Welcome
to the 'Agnes-/Adelheidstrasse'
student hall of residence
Dear Residents,

We would like to bid you a warm welcome to our student hall of residence ‘Agnes-Adelheidstrasse’!

In this brochure, we have compiled a wealth of information that we hope will help you to settle into and enjoy life in our student residence. If you have any questions or queries, please contact a member of our technical or administrative staff. The names and contact details of these persons are available on page 4.

We wish you a pleasant and interesting stay in our hall of residence, and of course, a successful course of study!

Yours sincerely,

The Munich Student Union (Studentenwerk München)

Important information:

Your room/apartment is state-assisted student accommodation, which may not be sublet for purposes of commercial gain. In the case of interest in a sublease, you must acquire prior written agreement from the landlord.

Non compliance with this regulation will have legal consequences.

Studying in Munich: Helpful information and tips can be found at www.studentenwerk-muenchen.de
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1 Important names and addresses

1.1 Administration

Verwaltungsstelle Adelheidstraße (Administration Adelheidstraße)
Adelheidstraße 13, Büro 2 (office 2)
80798 Munich
U2 Josephsplatz

Telephone: + 49 89 278143-11/-21
Fax: + 49 89 278143-15
Email: verwaltung.agnes-adelheid@stwm.de

Administrative office
opening hours:                                               09.00 am–12.30 pm
Mon–Fri                                                  02.00 pm–04.00 pm
Tues + Thurs

Director of administration: + 49 89 278 143-12
Administrator: + 49 89 278 143-11

Here you can obtain information regarding all administrative matters, such as rental contract, parking
space rental, submission of matriculation certificate (Immatrikulationbescheinigung – IB), extension of
rental contract and student self-administration.

1.2 Technical support

Verwaltungsstelle (Administrative office)
Agnes-/Adelheidstraße 13
80798 Munich

Appointments: upon arrangement
Email: technik_aa@stwm.de

Technical director: + 49 89 278143-14
Technical inspector: + 49 89 278 143-13
Caretaker: + 49 175 2905713
Duty hours: Mon-Thurs 07.00 am-03.30 pm
            Fri 07.00 am-12-30 pm
Technical emergencies

For urgent matters (burst pipes, fire etc.) occurring outside of normal office hours, the Munich Student Union runs a technical emergency support service.

The technical emergency support service can be reached on: +49 89 27 81 43-17

The telephone numbers of all emergency services are posted on the notice boards on the ground floor.

1.3 Emergency services

Ambulance 112
Fire brigade 112
Police 110

Nearest police stations:

Polizeiinspektion München 42 – Neuhausen (Police station Munich 42 - Neuhausen)
Erzgießereistraße 2
80335 München

Telephone: + 49 89 54265-0
Fax: + 49 89 54265-260
U1 Stiglmaierplatz

Polizeiinspektion München 12 – Maxvorstadt (Police station Munich 12 - Maxvorstadt)
Türkenstr. 3
80333 München

Telephone: + 49 89 28630-0
Fax: + 49 89 28630-128
U3/U6 Universität
2 Your student hall of residence

2.1 Area map, public transport connections, shopping facilities

The Agnes-/Adelheidstrasse hall of residence is situated in central Schwabing, just two minutes walk away from the Josephsplatz stop of the U2 underground line. The quickest way to reach the main campus of the Munich Technical University, as well the institutes belonging to the LMU, is to take your bike. There are plenty of shopping facilities such as supermarkets, green grocers and chemists within easy walking distance of your student accommodation.
2.2 Particular features of your hall of residence

The communal facilities available to residents of the Agnes-/Adelheidstrasse hall of residence include a common room, a bar, a sauna and a lift. Additionally, this hall of residence is also equipped with a crèche in the building at 33 Agnesstrasse.

