

Welcome to the “Max-Bill-Straße” Halls of Residence



Student Accommodation



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**Studentenwerk
München**

Student Accommodation

“Max-Bill-Straße” Halls of Residence

**Max-Bill-Str. 67
80807 München**

Dear residents,

welcome to our “Max-Bill-Straße” Halls of Residence!

This booklet contains various information to help you settle and live comfortably in our Halls of Residence. If you should have any questions, please refer to our technical employees or our employees in management. The contact details can be found on page 5.

We hope that you have a pleasant and interesting time in our halls of residence and wish you best of luck with your studies!

Your

Munich Student Union

Please note:

Please remember that the halls of residence are government-funded and not to be rented out for commercial purposes. If you intend to temporarily sublet your room, you **must first** acquire a written approval from the landlord.

Violation of this conduct will infer legal consequences.

Studying in Munich: Helpful information and tips can be found here www.stwm.de



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1 Important contact details

1.1 Administration

Tenant Management

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.

Administration Office Olympic Village
Alte Mensa
Entrance a, room a2
Helene-Mayer-Ring 9
80809 Munich
U3 Olympiazentrum

Tel.: + 49 89 357135-0 / -20
Fax: + 49 89 357135-33
E-Mail: wohnen-vertrag@stwm.de

Opening hours:

Mon - Fri 09.00 – 12.00 h
Tue + Thu 14.00 – 16.00 h

Servicedesk

Our Servicedesk is the central single point of contact for all questions regarding student living (e.g. general requests, complaints, general tenant correspondence, etc.).

Servicedesk
Christoph-Probst-Str. 10
80805 Munich
U6 Studentenstadt

Tel.: +49 89 32351-0
E-Mail: wohnen@stwm.de

Opening hours:

Mon - Fri 09.00 – 12.00 h
Tue + Thu 14.00 – 16.00 h

1.2 Technical support

Facility Management

In case of damage in your room, please inform the care-taker by filling out a damage report form ('Schadensmeldung'). This form is displayed in your student residence. In urgent matters please contact the care-taker.

Technical Office Olympic Village
Alte Mensa
Entrance a, room a3
Helene-Mayer-Ring 9
80809 Munich
U3 Olympiazentrum

Tel.: see display in your student residence
Fax: + 49 89 357135-24
E-Mail: wohnen-technik@stwm.de

Opening hours:

Mon - Fri by arrangement



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1.3 Emergency numbers

Ambulance	112
Fire department	112
Police	110

Closest police station:

Police Station Munich 47 – Milbertshofen
Knorrstraße 139
80937 Munich

Telephone: + 49 89 35711-60
Telefax: + 49 89 35711-660

U2 Milbertshofen

Technical emergency service: + 49 89 4123 – 4567

Only beyond the office hours of the house administration

Please note: The technical emergency service does **not** fulfil the role of a locksmith!



2 Your Halls of Residence

2.1 Site map, traffic connections, shopping facilities

The Halls of Residence, located on the former site of the “Funkkaserne”, has a very good connection to Munich’s short-distance traffic network. To access the city center, take the bus no. 177 from “Max Bill Straße” to “Studentenstadt Freimann”, then travel further with the U6 towards the “Innenstadt”. The U6 heading towards “Garching-Forschungszentrum” will take you further away from the city center. You can also travel towards the city center with the tram 23 at “Schwabing Nord”, which will take you to the stop at “Münchner Freiheit” in approx. 8 minutes.

Good shopping facilities are located in the EURO-Industriepark, Parkstadt Schwabing or at the U6 stop “Alte Heide”.



Fig. 1: Site map of the Max-Bill-Straße I
(Map provided by: State capital Munich, surveyor’s office, www.vermessung.muenchen.de)



2.2 Keys, voice intercom and door opener system, mailbox

Your keychain

Upon moving in you will receive two house keys. They will work for the following doors:

- Your apartment- or dorm room entrance
- The entrances to the buildings at Max-Bill-Str., Frankfurter Ring and in the inner courtyard
- The entrance to the apartment cellar, the bike cellar and the underground parking
- The entrance to the washing machine/dryer room in the cellar
- The door to the waste disposal room on the ground floor beside the main entrance

You will also receive a key to your postbox.

