

# Welcome to Studentenstadt Freimann

“Neustadt”



Student accommodation



Foto: Christoph Maas Architekturbüro GmbH, Robin Rehm

# **Student hall of residence “Studentenstadt Freimann”**

**Grasmeierstraße 27 (MCH-Wohnwürfel)  
Hans-Leipelt-Straße 7  
Christoph-Probst-Straße 6, 8, 12, 16**

**80805 München**

**Dear residents,**

Welcome to “Studentenstadt Freimann”!

This brochure contains some important information aimed to help you settle in and feel comfortable in our residence. If you have any questions, please contact a member of our technical or administrative staff. You can find their names and contact details 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 remark:**

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 names and addresses

## 1.1 Administration

Verwaltungsstelle Studentenstadt  
Christoph-Probst-Straße 10  
80805 München  
U6 Studentenstadt

Phone: + 49 89 32 351-0  
Fax: + 49 89 32 351-110  
E-Mail: [verwaltung.stusta@stwm.de](mailto:verwaltung.stusta@stwm.de)

### Opening hours

**House administration:** Mon – Fri 09.00 am –12.30 pm  
Tue, Thu 02.00 pm –04.00 pm  
and upon agreement (via telephone)

**Director of administration:** +49 89 32 351-120

**Case processing:** +49 89 32 351-111  
+49 89 32 351-115

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 management

Verwaltungsstelle Studentenstadt  
Christoph-Probst-Straße 10  
80805 München

**Telefax:** + 49 89 32351-110  
**Email:** [technik.stusta@stwm.de](mailto:technik.stusta@stwm.de)

**Technical manager:** + 49 89 32 351-113  
**Office hours:** Mon 01.00–02.00 pm  
Thu 09.00–10.00 am

**Technical inspector:** + 49 89 32 351-114  
**Office hours:** Mon 09.00–10.00 am  
Wed 09.00–10.00 am



### **1.3 Technical emergency service**

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

**Please remember that this service is only for technical emergencies and no locksmith service!!**

**The technical emergency support service can be reached on: 0175 / 2905-740**

Mon–Fri 04.00 pm –07.00 am

Weekends and holidays 24h

The telephone numbers of all emergency services are posted on the white board in the entrance hall.

