet you should have an account at Kollegienet (See section about internet).

The Gym = Gymnastiksal

To find the gym, take the main stairs all the way down, enter, turn right and go down the stairs again. The gym is on your right. It can be used freely outside the scheduled activities, but remember to sign up with your room number, so others can see that the gym has been reserved. Next to the gym you can find a big cupboard with sports equipment for badminton, volley ball, hockey, outdoor activities etc. You need a key to open the cupboard.

Bike repair room = Værksted

In the basement you can find a room where you can repair your bike. There is an electrical pump, there is no tools, so you need to have your own tools with you. You are responsible for keeping it clean and clear of old bicycle parts.

Piano

Currently the piano is placed in the study room, your electronic key can open the door. It is not allowed to play on the piano after 22.00.

Canoes

If you want to take a ride down the small river, Odense Å, you can use the canoes. To find the canoes go down the main stairs, enter the door next to room 0002, turn right. Canoe paddles and life vests can be found in the grey cupboard and the canoes are outside. In order to reserve a canoe write your name on the schedule next to the cupboard. Keys are needed for the canoes and the cupboard with equipment.

Outdoor activities

Behind the dormitory you can find a football field. The football field is used by amateur football clubs. If the clubs are not training or playing matches, you can also use this space to play football. However the goals cannot be used. The field can also be used for activities such as Frisbee, the Danish game Rundbold etc. In the sports equipment cupboard you can find a football, cones to use as goals and jerseys. You can also find Frisbees, bats, an American football, an outdoor basketball etc.

Terrace with Barbeque

The terrace is situated on the left side of the building. In order to enter the terrace go down the main stairs, enter the door next to room 0002, turn right and go out of the door next to the grey canoe cupboard. During the summer month a barbeque will be put on the terrace so that you can barbeque. The barbeque can be reserved by writing down your name and room number on the schedule next to the door. The residents are themselves in charge of the cleaning of the terrace. Remember to throw out any trash and leftovers in the containers so that the terrace is always looking nice (See section about recycling). Respect there is 3 apartments next to the terrace, so no party's or noise after 23.00 at the terrace, the larmer can be borrowed for partying. If the rules not being kept the barbecue will be removed for a month!

Parties

Parties and dinners are not allowed in the TV room. Private parties and dinners are only allowed in your room, in the kitchens and on the terrace. Remember that loud behaviour and music must be stopped latest 10 pm on weekdays and no parties are allowed during the months of examination, January and June. (See House rules § 1, 3, 4 & 7) Parties and dinners held on the terrace should always respect the public order.

Should you have the urge to throw a party or to hold a dinner to big to be in the kitchen during the weekdays and weekends, the bar can then be borrowed for that purpose. Contact the chairman of the Larmer for further details. (See Facilities and Activities)

Internet, radio and television

Internet

If you want to get connected to the internet do the following:

1. Get an application paper from the Network Administrator (look at the main notice board for name and room number)
2. Fill out the application
3. Send the application to Kollegienet Odense, or go there your self
4. Wait one week, then you will receive a letter from Kollegienet Odense, if you go there your self, you will get the username & password immediately
5. Plug your computer in the network plug, and set your computer to receive an IP address automatic, and now you should have a IP address.
6. Follow the Instructions from Kollegienet Odense
7. Now you should be online!
8. If it not working contact the Network Administrator

Kollegienet Odense has a website (www.kollegienet.dk) where you can find various information (Guidance to Applications, Change Passwords, Forward e-mails, There is a US/UK version. Teknisk Kollegium is connected via a 100 MB fibre optical connection.

Radio and television

There is a TV and a radio connexion installed in every room. You can see television just by plugging in the TV cable to your television.

However, if you want to see television and hear radio in your room you should consider that everyone in Denmark should pay a fee every 6th month in order to have television or radio.

This money goes to making public TV and Radio broadcasts. Therefore if you are seeing television or hearing radio in your room, you should pay money to DR-licens. Once in a while inspectors from DR licens come to check all houses and dormitories. If the inspectors from DR-licens enter this building, they will, if they discover you have a TV or a radio, ask you to pay this special fee.