A separate key will be provided for the entrance to your living community.

Voice intercom and door opener system

Your surname and respective house number can be found on the list of occupants within the display case next to the voice intercom and door opener system in the entrance area. A voice intercom (see installations) is located in your apartment/living community. From the main entrance to the house, visitors can transmit a signal to your room by selecting your apartment number. You can then communicate with the visitor via the voice intercom and open the door (see fig. 6.2).

The list of occupants is updated every month.

Mailbox labels

The mailboxes are labelled with three-digit apartment numbers. Please do not attach nameplates or stickers to the mailboxes. The mailboxes can be found both in the entrance area and the lobby.

2.3 Repairs and damage reports

2.3.1 Damage in your room

If you notice any damages in your room during your stay, please report them to the groundskeeper as soon as possible by filling in the "damage report" form. Forms and a drop box are located in the lobby.

2.3.2 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 2.3.1 please also inform the administration office/the caretaker as soon as possible.



2.4 Television and radio reception, internet

2.4.1 Television and radio reception

The house is fitted with cable by the private network provider Kabel Deutschland. A list of available television programs can be found at

www.kabeldeutschland.de

Setting up satellite dishes is not permitted.

Kabel Deutschland

Free customer service hotline: 0800 - 27 87 000

Available every day from 7.30 am to 10.00 pm

www.kabeldeutschland.de

Information about telephone numbers in Germany

In Germany, every telephone number has an area code that must be added to the front of the number you are calling. Every area has an assigned area code, the area code for Munich is 089 (or +89). If you are calling a number within your own area via landline, adding the area code to the number you are calling is **not necessary**.

The country code for Germany is 0049 (or +49). When calling from abroad, the country code must be dialed as well, leaving out the 0 in the area code. For example: +49 (or 0049), then 89 (for Munich), then the telephone number.

2.4.2 Internet

Your house is connected to the Internet (LAN) via the **Leibniz-Rechenzentrum** datacenter (LRZ). The **LRZ** is run by the Bavarian Academy of Sciences and is the scientific data center for universities in Munich.

The costs for the operation and maintenance of the LAN are covered by all occupants of the halls of residence – regardless of their use of it – in form of a monthly fee added to the rent.

2.4.3 Radio licence fee

In Germany, radio license fees apply to all devices capable of receiving radio signals, i.e. radio or television programs (e.g. radios, televisions, computers with a network connection, smartphones and tablets).

Every household is charged a radio license fee based on the number of its devices. The fee is charged to the owner of the household, that is the full-aged individual currently living in the house. In general, every tenant and person registered to the household is considered an owner. In the case of a shared flat, this means that one of the residents is required to submit payment to the ARD ZDF



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Deutschlandradio Beitragsservice (ARD ZDF German Broadcasting Fee Service) and his flatmates 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.

Persons in need (i.a. BAföG recipients) can file an application to be alleviated of this fee and will not be persecuted.

More information on the ARD ZDF Deutschlandradio fee collection service can be found on the following websites at www.rundfunkbeitrag.de.

2.5 Washing machine and dryer room/bike cellar/underground parking

The washing machine and dryer room can be found in the cellar of the building. The washing machines and dryers are operated by an external company. Payment can be made with coins, €5,00 or €10,00 notes. The machine will return change. Your apartment/room key can lock and unlock the door to the basement as well as the washroom.

In the bike you will find a bicycle-repair-station with a tire pump and tools.

Should you require a parking space in the underground garage, you can rent one at the administrative post Studentenstadt Freimann.



3 Ground rules for housing and living in a community

3.1 Application at the registration office

Please register your new address at the local resident's registration office within two weeks of moving in to the halls of residence. The application can be done at every registration office within the State Capital Munich (known as "Bürgerbüros" – Citizen's Offices).

A List of registration office addresses and office hours as well as downloadable forms can be found on the Internet at:

<http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Buergerbuero.html>

3.2 Submission of a certificate of matriculation

Living in the Munich Student Union's halls of residences is linked to being a student. Every semester, you are required to provide evidence of your status as a student by submitting your certificate of matriculation (CM):

Submission CM/Summer semester:	before 1st May (at the latest)
Submission CM/Winter semester:	before 1st November (at the latest)

Attention! Should you fail to submit your CM at the administrative office Studentenstadt Freimann before the deadline, we will be forced to terminate your lease agreement.

