

# Welcome to the 'Stiftsbogen' student hall of residence



Studentisches Wohnen





**Studentenwerk  
München**

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# **Stiftsbogen student hall of residence**

**Schröfelhofstraße 2-26a  
81375 München**

## **Dear Residents,**

We would like to bid you a warm welcome to our student hall of residence 'Stiftsbogen'!

In this brochure, we have compiled a wealth of information that is aimed at helping 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 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](http://www.studentenwerk-muenchen.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](mailto: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](mailto: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](mailto:wohnen-technik@stwm.de)

#### Opening hours:

Mon - Fri by arrangement



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### **1.3 Technical emergencies**

For urgent matters occurring outside of normal office hours, the Munich Student Union runs a technical emergency support service.

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

### **1.4 Emergency services**

<b>Ambulance</b>	<b>112</b>
<b>Fire brigade</b>	<b>112</b>
<b>Police</b>	<b>110</b>

#### **Nearest police station:**

Polizeiinspektion München 41 - Laim (Police station Munich 41 – Laim)  
Rapotostraße 1  
80687 München

Telephone: +49 89 54652-0  
Fax: +49 89 54652-128

U5 Laimer Platz/S-Bahn Laim





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## 2 Your student hall of residence

### 2.1 Area map, public transport connections, shopping facilities

The Stiftsbogen hall of residence in the west of Munich has good public transport connections to the city centre. The U6 stop 'Haderner Stern' is close by, as is the number 18 tram stop 'Gondrellplatz'. This student accommodation is particularly convenient for students of universities in the west of Munich, such as Großhadern, the Martinsried Biozentrum (Bio-centre) and the University of Applied Sciences in Pasing.

You will find all the facilities that you need in the Haderner Stern shopping centre (including post office, bank, chemist, café and restaurant).