2.3 Keys, electric doorbells, post boxes

Electronic locking system in house 15 Adelheidstrasse and house 27 Agnesstrasse

Admission control for houses 15 and 27 work by means of an electronic key (chip card). With this chip card, depending on personal authorizations, you can open the doors listed below:

- Main entrance
- Side entrance "Freitreppe" (only residents of house 27)
- Staircase 1 leading to the underground parking (only residents of house 27)
- Underground parking gate (only residents of house 27)
- Laundry room (in house 27)
- Common rooms

Intercom and electric doorbells

The intercom operation panel is located in your room. The electric doorbell in your room/living group rings when a caller at the door to the house enters your room number/the number of your living group. You can communicate with the caller via the intercom and open the main house door by pressing the ‘Türöffner’ (door opener) button. The door to the corridor on your floor has to be opened manually, except in the house at 13 Adelheidstrasse, where this door is also opened by pressing the Türöffner button. Detailed instructions for use of the intercom in 13 Adelheidstrasse are included in the appendices.

A list containing the surnames of the residents of the house and their corresponding room number is displayed at the main entrances to the houses at numbers 15, 27, 31, 33 and 35. This list is updated on a monthly basis.

Doorbell and post box labels

The correlation between surname and room number is listed on the notice board next to the post boxes in the main entrance hall of the house. Post boxes are marked with room number. Please refrain from labelling the post boxes with individual names.

2.4 Reporting damage and repairs

2.4.1 Damage in your room

If you become aware of damage in your room during your time as resident, please inform the care-taker of this at the earliest available opportunity. Do this by filling out a damage report form (‘Schadensmeldung’), which can be found in the entrance hall of the administration office at number 13 Adelheidstrasse.
2.4.2 Other damages and incidents

If you witness special incidents (e.g. fire, burglary, vandalism) first make sure to get yourself to safety. Then immediately call the police, fire brigade or an ambulance depending on the incident. In addition please inform the administration office of your hall of residence or the caretaker. In case you notice other strange occurrences happening or you become aware of damages other than in 2.4.1 please also inform the administration office/the caretaker as soon as possible.

2.5 Television and radio reception, telephone, internet

2.5.1 Television and radio reception

The house is being equipped with a cable connection from Kabel Deutschland. A current overview of the available channels is available at www.kabeldeutschland.de (under: Fernsehen/Senderübersicht).

2.5.2 Telephone connection

All rooms in the house have the makings of a telephone/DSL-connection. These connections can be activated for use with either an analogue or ISDN telephone, by a service provider of your choice. Please use only the plug socket labelled RJ 45.

Information concerning telephone numbers in Germany

Every telephone number in Germany has a dialling code that corresponds to the regional network. The regional dialling code for Munich is 089. If you are calling from within the same regional network as the number you are dialling, you do not need to enter the regional dialling code.

The international dialling code for Germany is 0049 (or + 49). If calling from another country, the international dialling code must be used, and the 0 of the regional dialling code then omitted. For example: + 49 (or 0049) and then 89 for Munich followed by the telephone number.

2.5.3 Internet

Your house has its own broadband (LAN), with access to the Internet via the Münchner Hochschulnetz (MHN) (Munich Universities’ Network).

Costs:
LAN usage and administrative costs are included in the charges for running costs paid by each and every resident of the hall, and do not depend on usage. No additional charges are incurred for using the Internet.

Hard- and software for the internet:
To be able to establish an internet connection, you will require a PC/laptop with a network interface card and a cable connecting this to the connection socket (patch cable). Summarised instructions for configuration of your PC can be obtained from your administrative office (see 1.1)

Important:
Right connection socket ('T'):
Telephone
Left connection socket ('D'):
Internet

This double connection socket must under no circumstances be opened, removed or otherwise tampered with!
2.6 Broadcaster license fees

In Germany, all radio and television reception devices require a license. This applies to all devices capable of receiving or transmitting radio and television programs (e.g. internet-PCs, televisions, radios and smartphones).