### **1.4 Numbers in case of emergency**

**Ambulance 112**

**Fire brigade 112**

**Police 110**

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

Polizeiinspektion München 47 – Milbertshofen  
Knorrstraße 139  
80937 München

Phone: +49 89 35711-60

Fax: +49 89 35711-660

U2 Milbertshofen



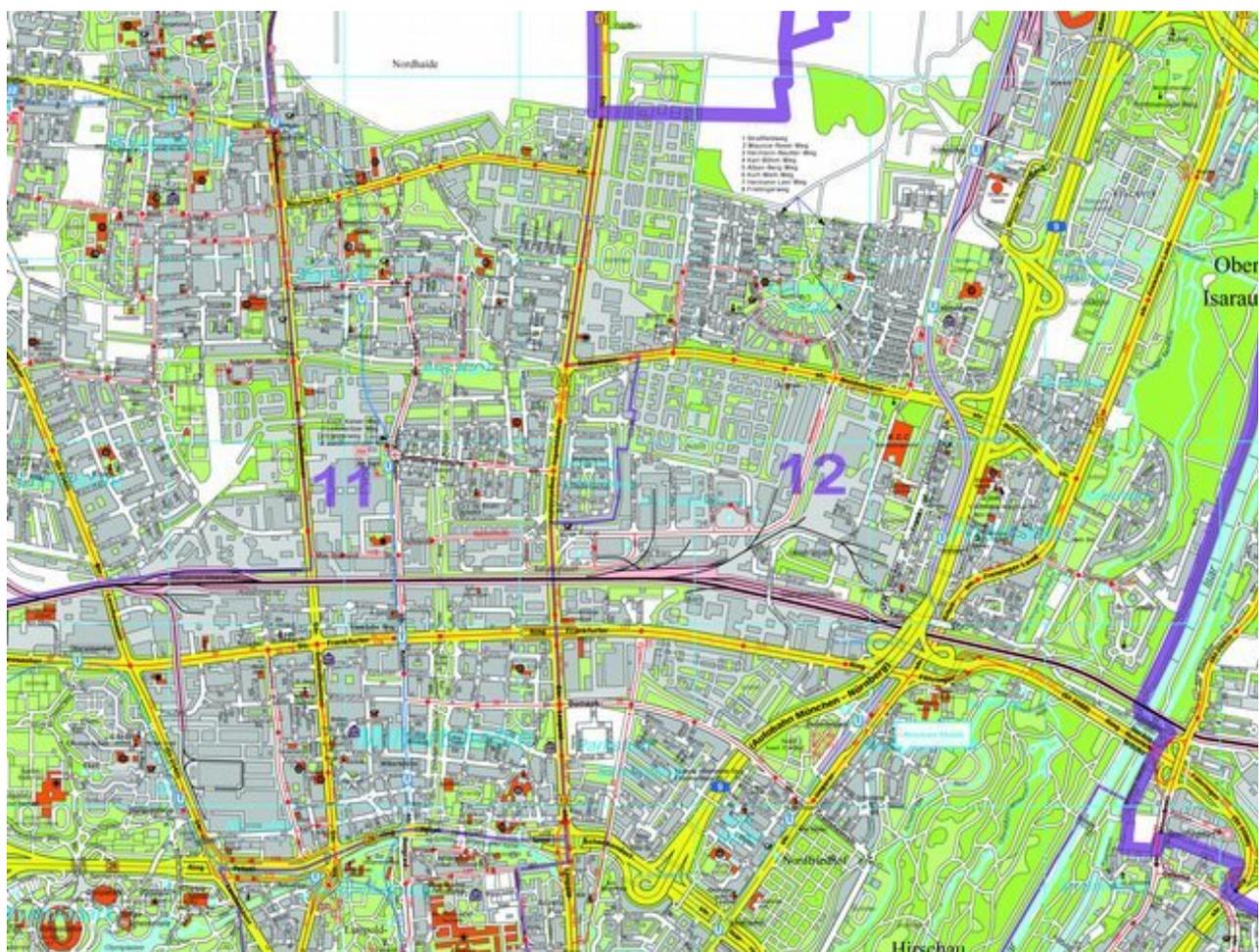
## 2 Your hall of residence

### 2.1 Map, public transport connection, shopping facilities

The hall of residence “Studentenstadt Freimann” in Munich Freimann is well connected to Munich’s public transportation service as it lies right next to the subway station Studentenstadt (U6). Moreover, several buses with different destinations start here. By subway it takes only six minutes to get to the “Münchner Freiheit” with its numerous shops and bars, and to university it takes only three minutes longer. It doesn’t take long to get to the Technical University in Garching as well as to the highway.

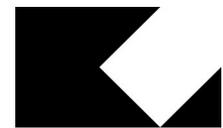
As you live quite close to the centre, you have several shopping possibilities at reach and on your way home.

### 2.2 Overview plan



**Image 1: Studentenstadt Freimann Area Map**

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



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

With its 2.500 habitants, the residence “Studentenstadt” is the biggest student residence in Germany and consists of different living areas: “Altstadt” (Old Town) and “Neustadt” (New Town). This distinction dates from the time after the residence had been constructed.

**Free time and sports:** In the Old Town as well as in the New Town, houses are situated quite idyllically, surrounded by green countryside that invites to spend summertime outside – for example, on the Isar shores or at the Feringa Lake, in the English Garden, etc. Moreover, it is possible to benefit from sports club, tennis and football fields as well as a gym free of charge.