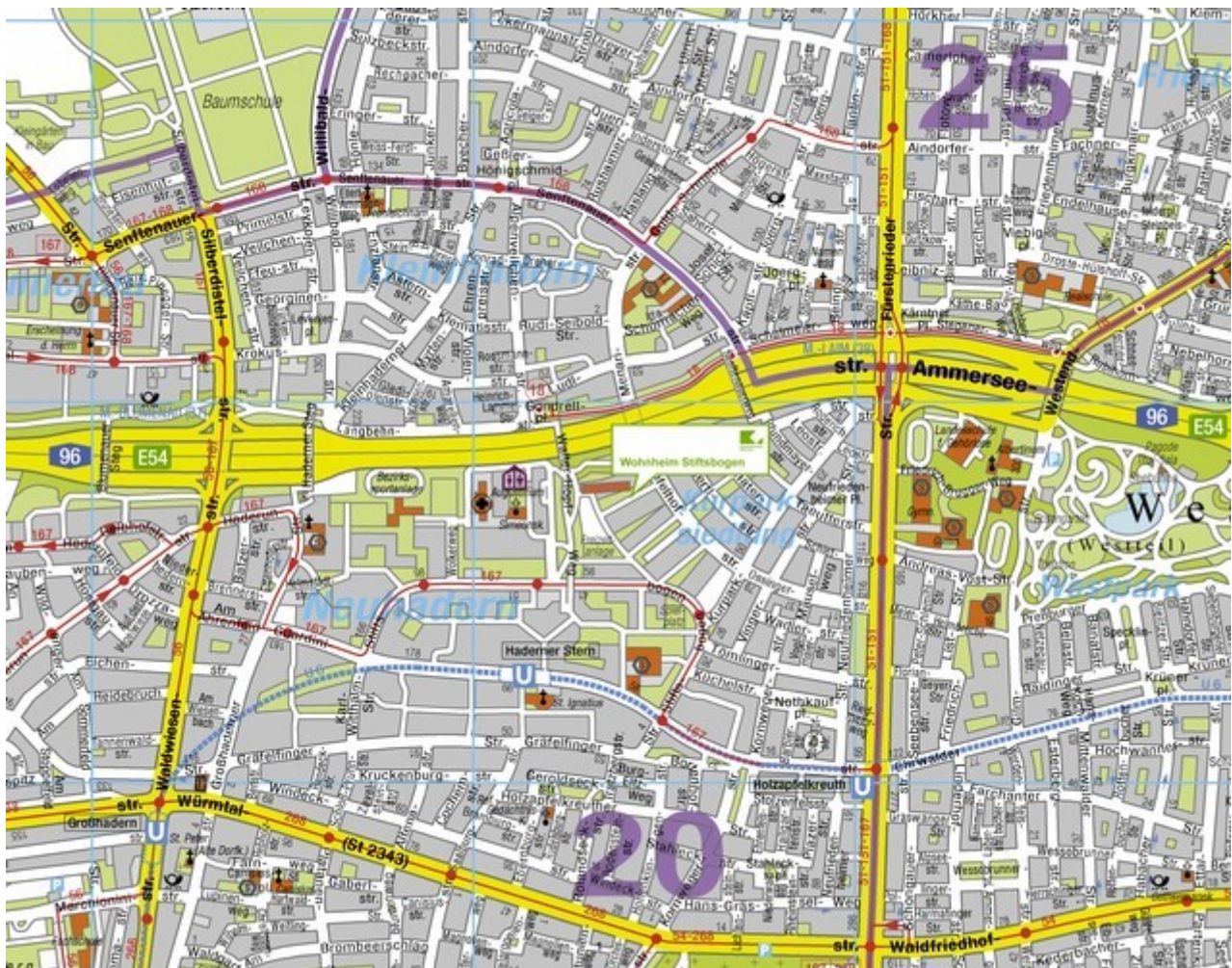


Abbildung 1: Umgebungsplan Stiftsbogen

(Kartenmaterial: Landeshauptstadt München, Vermessungsamt, [www.vermessung.muenchen.de](http://www.vermessung.muenchen.de))



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## **2.2 Keys, electric door bells, post boxes**

### **2.2.1 Your keys**

Upon moving in, you will receive two room keys. They also open and re-lock the following doors:

- The doors to your room and the corridor on the corresponding floor
- The main entrance to the building
- The washing machine and drying room

You will also receive a post box key.

### **2.2.1 Intercom/electric door bells**

The intercom operation panel is located in your room. The electric doorbell in your room rings when a caller at the door to the house enters your room number. 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 hallway on your floor has to be opened manually. Detailed instructions for use of the intercom are included in the appendices.

A list of resident's surnames and room numbers is posted at the main entrance. This list is up-dated on a monthly basis.

### **2.2.2 Electric door bell and post box labels**

A list containing resident's surnames and their corresponding room number is available on the notice board next to the doorbells and intercom in the main entrance hall. The post boxes are marked with room number. Please do not mark the post boxes with individual names.

## **2.3 Particular features of your hall of residence**

In your hall of residence there are 150 car parking spaces available in a subterranean garage, which students have the option of renting at a very competitive rate (see 3.11). The Stiftsbogen hall of residence also has a crèche.

## **2.4 Reporting damage and repairs**

### **2.4.1 Damage in your room**

If you become aware of damage in your room or one of the communal areas 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 outside the care-takers workshop on the ground floor of Schröfelhofstraße 4.

### **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.



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## **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 & Medien Service. A current overview of the available channels is available at [.www.atcable.de](http://www.atcable.de)

### **2.5.2 Telephone connection**

All rooms 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 is will be getting 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 will be incurred for using the internet.

#### **Hard- and software for the internet:**

To be able to use the internet connection, you will require a network interface card and a cable connecting this to the connection socket (patch cable).

#### 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.





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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 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.

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](http://www.rundfunkbeitrag.de)**

## **2.7 Washing machines and drying room**

Washing machines and a drying room are located on the ground floor of the house at Schröfelhofstraße 6. The washing machines are the property of an external firm, and their operation requires that coins be inserted.

In order to minimise noise disturbance, please only use these machines between the hours of 06.00 and 22.00 h.

Your room key opens and re-locks the door to the washing machines and drying room.

## **2.8 Communal kitchens**

For safety reason, the cookers in the communal kitchens are fitted with a timer switch. By pressing the appropriate button, the timer switch can be activated for a maximum of 30 minutes, during which time the cookers can be used as normal.

If you require the oven for a longer period of time, you need to re-activate the timer switch after the initial 30 minutes have elapsed. The oven can then be used for a further 30 minutes.

Each resident has their own store cupboard in the kitchen.

## **2.9 Parking space rental**

Your hall of residence has numerous parking spaces in a subterranean garage. If you are interested in renting one of these, please contact the administration office directly (see section 1.1 for contact details).

In the instance of not all of these spaces being required by students, those remaining may be available for rent by other interested parties. Please contact the administration office directly for details of the conditions.



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## **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, 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 deadlines as follows:

IB presentation/summer semester: by the 1<sup>st</sup> of Mai **at the latest**

IB presentation/winter semester: by the 1<sup>st</sup> 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.

### **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.

As this represents a significant fire hazard, barbecuing at the houses (on roof terraces or escape balconies, for example) is strictly forbidden. You may, however, use the barbecue which has been set up in the specially designated area (see section 3.10 'Barbecues', below).