A basic, all-inclusive fee is charged to every flat. The occupant of the flat, i.e. the adult residing here, is liable for this fee. As a rule, every resident of a flat and all persons registered to this address are considered the legal occupants and are thus jointly liable for the fee.

In the case of a shared flat, this means that one of the residents is required to submit payment to the ARD ZDF Deutschlandradio Beitragsservice (ARD ZDF German Broadcasting Fee Service) and his flat-mates are obliged to pay the relevant contributions to the paying resident.

It is not possible within rental law, that the landlord (Studentenwerk) pays the licence fee for the students.

People of low financial means (including BAföG recipients) can apply for an exemption from these fees and cannot be held liable for them.

For more detailed information, please consult the ARD ZDF German Broadcasting Fee Service website at www.rundfunkbeitrag.de

2.7 Communal kitchens

For safety reasons, the cookers in the communal kitchens in the houses 15 Adelheidstraße and 31 Agnesstrasse are fitted with a timer switch. By pressing the appropriate button, the timer switch can be activated for a maximum of 120 minutes, during which time the cookers can be used as normal.

2.8 Washing machines and drying room

Rooms with washing machines and dryers are located in the various houses as follows:

- for 27 Agnesstrasse residents: on the ground floor of Agnesstrasse 27
- for 31 Agnesstrasse residents: on the ground floor of Agnesstrasse 31
- for 33 and 35 Agnesstrasse residents: on the ground floor of Agnesstrasse 35
- for 13 Adelheidstrasse residents: in the cellar of Adelheidstrasse 13
- for 15 Adelheidstrasse residents: on the ground floor of Agnesstrasse 27

The washing machines are the property of an external firm, and their operation requires that coins be inserted. A change machine is available, as is a machine selling tabs of washing powder. The key to your room also opens and re-locks the door to the washing machine and drying room.
3  Rules of play for life in shared accommodation

3.1  Registration with the state authorities (‘Einwohnermeldeamt’)

You are required to register your new address with the state authorities (Einwohnermeldeamt). If possible, you should do this within a week of moving into the halls of residence. This can be taken care of at any ‘Landeshauptstadt München’ (City of Munich) registration office. These offices are known as ‘Bürgerbüros’. Information regarding the location of Bürgerbüros and details of their opening hours is available at http://www.muenchen.de/Rathaus/kvr/service/37628/index.html, as is a selection of forms to download.

3.2  Submission of matriculation certificate

To be eligible to live in a Munich Student Union student hall of residence, you have to be a student. Each semester, you are required to offer proof of your student status in the form of your matriculation certificate (Immatrikulationsbescheinigung); commonly known as ‘IB’. The semester submission deadlines are as follows:

IB presentation/summer semester: by the 1st of May at the latest
IB presentation/winter semester: by the 1st of November at the latest

Failure to present your IB in accordance with these deadlines will result in termination of your rental contract!

3.3  House rules

When a lot of people co-inhabit a relatively small space, there are certain rules that need to be observed. This includes showing respect for your neighbours that live in the near-by properties. Please do take notice of these house rules, as they represent an element of your rental contract. A copy of the rules themselves was handed out to you with your rental contract.

Particularities of 15 Adelheidstraße and 27 Agnesstraße:

The walls in both houses are coated with silicate paint which is breathable ant thus reduces the risk of algae and fungal groth. To keep this effect and not damage their structure, walls are to be painted only with silicate paint (e.g. Brillux ELF 1806/ELF 9018). If you have any questions, do not hesitate to address yourself to our technical administration (for contact details see 1.2)

Colours of the curtains are suited to the colours of the corresponding post box. As we wish to maintain this colour scheme being elaborated by the architect, we ask not to remove those curtains. In case you wish to hang up your individual curtains, just place them on the second track on the inside. Thus the colour scheme is maintained and you still can realize your personal style.