**Culture and social life:** There are several common rooms (with TV) in the residence, party rooms, a library and copying machines. Moreover, student self-administration in Freimann is quite active: there are small food shops, self-administrated bars and cafés, culture and sports events. Not to forget: there is the highest beer garden in Munich (Hanns-Seidel-Haus) and the annual student festival of music and theatre (StuStaCulum). These facilities can be used by habitants of the Studentenstadt and their visitors.

**Children welcome:** at the day-nursery Christoph-Probst-Straße 10. About 25 children aged between 0 and 3 years can be taken care of.

## **2.4 Eco-friendly pigeon defense**

During the last decades, many pigeons have made themselves at home on the Studentenstadt grounds, spreading diseases also among human beings, their faeces destroying the fabric of the buildings. The Munich Student Union has found an effective way to regain control of the situation without doing damage to the birds: In cooperation with the veterinary department of the city of Munich and the society for the prevention of cruelty to animals, a dovecot has been installed on the roof of the house in Christoph Probst Str. 8 (New Town).

In this dovecot, pigeons are provided with healthy feed. They can brood there, thus the pigeon population will be influenced appropriate to their species. This method has been successfully proved in Augsburg, f. ex, and can only be successful if other feeding is stopped.

**Please support our animal-friendly and sustainable project. Do not feed any pigeons on the grounds.**

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

### **Your keys**

When you move in, you receive three keys:

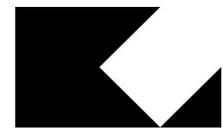
- 2 house keys:
  - Room/ apartment key
  - Laundry room
- 1 post box key

### **Nameplates on doorbells and post boxes**

There is a bell next to every apartment door. You find the engraved apartment numbers. The residents' names are on a separate list in the houses' entrance halls. The letter boxes are only marked with a room number.

The lists are attached and brought up-to-date by the Student Union.

**Please do not write anything on doorbells and post boxes.**



## **2.6 Technical equipment**

### **2.6.1 Television and radio reception**

Television and radio programs can be received by means of a Kessler satellite system. An overview of the currently available channels is included in the appendices. Please note that it is not allowed to install dish antennas (only if the tenant can prove that he or she has no possibility to watch programmes in his or her mother language).

### **2.6.2 Phone connection**

All apartments in the house have been prepared for telephone/DSL connection. These connections can be activated for use with either an analogue or ISDN telephone, by a service provider of your choice. You will need an adapter to use the connection. Adapters can be bought at the administration service. Please use only the plug socket labelled RJ 45.

#### Important:

TAE: TelefonAnschlussEinheit (telephone connection unit)  
N: Nebenstellengerät, z.B. Faxgerät (secondary device such as fax)  
F: Fernsprengerät (telephone terminal)

### **2.6.3 Internet**

The houses have their own broadband (LAN), with access to the Internet via the Münchner Hochschulnetz (MHN) (Munich Universities' Network). The computer settings required for establishing internet connection are outlined in a separate information sheet that you will have received upon moving in.

#### **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 currently incurred for using the Internet..

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

To establish 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:

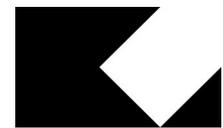
Right connection socket ('T'): Telephone  
Left connection socket ('D'): Internet

**This double connection socket must under no circumstances be opened, removed or otherwise tampered with!**

#### **Information on telephone numbers in Germany**

In Germany, you have to dial an area code before you dial the actual phone number. Each area code corresponds to a local exchange network, which is 089 in Munich. If you make phonecalls to fixed line numbers belonging to the same local exchange network you do **not** have to dial the area code.

The country code for Germany is 0049 (or +49). Calling from abroad, you have to dial the country code and leave out "0" when you dial the area code. For example: +49 (or 0049), then 89 (for Munich), then the phone number.



## **2.7 Broadcaster licence 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 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 who have 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).

## **2.8 How to operate the cooking facilities**

Due to security reasons, ovens/hotplates in the common kitchens in the apartments are fitted with a time switch. Hotplates can be activated for 15 minutes. If your cooking takes longer, you have to operate the hub again.