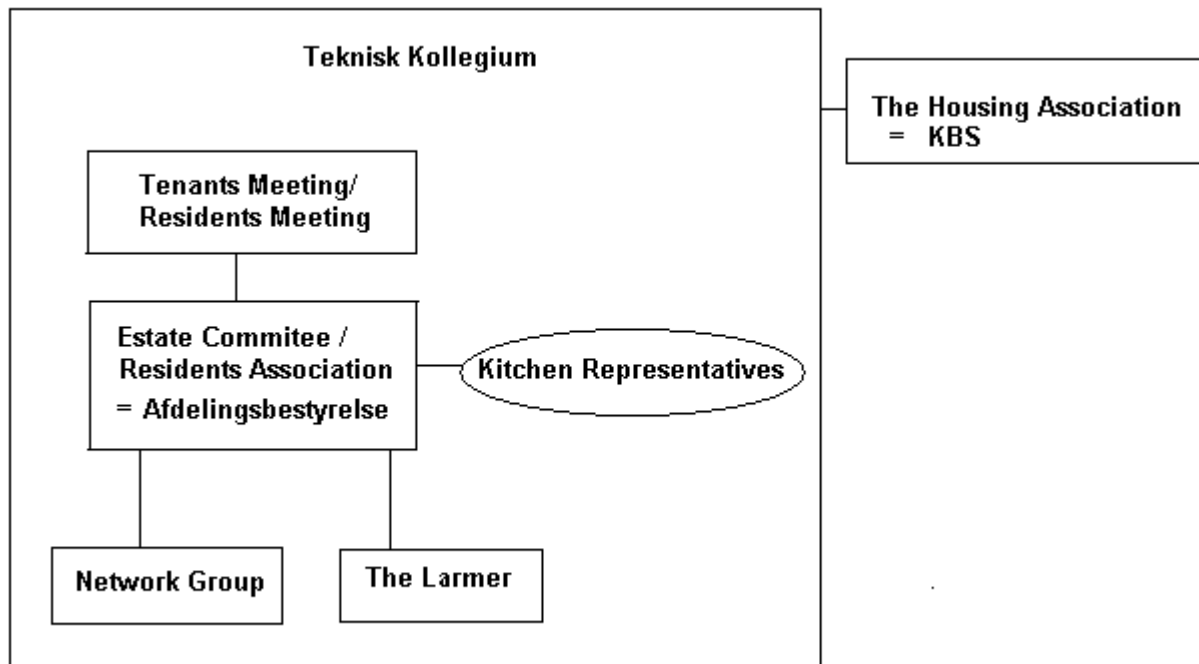
It is your own responsibility to find out whether or not you want to pay DR licens.

For more information: <http://www.dr.dk/omdr/index.asp?sektion=eng> or call DR licens 35 20 52 99

Who is who in the dormitory

The dormitory follows the legislation for non profit housing in Denmark. Non profit housing is housing for everyone. The tenants/residents who live in the housing estate pay the expenses of the estate/dormitory. This means that the money from your rent is used directly to pay the expenses in the non profit housing (renovation, cleaning etc).The rent has to be fixed so that it covers the expenses connected with the running of the estate. In non profit housing a profit is not allowed. Non profit housing estates are managed by a housing association in co-operation with an estate committee. The estate committee is elected by the tenants on a tenants' meeting to which all tenants have been invited. At least once a year there is a tenants' meeting, where all

tenants should approve the budget of the dormitory and elect the members of the estate committee.



The Residents Association

The association is the representative of the residents to the outside of Teknisk Kollegium i.e. KBS. It should consist of an unequal number of members including a secretary, a chairman and secretary of the treasury, and be of no less than 3 people. The Residents Association summons the residents to the Residents Meeting, manages the interests of the residents by negotiating the budget with KBS, makes decisions about the use and interior of the various spaces in the dormitory, approves the financial report, makes sure that good order is present at all times, makes decisions about changes in the house rules (submitted to a vote for all the residents), and oversees written complaints addressed to/from residents. Matters concerning problems with another resident, things broken or not working in the common areas and good ideas for activities/facilities in the dormitory should be addresses to the Residents Association. (See contact information on the main notice board)

The kitchen representatives

The Kitchen representative calls meetings in your kitchen. On these kitchen meetings things like cleaning, problems in the kitchens and good ideas and suggestions are discussed among the members of the kitchen. You are requested to participate in Kitchen Meetings in your kitchen as these meetings serve to create a nice and clean environment in the kitchen. The Kitchen representative is also the link between the Residents Association and the Residents in daily life. It very important that the Residents Association knows the right opinion of the residents so that the decisions made in the Residents Association always correspond with the wishes of the residents. In the Kitchen Meetings your are therefor also asked about your opinion about important things in the dormitory. The Kitchen Representative is reponsible for the key ring with keys to the different facilities in the dormitory. A kitchen representative is elected by the kitchen members.

KBS

KBS is the company who administrates the dormitory and the rental of the rooms. Any matter concerning your rent, moving in and moving out should therefore be directed to KBS.

Matters concerning the maintenance of your room and furniture should be directed to the janitor of KBS. (See sections addresses)

Moving in/ moving out.