Proper use of the doors in the arcades in Agnesstraße 27:

Please never leave the doors open, as exposure to strong sunlight can cause the windows to dull on the inside. Please do not apply any (protective) film to the insides of the doors. These will cause heat to accumulate, which can cause the glass to tear. Placing objects directly behind the door or glass panes can also lead to heat accumulation and tearing of the glass. Please do not place stones in the door to keep it open. They can warp the frame preventing the door from...
opening and closing. The same goes for the door latch. It also may not be used (locking the door while it is open) to prevent the door from falling shut.

Please note that if any doors become damaged for the above reasons, those responsible will be charged with the full price of a replacement.

### 3.4 Health and safety and fire regulations

Please keep the doors to the houses, flats and washing and drying facilities locked at all times. We also highly recommend that ground floor windows are kept closed at night and when no-one is home. Corridors, hallways and stairs serve as emergency escape routes. These must be kept completely clear at all times and under no circumstances should they become blocked by objects such as bicycles, boxes, crates, chairs, bottles, rubbish or shoes etc. For reasons of fire safety, nothing may be stuck to the walls in the hallways or stairwells, or on the doors of the houses, flats or cellars.

#### 3.4.1 What to do in case of fire?

- Keep calm
- Warn all your roommates
- Help children and handicapped, elder or ill persons
- Shut all windows and doors behind you
- Leave the house at once
- Do not use elevators
- Call the fire brigade (112)

#### 3.4.2 Smoke detector

There are smoke detectors in habitants’ rooms and, depending on the building, also in the common kitchens. Smoke detectors help notice fires early. Still, they cannot put out, nor prevent a fire, or call the fire brigade. Smoke detectors make a loud alarm noise to warn you on time, as soon as they notice flue gas / rising smoke / rising temperature in the room.

If you exclude a serious reason for escape, you can deactivate the signal temporarily (for about 10 minutes), or also suppress it before the alarm is activated by softly pressing the button (“Prüf- und Stopp-Taste”). Proper airing is recommended in this case in order to prevent another alarm.

This smoke detector checks its functioning once per minute on its own.

**Battery malfunction indication**

If the smoke detector makes a short acoustic signal (beep) about every 90 seconds, battery is quite empty. If the device makes two acoustic signals (beep beep) about every 90 seconds, its optical sensors are too polluted and should be cleaned. You can deactivate acoustic signals temporarily (about 24 hours) by pressing the button (“Prüf- und Stopp-Taste”).

If the smoke detector gives one of the two described signals, its functioning lasts still about 60 days. It should be replaced before these 60 days are over! Please fill in a damage report form in order to get the battery changed as soon as your smoke detector gives this signal.

Please make sure that all air intake openings are free and not blocked with dust, dirt, painting or tape.

**Possible reasons for false alarm**

- Steam (water / cooking), room / insect spray, or if pollen / construction/sanding/fine dust have directly entered into the equipment.
Extreme variations in temperature or strong electromagnetic radiation can influence the smoke protector.
- Cigarette smoke causes alarm only if it reaches the smoke detector directly or highly concentrated. To avoid false alarm, you should protect the equipment from the listed environmental influences.
- One or more small insects or other microorganisms have overcome the equipment's insect protection barrier. Careful cleaning, e. g. by means of a vacuum cleaner, can help.

While cooking or in case of strong water vapour you should take care that the room is properly aired. You can also prevent / stop false alarm by softly pressing the button ("Prüf- und Stopp-Taste"). Please inform your neighbours in case of false alarm so that they do not call the fire brigade unnecessarily.

### 3.5 Noise

Proper and appropriate conduct within the hall of residence is basically covered by the house rules. These state that disruptively high levels of noise are to be avoided in the houses and rooms. Renovations work and other loud activities should not be conducted between 12.00 – 14.00 h or before 08.00 h or after 18.00 h, and are not permitted at all on Sundays or public holidays. It is particularly important to keep the house quiet between 22.00 h and 07.00 h.

Despite these regulations, complaints from neighbours living in the surrounding buildings are unfortunately not uncommon and mainly purport to unacceptable noise levels during the night.