## **2.9 Washing machines and drying rooms**

There are several laundry and drying rooms in the Studentenstadt residence (see appendix).

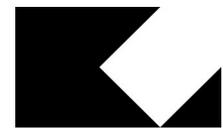
Partly, the machines are run by an external enterprise, partly the student self-administration takes care of their maintenance. You pay with coins or coupons (depending on the house). In most cases you can open and lock washing and drying rooms with your room key.

**Please notice: usage of washing machines and drying rooms is at your own risk. We do not take over any liability in case any laundry gets lost.**

## **2.10 Reporting damage and repairs**

### **2.10.1 Damage in your room**

If you notice any damage in your room during the time of your tenancy, please report this as soon as possible to the caretaker. Do this by filling out a damage report form ('Schadensmeldung'). Damage report forms and the post box in which these are to be deposited can be found in the entrance area next to house administration (Christoph-Probst-Straße 10).



### **2.10.2 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 2.10.1 please also inform the administration office/the caretaker as soon as possible.

### **2.11 Parking**

Parking possibilities are on the parking deck as well as in the subterranean garage and on the streets. Bikes can be stored in bicycle stands, and some houses have their own bicycle storages.

If you are interested in renting one of the parking spaces, please contact the administration office directly.

If not all available spaces are 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.

## **3 Rules for living in shared accommodation**

### **3.1 Registration with the state authorities**

You are required to register your new address with the state authorities ("Einwohnermeldeamt"). If possible, you should do this within a week after moving into the hall of residence. You can register at any 'Landeshauptstadt München' (city of Munich) registration office. These offices are known as 'Bürgerbüros'.

A list with addresses and opening hours of the registration offices and forms ready to download can be found in the internet: <http://www.muenchen.de/Rathaus/kvr/service/37628/index.html>

### **3.2 Submission of matriculation certificate**

Living in a hall of residence of the Munich Student Union is linked to the status of student. You have to prove your status of student once per semester by showing your matriculation certificate (Immatrikulationsbescheinigung, IB).

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

Submission IB/winter semester: by the 1<sup>st</sup> of November **at the latest**

**Attention! If your matriculation certificate is not submitted on time to our administration office, we are obliged to give you notice to quit the residence.**

### **3.3 House rules**

If many people live together in a relatively narrow space, certain rules should be respected. This means also to pay regard to your neighbours in the buildings around you. Please pay attention to the house rules which are part of your lease. A copy of the rules themselves was handed out to you with your rental contract.



### **3.4 Mounting of 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.

### **3.5 Security and fire safety**

Please keep house and apartment doors shut, as well as those to the laundry room. We also highly recommend you to keep the window in the basement closed at night and during your absence.

Corridors, hallways and stairs serve as 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.

Barbecuing is strictly forbidden at the houses (on roof terraces or escape balconies, for example), as it represents a **significant fire hazard. Consequently, it is not allowed to make (open) fires (camp fire) anywhere on the grounds. You may, however, use the barbecue which has been set up in the specially designated area (see section 3.7 'Barbecues', below).**

### **3.6 Noise**

In principle, the house rules apply to the entire hall of residence. This means that you have to avoid disturbance of peace in the residence, in the house and in the rooms. In particular you should avoid doing any renovation work or other loud activities between 12 and 14 pm as well as between 18 pm and 8 am. On Sun- and holidays, this kind of works and activities is never permissible. Especially between 22 pm and 7 am, you should keep quiet.

Despite these regulations, complaints from neighbours living in the surrounding buildings are unfortunately frequent and mainly purport to unacceptable noise levels during the night.

**We thus strongly urge you to please observe the period of quiet time between the hours of 22 pm and 07 am.**

**Please respect above all the following rules:**

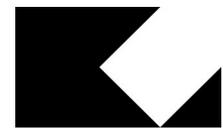
- Keep the windows closed when you gather in the common rooms.
- Keep the volume of the music down to an appropriate level
- Do not talk loudly in the yard.