Mail

Your address is:

Name

Jagtvej 59, floor xx, room xxxx

5000 Odense C

Denmark.

It is very important to tell your friends, family and others to write the room number on the letter otherwise the postman will not deliver your mail. Letters and small packages will be delivered in your mailbox. Big packages can be collected at the post office. The postman will deliver a note in your mailbox when your packages have arrived at the post office so that you can go and get it.

Moving in

When you are moving in you must as soon as possible check your room for defects and report those to the janitor office or KBS on the note given to you when you receive your room key and your electronic chip. These defects must be reported within 14 days or you'll be held responsible for them. You should think of putting one of your keys at a neighbour's, a friend's or family's place in case you should loose your own key. If you loose a key, it will cost you approximate 1000 dkr. for changing the locks (300 dkr. for the electronic chip). The 1000 kr will be deducted from your deposit when you move out.

Moving out

The letter of termination of your contract can be obtained from KBS. You can yourself terminate your stay here with 3 months notice counting from the 1st or the 15th in a month.

Your room must be handed over in a clean and orderly condition and your shelf in the refrigerator and your kitchen cupboard has to be empty and clean. Notice also that you are responsible for the hall way. This means that you are not allowed to leave things in the recess. Things you do not wish to own anymore must be taken all the way down to the trash containers next to the BBQ.

If the condition of your residence is not satisfactory you will be billed for additional repairs or cleaning. Your room will be inspected by the janitor who then decides whether or not your room is ok. Should you wish to be present at the inspection, contact the janitor for further details.

It is important that you remember to hand in your key to your room, otherwise approximate a 1000 dkr (300 dkr. for the electronic chip) will be deducted your bill, for changing the lock. If you cannot reach KBS, put your key in your own mail box before you leave.

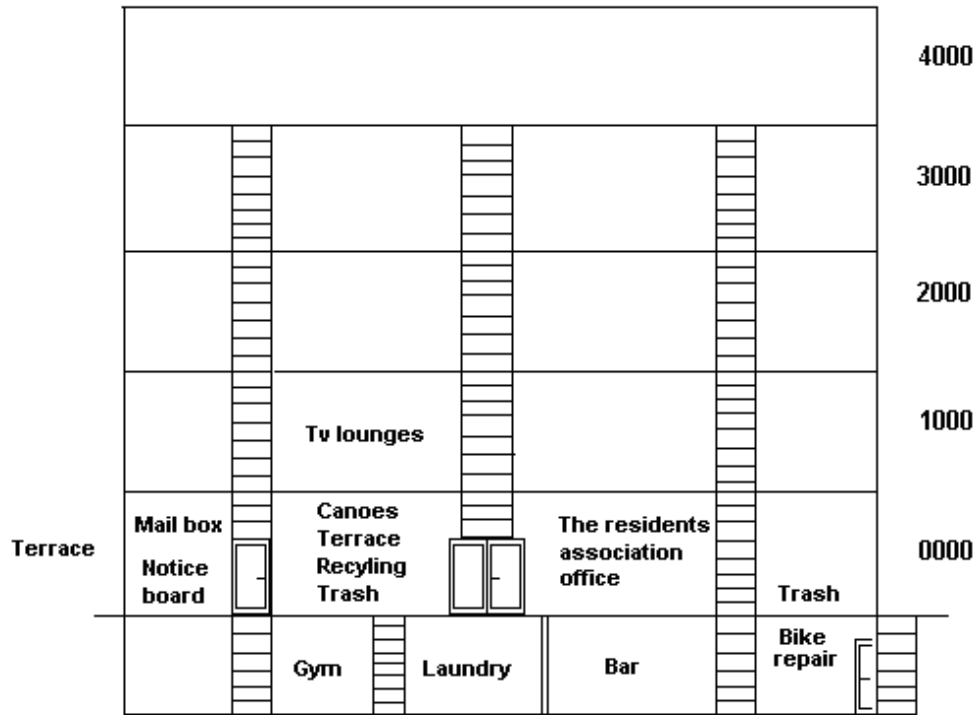
Vocabulary

All signs in the dormitory are in Danish, but here is a translation to the signs and some other Danish words useful when living in the dormitory.