**We would thus strongly urge you to please observe the period of quiet time between the hours of 22.00 h and 07.00 h.**

Of particular importance are the following points:

- Keep windows shut when holding a gathering in the communal areas.
- Keep the volume of the music down to an appropriate level
- Keep quiet on the balconies
- Do not talk loudly in the yard

In addition to observing the regulations regarding quiet-times, please show consideration towards your neighbours at all times. Most of these people go to work every day, and are prevented from getting their well-earned sleep if their student neighbours party loud and late into the night. This, quite understandably, sours relations within the neighbourhood and reduces acceptance of student residences in general.

### 3.6 Cleaning of the hall of residence and common rooms

To ensure that everyone in your hall of residence can live in pleasant surroundings, please take the trouble to keep your accommodation clean. Our cleaning firm is responsible for cleaning certain communal areas:

In **Agnesstrasse 27** the corridors, porches, staircases, public bathrooms as well as the laundry room are cleaned. Additionally, we support you in cleaning the common kitchens shared flats for 3 and 6 persons.

The corridors on the ground floor and in the cellar, the stairwell, the WC's on the ground floor, the common room on the ground floor and the laundry room of the house at **31 Agnesstrasse**.

The stairwell and corridors, as well as the sanitary facilities and the floor in the kitchen of the houses at **33 and 35 Agnesstrasse**.
The stairwell and corridors, the washing machine room and the communal WC's on the ground floor of the house at 13 Adelheidstrasse.

In Adelheidstrasse 15 the corridors and staircases are cleaned. Additionally, we support you in cleaning the common kitchens shared flats for 4 persons.

The cleanliness of your own room is your own responsibility. It is the joint responsibility of all members of a living group to keep areas such as hallway, showers, toilets and the kitchen of the shared flat clean.

**Helpful hints for sharing a kitchen**

The kitchen is the heart of communal living. It is where people come together and live together. It can, however, quickly become a conflict zone, if residents’ understanding of order and hygiene differ widely from one another. We thus offer you the following helpful tips and recommend that these are discussed and agreed upon by all members of the household:

- Organise a cleaning plan in which residents take turns in being responsible for the cleanliness of the kitchen (e.g. for one week). Define which duties this regime covers.
- Put food away as soon as you have finished with it.
- Don’t leave unwashed crockery, cutlery or glasses standing around.
- Wipe splashes of food from the cooker as soon as you have finished cooking, otherwise they will become burned on and more difficult to remove.
- Clean up spilt food or drinks and dispose of it accordingly
- Residents are required to take the rubbish out themselves. Take the bin bags regularly to the rubbish containers and don't allow the bins to overflow.
- Clean cupboards, fridges and cookers regularly and throw away anything that is no longer fit to eat
- The floor of the kitchen in the house at Agnesstrasse 31 must be cleaned regularly – at least once a week.
- Windows and window frames should be cleaned approximately every three months.

As a resident, you are responsible for the cleanliness of the kitchen. If you do not live up to this responsibility, we will be forced to ask our cleaning firm to restore the necessary standards of hygiene in this area. To cover the cost of this, each resident of the house will be presented with a bill. You can thus help to keep your overheads to a minimum, by maintaining certain standards of hygiene and cleanliness in your house yourself.

### 3.7 Mounting personal items

Please be sure to consult the care-taker before hanging anything up on the walls of your room (e.g. pictures or shelves). Before drilling into the walls it is vital to ascertain whether there are any unseen water pipes or electricity cables.
3.8 Student self-administration and tutors

Our student halls of residence run both student self-administration and tutor programs. The main job of the house representative is to maintain contact with the student union. He or she should also stay in regular contact with the administrative office responsible for the particular house, as well as acting as a voice for all the residents. The tutors' job is to promote social contact and communal living within the hall of residence. They do this by organising group activities, where they can draw upon the support of the Munich Student Union Culture Bureau.

Residents elect a house speaker and tutors themselves. They also agree up a statute governing the functions and activities of the student self-administration.