3.3 House rules

When a group of people live within a comparatively small space, it is important to keep certain rules. This includes having consideration for your neighbors in the surrounding buildings. Please take note of the house rules, which are part of the lease agreement. They have been handed to you together with the contract. Please also keep an eye out for notices put up by the management. These are located in the display case in the stairwell on the ground floor.

3.3.1 Safety and fire-protection

There is a smoke alarm installed on the ceiling of every apartments/single room. In order to prevent too much smoke while cooking etc., please use the fume cupboard above the stove. In the stairwells and halls, you will find red fire alarms on the walls. Upon being activated, they trigger an acoustic signal within the building. It serves to warn other residents of a fire and is only to be used for emergencies.

Attention! Misuse of the fire alarm is strictly forbidden.

The rooftops are strictly out of bounds! Please refer to the existing house rules.

Please keep the doors to the houses and apartments as well as the door to the cellar, washing machine and dryer room, bike cellar and waste disposal locked at all times.

The hallways and stairwells serve as escape route. They must be kept clear of any obstacles at all times and should under no circumstances be used as a space for objects such as drying racks, bicycles, boxes, chairs, bottles, trash, shoes etc. For fire safety reasons, it is also prohibited to attach posters, notices, etc. to the walls and doors in the hallways, stairwells and cellar.



Please only use electric- and gas grills on the community terrace.
Open fire is strictly prohibited!

3.3.2 Noise

The house rules apply to the entire halls of residence. Disturbing the peace by being too loud should thus be avoided in the entire student halls of residence as well as the house and rooms. From 12.00 am to 2.00 pm and 6.00 pm to 8.00 am, it is important to refrain from loud housework and other loud activities in particular. This rule extends to the entire day on Sundays and bank holidays. Especially from 10.00 pm to 7.00 am, any loud noises are to be prevented.

Despite this, there still have been repeated cases of neighbors in the surrounding buildings complaining about severe disturbances during the night hours.

For this reason, we urge you to keep quiet in the residences from 10.00 pm to 7.00 am.

Please take special note of the following:

- the windows and doors should be kept closed during celebrations in community rooms
- music should be played at an appropriate volume
- while on the balconies and community terrace, please keep quiet and refrain from loud conversations

Beside the rest periods that are to be kept, we also ask for you to take into consideration your neighbors, who for a large part work full-time jobs. If you celebrate until the early hours of the morning, they cannot have their deserved night's rest. This damages the relationship between students in the residences and their neighbors as well as the common acceptance for student halls of residences as a whole.

We also ask for you to take into consideration the nursery facilities located on the ground floor and in the courtyard.

3.3.3 Cleaning of the halls of residence and community areas

The cleaning of public areas such as the halls, stairwells, elevators, community rooms, bathrooms/toilets and kitchens in the living communities and washing machine/dryer rooms is organized by the Munich Student Union.

You are responsible for keeping your own apartment/single room clean.

Please also remember to wipe the ceramic glass hob after use, as well as regularly defrost and clean the fridge and freezer compartment.

3.4 Installation of items

We advise to refrain from drilling holes in the walls of your room, as they are designed to maximize insulation. These holes will reduce the wall's effectiveness for both sides. The interior walls were also built using drywall construction, meaning that they have a limited carrying capacity.



3.5 Student self-administration

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, 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:

Studentenwerk München
Administration office Olympic Village
Alte Mensa, entrance a, room a2
Helene-Mayer-Ring 9
80809 Munich
U3 Olympiazentrum

Telephone: + 49 89 357135-0 / -20
Fax: + 49 89 357135-33
Email: haussprecher@stwm.de

Contact person for tutors:

Studentenwerk München
Culture Bureau
Leopoldstraße 15, room E019
80802 Munich
U2 Giselastraße

Telephone: + 49 89 38196-1513
Fax: + 49 89 38196-1517
Email: tutoren@stwm.de

3.6 Application for hosting events

The halls of residences' self-administration and tutors organize celebrations, parties and other events in order to cultivate a sense of community within the residence. The residents may also use the community areas to privately celebrate special occasions.