### **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. Renova-



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tions work and other loud activities should not be conducted between 12.00 – 14.00 h or before 08.00 h or after 18.00h, 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**

Our cleaning firm is responsible for cleaning the stairwells and washing machine room. In the 6-er, 7-er and 8-er shared flats, our cleaning firm also cleans the hallways and sanitary facilities.

Regular cleaning of communal rooms in the 2-er, 3-er and 4-er shared flats, is the joint responsibility of all residents. This includes hallways, showers, toilets and balconies.

The cleanliness of your room/apartment is your own responsibility.

The hardness of the water in Munich can quickly cause the build up of a layer of calciferous deposits on the walls of the shower. To help counter this, we would ask you to dry down the cubicle walls after showering.

#### **Helpful hints for sharing a kitchen**

The kitchen is the heart of communal accommodation. It is where people come together and live together. It can, however, quickly become a conflict zone, if residents' understandings 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 rota, where the members of the household take it in turns to keep the kitchen clean (e.g. for a week). Clearly define which cleaning duties this covers and which it does not.
- Put food away as soon as you have finished with it.
- Don't leave unwashed crockery, cutlery or glasses standing around.



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- 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.
- You are required to take out the rubbish yourselves. This should be removed regularly and taken to the containers. Do not allow the bins to overflow.
- Clean cupboards, fridges and cookers regularly and throw away anything that is no longer fit to eat.
- The kitchen floor must be cleaned regularly – at least once a week.
- The windows and window frames should be cleaned every three months or so.
- 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 (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, 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

Telefon: + 49 89 357135-0 / -20  
Telefax: + 49 89 357135-33  
E-Mail: [haussprecher@stwm.de](mailto: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](mailto:tutoren@stwm.de)



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### **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 (the forms for this application are available at the administrative office or from the technical director of your hall of residence).

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 prior standing agreements that have already been made with the self-administration of a particular hall of residence will remain initially unaffected.

### **3.10 Barbecues**

The Munich Student Union has established a barbecue area especially for residents in the garden on the northerly side of the main building (beside the sports field). Here you are permitted to barbecue until 22.00 h. Due to the considerable fire risk that it represents, barbecuing is strictly forbidden elsewhere in the hall of residence (e.g. on roof terraces or fire escape balconies).



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## 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 factors 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 Rubbish separation

Rubbish removal and 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. Please read the following information from the City of Munich carefully:

<b>Paper/cardboard:</b>	Paper container in the rubbish shed
<b>General (non-recyclable) waste:</b>	General waste container in the rubbish shed
<b>Glass:</b>	Recycling point in Schröfelhofstraße
<b>Plastics:</b>	Recycling point in Schröfelhofstraße
<b>Metal:</b>	Recycling point in Schröfelhofstraße

As a Munich resident, you can dispose of bulky items (e.g. furniture) and electronic devices, free of charge, at the city recycling site (Wertstoffhof).

#### Nearest recycling centre:

Wertstoffhof in Großhadern  
Tischlerstraße 3  
81377 München

#### Opening times:

Mon	10.30–19.00 h
Tue–Fri	08.00–18.00 h
Sat	07.30–15.00 h





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## 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. But only this: 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

### **Electricity and fuse boxes in apartments**

In your apartment there is an unlocked fuse box, which protects the plug-sockets and lights in the rooms. If necessary, you can reactivate a tripped switch yourself, by resetting the appropriate switch in the fuse box.

### **Saving 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.



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## 5 Appendices

### 5.1 Usage of the intercom in your room

**Freisprechstelle  
Art.-Nr. 1 7230**

**Bedienung**  
04/2008 / Id.-Nr. 400 233 489

Funktion	Tätigkeit	Ergebnis
Rufsignal auslösen (Klingeln)		 Rufton ertönt; blinkt
Türöffner betätigen		 Türöffner schaltet
Sprechverbindung aufbauen		 60 s Sprechverbindung 1 min aktiv; leuchtet
		Sprechverbindung abgebrochen
Rufsignal ab-/einschalten (Rufabschaltung)		 leuchtet
		 Rufton ertönt

*make it easy*  
**RITTO**

RITTO GmbH & Co. KG  
Postfach 10 72 17 15 16  
D-80339 München / Germany  
www.ritto.de / rittomail.de

Freisprechstelle

Funktion	Tätigkeit	Ergebnis
 ABCDE Rufmelodie auswählen	+ gedrückt halten	Rufon wechselt
 Rufmelodie einstellen	 gedrückt halten	Laustärke ist angepasst
 Rufmelodie einstellen	 gedrückt halten	Laustärke ist angepasst
 Sprechlautstärke einstellen	+ gedrückt halten	Schaltgerät schaltet

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## 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.

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