

Information Document– Mindegade Kollegiet

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Basement Under Building 7

The entrance to the basement is located directly opposite the main entrance of Building 9. In the basement you will find the laundry room, the common room, a toilet, and several storage rooms.

Basement Under Building 9

Here you will find large chest freezers that all residents may use freely. There are also storage rooms, bicycle parking, and a bicycle pump.

Bicycle Parking

You are free to use the bicycle parking facilities, both in the courtyard and in the basement under Building 9.

Bulky Waste

It is your own responsibility to ensure that bulky waste is collected (not the caretaker's or your neighbours').

Arrange collection of bulky waste via Kredsløb's website:

<https://www.kredslob.dk/privat/genbrug-og-affald/storskrald/storskraldsbestilling#/1>

On the website you can also read the rules for bulky waste and find out when your items will be collected. Place bulky waste at the designated collection point the evening before collection (not earlier or later).

Car Parking

There are two parking spaces available on a first-come, first-served basis. Reservations are not possible. We encourage drivers to use the spaces considerately and, for the sake of good neighbourly relations, not to park cars permanently or for extended periods.

It is NOT permitted to have three cars parked, due to fire safety regulations. In case of emergency, there must be clear access through the courtyard to the street.

Do You Have Suggestions for Department Meetings?

All residents with voting rights* are entitled to submit proposals and have them discussed at a department meeting. Proposals must be submitted to the department board no later than two weeks before the meeting takes place.

You can find the proposal template on our Facebook page *Mindegade Kollegiet* or on our website: <https://kollegiekontoret.dk/mindegade-kollegiet/>

*Residents listed on the lease agreement; subtenants therefore do not have voting rights.

Facebook

We have a Facebook group, “Mindegade Kollegiet”, where you can find information documents, Excel spreadsheets for booking the common room/rooftop terrace, communication between residents, and invitations to social events.

Is Something Broken?

IMPORTANT! Please state whether Søren is allowed or not allowed to let himself into your flat if you are not at home. This must be specified every time he is asked to fix something in your flat.

Our caretaker, Søren, is responsible for maintenance of the flats and the building. Contact him if something needs to be repaired. This also includes the apartment complex itself – i.e. the main entrance, the gate, etc.

Søren Stein

Email: sst@kollegiekontoret.dk

Tel.: +45 21 24 75 47 (working hours only and calls only – NO text messages)

Working Hours

Monday – Thursday: 7:00 – 15:30

Friday: 7:00 – 12:00

Storage Rooms

You were assigned a storage room when you moved in. Your storage room is located either in the basement under Building 9 or in the basement under Building 7.

The Gate

The gate is automatic and can be opened either by using your door chip at the entrance or by pressing the exit button when leaving. The gate will break if you push or pull it!

Next to the automatic gate there is an additional door that can be opened for cars. If this door is left open, please help closing it. We have many bicycles that we want to keep safe.

Common Room

In the basement of Building 7, we have a common room that may be used freely by all residents. You can also book the room for private events.

In our Facebook group you can access the Excel spreadsheet “Booking af fællesarealer”, which shows when the common room is reserved and when it is available for free use. You cannot book the room via the spreadsheet (see below for instructions).

Use of the Common Room

- The room contains a small kitchen, games, furniture, and a TV – all of which you may use freely.
 - To use the TV, you must bring your own HDMI adapter for your computer or other devices.
- You must always clean up after yourself. There is no cleaning staff for the room, so everything is our own responsibility.
- If the room is to be used for a private event, it must be booked – see instructions below.
- Quiet hours apply in the common room after 02:00 on Friday–Saturday and after 22:00 on Sunday–Thursday.
- You are always welcome to post in the Facebook group if you want to organise a film night or other social activities.

Please note: Out of consideration for the residents living above the common room, only one party per week is permitted. You can see in the Excel spreadsheet which bookings are parties.

Would You Like to Book the Common Room?

- Send an email to Faellesrummetmindegade@outlook.dk with the date, name, address, and time period for the booking.
- The day after the event, the common room must be cleaned no later than 14:00. Cleaning rules are listed below.
- REMEMBER: After 02:00 the party must move on somewhere else. The room must be quiet after this time.

Cleaning after use of the common room – latest 14:00 the following day

Cleaning supplies can be found under the kitchen sink, in the cupboard furthest to the right along the kitchen, and in the toilet.

If any cleaning supplies are missing, please let us know. You can either write it on the note hanging on one of the cupboards or contact the person in charge of the common (contact information below).

Cleaning Checklist:

- Everything must be returned to its proper place
- The trash must be emptied and new trash bags must be put in
- All dishes must be washed and the dishwasher emptied
- Kitchen worktops, cooker, and microwave must be cleaned after use
- Wipe down all surfaces
- Vacuum the floor and sofa
- Wash the floor – it tends to become sticky quickly if not washed
- Clean the toilet and washbasin
- Remember to empty the fridge
- **IMPORTANT:** If you have borrowed cloths, tea towels, etc., you must wash, dry, and return them to their proper place

Special Rules During Exams

During exam periods, parties in the common room are not permitted (with the exception of New Year's Eve). You can still book the room for non-party events such as communal dining or family birthday celebrations. However, the room must be quiet after 22:00 on all days of the week.

Exam periods are:

- 15/12 – 31/01
- 01/05 – 30/06

Would You Like the Common Room for New Year's Eve?

Each year, a draw is held to decide who may use the room on New Year's Eve. To participate in the draw, you must email Faellesrummetmindegade@outlook.dk by 25/11. The winner will be announced on Facebook a few days after the deadline.

Rooftop Terraces

We have two small rooftop terraces and one large one, all located at the top of Building 9. The large rooftop terrace has a grill that you may use during the summer for a small fee. Rules and instructions can be found on the grill itself.

Booking the Rooftop Terrace

The small rooftop terrace opposite flat 9.4.3 can be booked under the same rules as the common room. See above for details on how this is done.

Did You Not Find the Information You Were Looking For?

More information about the residence can be found on our website:

<https://kollegiekontoret.dk/en/mindegade-kollegiet/faq/>

If you still did not find what you were looking for, you are very welcome to contact the Chair of the Board. Contact details can be found on our Facebook page *Mindegade Kollegiet* or on our website: <https://kollegiekontoret.dk/en/mindegade-kollegiet/caretaker/>

Contact Information

Caretaker – Søren Stein

IMPORTANT! Please tell Søren whether he is allowed to let himself in, or alternatively when you will be at home. He must receive this information every time you ask for help – remember to include it in your message.

Email: sst@kollegiekontoret.dk

Tel.: +45 21 24 75 47 (working hours only and calls only – NO text messages)

Monday – Thursday: 7:00 – 15:30

Friday: 7:00 – 12:00

Chair of the Board – Sæde Dammeyer

Contact her if you are unsure about anything.

Facebook/Messenger: Sæde Katrine Vepsæ Dammeyer

Person in charge of the Common Room – Maryan Ahmed

Contact her if you have questions about or wish to book the common room.

Email: Faellesrummetmindegade@outlook.dk

Social Committee

Contact them if you have suggestions for social events for the entire residence.

Facebook/Messenger: Adrielle Suurland

Facebook/Messenger: Theodor Wagner

Project and Operations Manager

The residence's Project and Operations Manager: Karin Bank Lindberg

Email: kbl@kollegiekontoret.dk