These opportunities often result in more noise than usual, which can lead to the neighbors feeling disturbed. For this reason, these events can only be hosted with certain restrictions during the weekend – that is Fridays and Saturdays.

The student self-administration must first run any plans for celebrations, parties etc. through the student union. A written request must be handed to the residence's technical manager in advance. (The respective form can be requested at the administrative office or from the residence's technical manager).

The house rules still apply to all parties and celebrations. They are a part of the lease agreement and state that resident's must remain quiet between 10.00 pm and 7.00 am. Furthermore, for safety reasons, the maximum number of occupants in the rooms should not be exceeded.

The self-administration or the host of the event is also responsible for making sure the community rooms and all other areas (stairwell, outside areas, etc.) are tidied and cleaned afterwards.

Other arrangements made by the self-administration of individual halls of residences currently still remain valid.



4 Economical use of resources

In all fields of activity, the Munich Student Union places great value in ensuring environmental sustainability. We want to make a contribution to protecting our natural resources. For this, we need your help! Anyone can save electricity and water - all it needs is a little awareness. Waste separation not only contributes towards protecting the environment, but also helps keep service charges low. Last but not least, proper heating and ventilation can save a lot of energy.

Here we have listed a few tips on what you can do to contribute to the responsible use of our resources. In the back of this brochure you will also find a leaflet that you can cut out and keep as a reminder.

4.1 Waste disposal

Waste removal is a very expensive operation included in the service charges. Through consequent waste separation, you can help save money in this area.

Also: Waste separation protects the environment.

Paper/Cardboard:	Blue paper container in the waste disposal room
Residual waste:	Dark grey residual waste container in the waste disposal room
Organic waste:	Brown organic waste container in the waste disposal room
Glass, plastic and cans	please dispose of these at the recycling points in your surrounding neighborhood.

The waste collection containers are separated into glass (white, brown, green), plastics (also composite materials), and metal (sheet metal, aluminum, metallic compounds)

- Please be considerate of the surrounding residents and only dispose of your packaging during the following hours: Mon – Sat from 7.00 am to 7.00 pm.
- Colored glass (blue, red, black) belongs in the green glass container.
- Should any packaging not fit into the container, please dispose of it at a recycling center or via residual waste.

Electronic and bulk waste can be disposed of by Munich citizens for free at the recycling centers run by the Abfallwirtschaftsbetrieb München AWM (Munich Waste Management).

Closest recycling center:

Freimann recycling center
Lindberghstraße 8a
80939 Munich

Open hours:	Mon	10.30 am – 07.00 pm
	Tue – Fri	08.00 am – 06.00 pm
	Sat	07.30 am – 03.00 pm



4.2 Water

Water is one of one of the world's most important resources. Even if it is hardly noticeable in Germany: water, especially drinking water, does not exist in unlimited quantity. For this reason, the economical use of water is extremely important to us and we ask you to use it responsibly. By using less water, not only is it easier to clean waste water effectively, but it also means that less water needs to be extracted from nature. Beyond this, saving water will at the same time also save you money.

Here a few tips on how to reduce the amount of water you use:

- Turn the tap off while applying shampoo and shower gel in the shower until you are done.
- While washing dishes: Never wash dishes with running water, but rather in a sink filled with hot water.
- Use a cup for brushing your teeth rather than letting unused water run into the drain.
- Have dripping taps repaired immediately. If a tap is dripping every 2 seconds, around 800 liters of water are lost in a year.
- Look out for leaks in the toilet tank and, in dual flush systems, use the one that consumes less water.

By following this advice, you can make your own personal contribution to a responsible use of water. Beyond this, you will also reduce utility costs, which all residents will benefit from.

We also require your efforts in order to guarantee a consistent quality standard for healthy water and prevent legionella from occurring.

In this context we ask you to take note of the following

- 2x a week, thoroughly clean the hot water pipes of all taps, e.g. wash stand, shower and sink taps by rinsing them until hot water comes out.
- Before showering, rinse the shower head with warm water before setting your desired temperature. Beware of scalding!

4.3 Electricity

Electrical distribution in the apartments/living communities

In your apartment you will find an unlocked electrical distribution board (see Installations). The Legend shows the distribution of the individual circuits. If necessary, you can manually switch a tripped circuit breaker back to its original position.