Apart from rest periods which ought to be respected, we would like to appeal to your consideration for your neighbours who are mainly working and need to sleep at night. If you make noise and party until morning, this will probably damage good neighbourly relations and, generally, deteriorate the acceptance of student residences among the population.

### **3.7 Barbecues**

It is allowed to have barbecues on the open spaces in the Old Town Area of the Studentenstadt in accordance with local regulations until 22 pm.

**Afterwards, please dispose of ashes and coal using the specially marked bins.**



### **3.8 Cleaning of the hall of residence and common spaces**

Common areas such as stairwells, laundry room, hallways are cleaned by our housekeeping staff and a cleansing enterprise. In house 12, they also take care of the cleansing of the laundry room, and on the 19th and 20th floor in house 9, also the cleansing of the gym and the toilets.

It is your own responsibility to keep your room/apartment clean.

#### **Common rooms**

Many common rooms are equipped with stoves – partly belonging to residents. Cleaning and tidiness of common rooms and apartments (houses 9 to 13) are to be taken care of by the habitants themselves.

### **3.9 Student self-administration and tutors**

Student self-administration in our residence consists of house speakers and tutors. The house speaker's main job is to maintain contact with the Student Union. He or she acts as a voice for all the residents and should also stay in regular contact with the administrative office responsible for the particular house. The tutors' job is to promote social contact and community 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.

House speakers and tutors are elected by the residents themselves. They also agree upon a statute governing the functions and activities of the student self-administration.

#### **Contact for the house speaker:**

Studentenwerk München , Administration office  
Adelheidstraße 13, office 1  
80798 München

Telephone: + 49 89 278134-12  
Fax: + 49 89 278134-15  
Email: [grit.hoffmann@stwm.de](mailto:grit.hoffmann@stwm.de)

#### **Contact for tutors:**

Studentenwerk München – Kulturbüro  
Leopoldstraße 13, house 1, room 1113 (1<sup>st</sup> floor)  
80802 München

Telephone: + 49 89 38196-1513  
Fax: + 49 89 38196-1517  
Email: [tutoren@stwm.de](mailto:tutoren@stwm.de)

### **3.10 Announcing parties**

Student self-administration the tutors organise parties and other events to promote community life in your hall of residence. And of course, also the residents can use the common rooms for private parties.

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

You have to obtain the Munich Student Union's agreement (through the student self-administration) **in advance**. Please send a written application to the technical director of your hall of residence (forms for this application are available from the student self-administration), and do this on time!

Generally, the house rules, which are a component of your rental contract, also apply to parties. It is stated that the time between 22pm and 07 am 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).

Moreover, the self-administration/ the organizer is obliged to take care of the cleaning of the common rooms as well as all the spaces that might be affected (stairs, outdoor areas etc).

Individual agreements made with the self-administrations of singular residences remain valid so far.

## **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 our natural resources that our very lives depend upon. To do this, we need your help! Everyone can save water 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 saves 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 removal and disposal comes at a considerable cost, which you pay for as part of your operating costs. You can contribute to keep these costs down – whilst simultaneously helping the environment – by properly separating and disposing of your waste. Please read the following information from the City of Munich carefully:

#### **Dispose of your waste at the right place:**

<b>Paper/cardboard:</b>	Paper containers, outer area of the Old Town
<b>General</b>	
<b>(non recyclable) waste:</b>	Waste containers, outer area of the Old Town
<b>Organic waste:</b>	in the immediate vicinity of the outer area
<b>Glass:</b>	waste point ("Wertstoffinsel") Grasmeierstr. (entrance to underground train)
<b>Synthetic materials:</b>	waste point ("Wertstoffinsel") Grasmeierstr. (entrance to underground train)
<b>Tin plate:</b>	waste point Grasmeierstr./Willi-Graf-Str. (entrance to underground train)

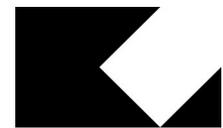
#### **Nearest recycling center (at a distance of about 2 km):**