Contact person for the house speaker:  
Grit Hoffmann  
Studentenwerk München  
Administration office  
Adelheidstraße 13, office 1  
80798 München  
Telefon: + 49 89 278134-12  
Telefax: + 49 89 278134-15  
E-Mail: grit.hoffmann@stwm.de

Contact person for tutors:  
Caroline Otto  
Studentenwerk München – Kulturbüro (Culture Bureau)  
Leopoldstraße 13, house 1, room 1113 (1st floor)  
80802 München  
Telephone: + 49 89 38196-1513  
Fax: + 49 89 38196-1517  
Email: tutoren@stwm.de

3.9 Registering parties

The student self-administration and tutors organise parties and other events to promote social contact and communal living within the student hall of residence. The residents too, use the communal areas to hold private parties on special occasions.

Due to the noise often associated with such gatherings, and possible inconvenience to the neighbours that this may cause, parties may only be held at the weekends (meaning only on Friday or Saturday), and must confirm to certain limitations.

For all parties, the Munich Student Union’s agreement has to be obtained by the student self-administration in advance. To do this, please send a timely written application to the technical director of your hall of residence (forms for this application are available from the student self-administration).

The general house rules also apply to parties. These are a component of your rental contract, and state that the time between 22.00 h and 07.00 h is to be kept quiet. Safety regulations also require that the number of persons present at a party be limited to the maximum number allowed in the particular room(s).

The student self-administration or other host is also required to take care of cleaning after the party. This includes both cleaning the rooms in which the party was held and any other areas, for example stairwells and outside areas, which were used in the course of the event.

Any additional agreements made between the Munich Student Union and the student self-administration of particular halls of residence are initially upheld.
4 Saving resources

The Munich Student Union strives towards environmentally friendly conduct in all areas of its work. We want to do our bit towards protecting the essential elements that our very lives depend upon. To do this, we need your help! Everyone can save money and electricity; all it requires is a bit of thought and attention. Proper separation and disposal of waste doesn’t only serve to help the environment; it also helps to keep costs down. Last but not least, proper heating and airing also conserves energy.

In the following sections, we provide you with a few tips aimed at helping you to conserve energy and resources. In the appendices section you will find a leaflet with a summary of these tips, which you can keep to refresh your memory.

4.1 Waste disposal

Rubbish disposal comes at a considerable cost, which you pay for as part of your overheads’ bills. Taking care to properly separate and dispose of your waste will help to keep these costs down, whilst simultaneously helping the environment.

- **Paper/cardboard:** Paper container next to the rubbish shed
- **General waste:** General waste container in the rubbish shed
- **Glass:** Recycling point Teng-/Adalbertstraße (on Josephsplatz) or recycling point Elisabeth-/Winzererstraße
- **Plastics:** See glass
- **Recyclable metals:** See glass

At the recycling point there are separate containers for white, brown and green glass. The receptacle for plastics can also be used for composite plastic materials, and tin, aluminium and composite metal materials can be disposed of in the container for metals. As a Munich resident, you can dispose of oversize and electronic items free of charge at a recycling centre (Wertstoffhof).

*Your nearest recycling centre:*
Arnulfstraße 290
80639 München

*Opening times:*
- **Mon** 10.30–19.00 h
- **Tues–Fri** 08.00–18.00 h
- **Sat** 07.30–15.00 h

4.2 Water

Water is one of our most important resources. Although this may not be immediately apparent to us in Germany, water, particularly drinking water, is not available in unlimited amounts. It is thus important that we use water wisely, and we would ask you to conserve it where possible.

The less water that is used, the easier it is to re-purify the waste water and the less that has to be removed from the environment in the first place. Saving water also saves money.

*Here are a few tips to help reduce water-usage:*


▪ Turn the shower off whilst shampooing your hair and washing yourself. Only turn it on again when you need to rinse.

▪ When washing the dishes by hand, never wash them under a constantly running tap; wash them instead in a basin filled with hot water.