Saving electricity

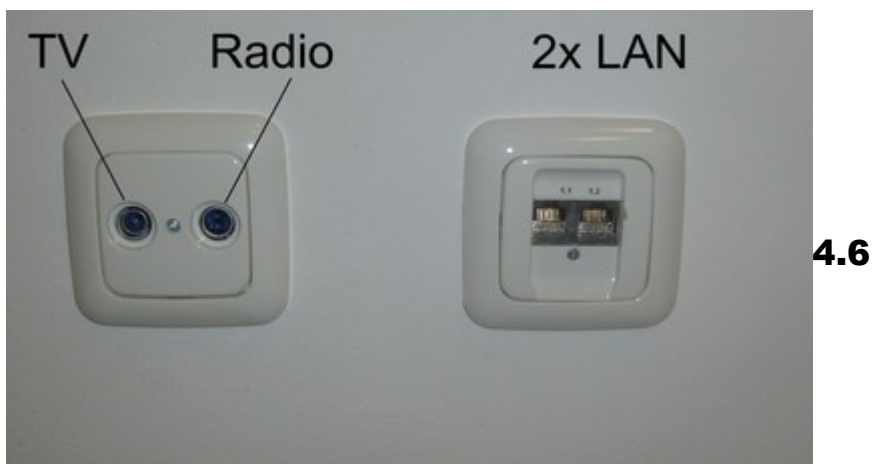
Anyone can save electricity. Often it merely requires making sure that the light in the hall, kitchen or bathroom isn't left on all night, or that festive Christmas lights stay off during the day and late night. It also helps to put your computer in sleep mode during longer breaks. How this is done can be found in your operating system's documentation. Going without a screen saver also helps save energy – and make your battery last longer. A general rule for all devices: turn them off as soon as they are no longer being used. This applies to peripheral devices such as screens, printers or scanners. All devices with a standby-function are secret power guzzlers. Think about whether this function is really necessary for you in certain devices e.g. Television, Stereo.



4.4 Bathroom ventilation

The light to the bathroom will also turn on the ventilation. It will keep running for approx. 12 minutes after the light is switched off. Installations & Attachments

4.5 Internet/TV/radio



4.7 Voice intercom



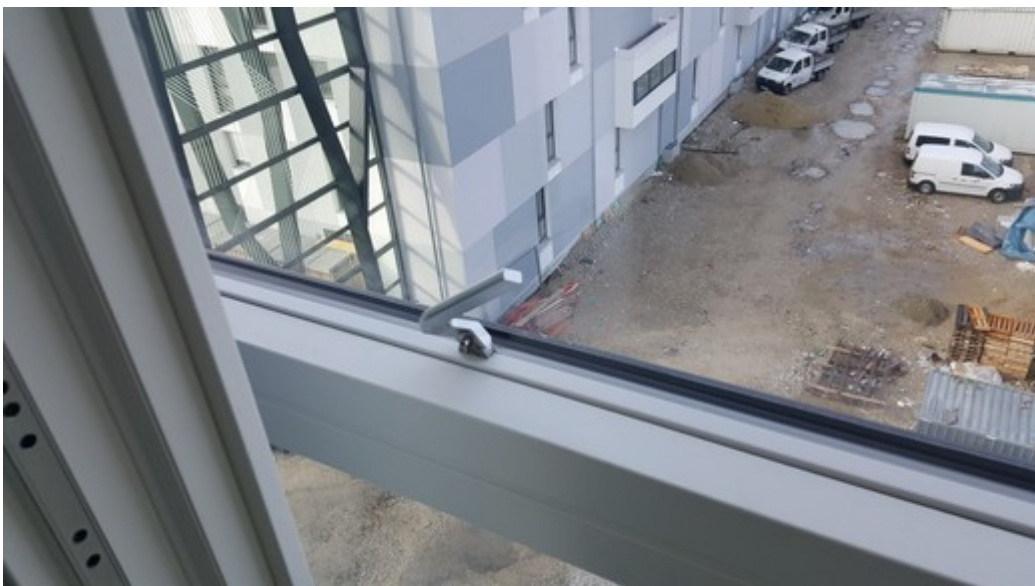


4.8 Controlled ventilation



The apartments facing the Max-Bill-Straße and the Frankfurter Ring are supplied with fresh air through controlled ventilation. By pressing both ends of the ventilation outlets in the window frame they will lower, allowing fresh air to enter the room.