Lindberghstraße 8a  
80939 München

#### **Opening hours:**

Mon	10.30 am –19.00 pm
Tue–Fri	08.00 am –18.00 pm
Sat	07.30 am –15.00 pm

Further information: [www.awm-muenchen.de](http://www.awm-muenchen.de)



## 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 do so wherever possible. The less water that is used, the easier it is to re-purify the waste water and the less water has to be removed from the environment in the first place. But not 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 following these guidelines you can do your part to help save 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 hot 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 be not turned 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 that applies to any electronic devices: Turn them off if you don't use them. This also refers to peripheral appliances such as monitors, printers or scanners. All devices in standby mode – such as TV, or stereo – are silently consuming energy. Consider whether or not you really need this function.

## 5 Appendices

### 5.1 List of all laundry and drying rooms

Washing machines and drying rooms StudentenStadt (New Town)			
House	Where?	Run by...	Remarks
House 9	Washing machines in the room next to elevator in 2 <sup>nd</sup> floor, 7 <sup>th</sup> floor, 10 <sup>th</sup> floor, 16 <sup>th</sup> floor.  Dryers: 18 <sup>th</sup> floor	Students*	You pay with coupons (buy them where you buy drinks), in the cellar of house 10, access from the south side.
House 10	Cellar	Students*	Mode of payment: coins.
House 11	Washing machines in mezzanine floors next to elevators: 2 <sup>nd</sup> /3 <sup>rd</sup> floor, 4 <sup>th</sup> /5 <sup>th</sup> floor, 6 <sup>th</sup> /7 <sup>th</sup> floor  Dryers: 5 <sup>th</sup> /6 <sup>th</sup> floor		You pay with coupons. Coupons available where you also buy drinks, house 11 ('Blue House').
House 12	Cellar (north side).	Students*	Mode of payment: coins. There is also a vending machine with detergent.
House 13	Washing machines in mezzanine floors next to elevators: 1 <sup>st</sup> /2 <sup>nd</sup> floor, 3 <sup>rd</sup> /4 <sup>th</sup> floor, 5 <sup>th</sup> /6 <sup>th</sup> floor  Dryers: 2 <sup>nd</sup> /3 <sup>rd</sup> floor, 4 <sup>th</sup> /5 <sup>th</sup> floor	Students*	You pay with coupons. Coupons available where you also buy drinks, house 13 ('Red House').
MCH (Micro Compact Home, 'Wohnwürfel')	Use washing machines and dryers in house 1 (ground floor).	Extern enterprise	Mode of payment: coins. Access with house/apartment key

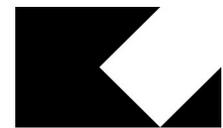
\*Students (self-managed)

## 5.2 TV channels

<b>Neumeier, Hegmann und Co.</b> <b>Hansastraße 49-51</b> <b>81737 München</b> <b>Tel. 089- 743 93 93</b>			
01	ARD	Channel	K 05
02	ZDF	Channel	K 06
03	BR 3	Channel	K 07
04	ORF 1	Channel	K 02
05	ORF 2	Channel	K 03
06	arte	Channel	K 04
07	RTL	Channel	K 09
08	Pro 7	Special channel	S 07
09	Sat.1	Channel	K 08
10	KiKa	Special channel	S 08
11	BBC	Special channel	S 09
12	N 24	Special channel	S 10
13	VOX	Special channel	S 11
14	Eurosport	Special channel	S 12
15	RTL 2	Special channel	S 13
16	MTV	Pay TV	
17	Kabel 1	Special channel	S 15
18	WDR	Special channel	S 16
19	3 sat	Special channel	S 17
20	TV 5	Special channel	S 18
21	DSF	Special channel	S 20

SKY programmes (receive via decoder). UKW-: local programmes

**To avoid disturbances we recommend double-shielded cables.**



## 5.3 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>