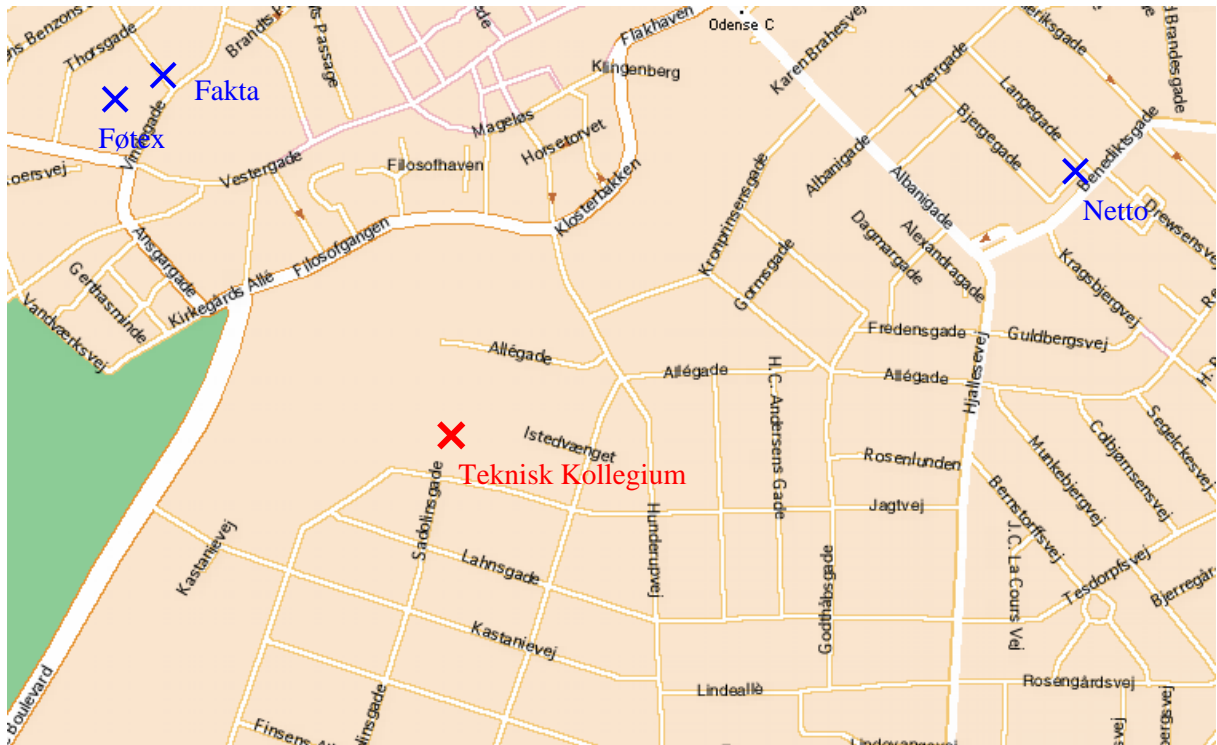
Køkken	=	Kitchen
Andet	=	Other things
Gymnastiksal	=	Gym
Cykelværksted	=	Bike repair room
Kælder	=	Basement
Vaskeri	=	Laundry room
Afdelingsbestyrelse	=	Residents Association
Netværksgruppe	=	Network Group
Portner	=	Janitor, caretaker
Husleje	=	Rent
Møbelgebyr	=	Rent for furniture

Teknisk kollegium

TEKNISK KOLLEGIUM



Surroundings



Bus routes

Bus 110/111 labelled “Banegården” takes you to the train station. You can find the bus stop on Læssøgade (on the same side as the shop that sells trekking equipment). At the train station you will find the central station for buses. You can then change buses i.e 40/41/42/72 which will take you directly to the university. (SDU) The fair of a bus ticket costs 18 kr. You can use your ticket for an hour. If you are planning on taken the bus more often ask the driver about monthly passes, discounts etc.

Forest and lake

If you go all the way down Langelinie (starts on the corner of Jagtvej) you will come to the lake called Skovsøen and to a beautiful forest. It takes around 25 min by foot.

Supermarkets

In the crossing between Vindegade and Vestergade you will find Føtex (large supermarket) and Fakta (cheap supermarket which is open until 5 pm on Sundays) At Benediktsgade you can find Netto. (cheap supermarket with good selection and a variety of goods)

Addresses

The Residents Association

Afdelingsbestyrelsen
Teknisk Kollegium
Jagtvej 59
5000 Odense C.

Email: info@tekniskkollegium.com

The Janitor

Portnerkontoret
Elmelundsvej 4
5200 Odense V
Tlf. 6616 9582
Fax 6616 9540

E-mail: portner@kollegieboligselskabet.dk

Office hours:

Mon- Thursday 14:00 – 15:00
Friday 11:00 – 12:00

The KBS office

“Hinderupgaard”
Niels Bohrs Allé 21
5230 Odense M
Tlf. 6613 4008

E-mail: kbs@kollegieboligselskabet.dk

Office hours:

Mon-Wednesday 11:00 – 15:00
Thursday 09:00 – 15:00
Friday 10:00 – 12:00