4.9 Sound insulation



The facades facing the Max-Bill-Straße and the Frankfurter Ring are equipped with a special sound insulation framing. The window handles attached to these frames are locked and can only be operated by authorized personnel.



4.10 Single-Kitchen fume cupboard and ceramic glass hob

To prevent steam from triggering the smoke alarm while cooking, the fume cupboard has three different speeds to alternate between.

Due to fire safety regulations, the cooking hob is equipped with a timer. By pressing the button, the hob will be powered for 30 minutes.

The stoves in the community areas and living communities are supplied with electricity for 60 minutes. Here you can also increase the duration via the switch.





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4.11 Fuse box



In your apartment/living community you will find an unlocked electrical distribution board. If a circuit breaker has been triggered, you can manually turn it back on.

4.12 Radiator thermostat



You can regulate the room temperature via the thermostat attached to the radiator. At night or when you leave your apartment, we recommend switching it to the “Sickle Symbol” in order to save resources. The temperature will be lowered without letting the room go cold.



4.13 Smoke alarm

The rooves of the apartments/single rooms are equipped with smoke alarms. A false alarm can be deactivated by lightly pressing the lower round surface.



Please note:

The following influences on can trigger a false alarm:

- large amounts of steam generated while cooking
- sudden temperature changes
- air freshener, deodorant and insect spray
- pollen, swarf and fine dust

4.14 Controls for the blinds

The apartments at the Max-Bill-Straße and Frankfurter Ring are equipped with electrical outside blinds that can be controlled through a switch. During storm or rain, the outside blinds are reeled in automatically via a central control unit.



Push button persian blinds



4.15 Voice intercom and door opener system

With the ▽ and ▲ buttons your visitor can select the apartment/living community and ring the doorbell



Intercom System

by pressing the **OK**-button. You can communicate with your visitor and open the door via the voice intercom.

4.16 Important notes

- Always add your apartment-/room number to your address. Only this will ensure that you will receive your mail. Delivery services also will require your apartment-/ room number.
- Please store your bikes or prams in the bike cellar to protect them from theft. Should any prams or the like be stored in the stairwells or halls, they will be removed by the groundskeeper!
- The lights in the stairwells and halls run on a timer. When they are about to switch off, they will begin to “flicker”, allowing you enough time to extend their duration by pressing the light switch again.
- The main entrance and doors in the lobby, doors to the apartments ending with the numbers 01 – 21 and doors to the washroom and underground garage can be electrically operated.
- In the elevator there is an emergency call button connected to an operations center. It generally takes approx. 30 minutes to be rescued from a stuck elevator.
- In the first floor you will find a generously-sized terrace that can be accessed by all residents through the neighboring community room. Please do not throw any objects, especially bottles or cigarette butts, from the terrace into the courtyard, as the area is used by a nursery.



4.17 Leaflet on the economical use of 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.

1. Heating	2. Water	3. Power	4. Waste
<p>✓ Heating and airing correctly helps save heating costs and contributes to a good room temperature and air quality.</p> <p>✓ 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.</p> <p>✓ 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.</p> <p>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.</p>	<p>✓ Showering When shampooing or lathering during showers, turn off the faucet and only turn back on as needed.</p> <p>✓ Tooth-brushing Use a glass of water and do not allow drinking water to flow unused from the tap and down the drain.</p> <p>✓ Washing dishes Dishes should never be washed by hand under running water.</p> <p>✓ Faucets Please have dripping faucets repaired immediately. A faucet that drips every 2 seconds wastes around 800 liters of water per year.</p> <p>✓ Toilet flushing Please watch for leaks from the toilet water tank and use the economy button on dual-flush toilets.</p>	<p>✓ 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.</p> <p>✓ 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.</p>	<p>✓ Packaging Please dispose of food packaging in the containers provided at the supermarket.</p> <p>✓ Waste separation Please separate household waste as stipulated and dispose of and recycle paper, glass, etc. separately.</p>