▪ Use a beaker when cleaning your teeth, rather than letting unused water run down the plug hole for minutes on end.

▪ Get dripping taps repaired straight away: A tap that drips once every two seconds drips around 800 litres in a year!

▪ If the tank of the toilet has a leak, be sure to get it repaired and please make use of the short-flush option.

By heeding these tips you can do your part to help conserve water; not to mention their importance in keeping overhead costs down for the benefit of all residents.

**In order to be able to ensure excellent drinking water quality and reduce the risk of a dangerous build-up of legionella bacteria, we need your help:**

▪ Twice a week, let all hot water taps and shower heads run until the water reaches 60°C.

▪ Before setting the desired water temperature for showering, run warm water through the shower head – be careful of scalding!

### 4.3 Electricity

Everyone can save electricity. It can be as easy as making sure that the light in the hall, kitchen or bathroom doesn’t get left on all night; or remembering to turn off the festive Christmas lights at the window during the day or when everyone is asleep.

It also helps to put the PC in its energy-saving mode, when you take a longer break. Check the instruction manual to see how this works. Even doing without a screen saver helps to save power, which concomitantly increases the length of time for which the battery runs.

A general rule applies to all appliances: Turn it off when it’s not in use. This also applies to peripheral appliances like monitors, printers and scanners. Anything in stand-by mode is silently consuming energy. Consider whether or not you really need this function with your television, stereo etc.
## Appendices

### 5.1 Instructions for use of the intercom at 31 Agnesstrasse

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**Bedienung**

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<td><strong>Taste drehen</strong></td>
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**Zertifiziert nach DIN EN ISO 9001:2015**
5.2 Leaflet concerning conserving/saving resources

Help save costs for heating, water, power, and refuse collection

Dear tenants,
In light of an increase in operating costs and for ecological reasons, we would request that you comply with the following tips. In doing so, you make a personal contribution to the responsible use of resources and help lower the operating costs of your hall of residence.

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<td>✔️ Heating and airing correctly helps save heating costs and contributes to a good room temperature and air quality.</td>
<td>✔️ Showering When shampooing or lathering during showers, turn off the faucet and only turn back on as needed.</td>
<td>✔️ Computer use Switch your computer to an energy-saving mode when you take longer breaks. Please refer to your operating system documentation for details. Do not use screen savers.</td>
<td>✔️ Packaging Please dispose of food packaging in the containers provided at the supermarket.</td>
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<td>✔️ Room temperature The correct room temperature for healthy living is between 18 and 20°C. Curtains and furniture should not be placed directly in front of radiators.</td>
<td>✔️ Tooth-brushing Use a glass of water and do not allow drinking water to flow unused from the tap and down the drain.</td>
<td>✔️ Turn off equipment As a rule: turn off all equipment when you no longer need it. This also applies to peripherals such as monitors, printers, or scanners.</td>
<td>✔️ Waste separation Please separate household waste as stipulated and dispose of and recycle paper, glass, etc. separately.</td>
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<td>✔️ Airing rooms Rooms should be aired - even at cold outdoor temperatures - by widely opening the windows for approx. 3 minutes to ensure a good exchange of air. Please turn off the heating when you air rooms. Avoid leaving windows open constantly. This will cause ceilings and walls to cool down. When rooms are aired intermittently, the heat stored in walls and the ceiling is not lost and the fresh air in the room will warm up rapidly.</td>
<td>✔️ Washing dishes Dishes should never be washed by hand under running water.</td>
<td>✔️ Faucets Please have dripping faucets repaired immediately. A faucet that drips every 2 seconds wastes around 800 liters of water per year.</td>
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<td>Never air your rooms during the heating period by leaving windows tilted. Humidity from the bath, kitchen, or hall should not be allowed into the room.</td>
<td>✔️ Toilet flushing Please watch for leaks from the toilet water tank and use the economy button on dual-flush toilets.</td>
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