

HOUSING GUIDE MEJERIGATAN AND FÄLTGATAN

CONTENTS



STAYING AT MEJERIGATAN AND FÄLTGATAN 4

WELCOME TO VISBY!	6
ABOUT MEJERIGATAN AND FÄLTGATAN	6
YOUR POSTAL ADDRESS	7
KEYS	7
LOSS OF KEYS	7
INSURANCE	8
GUESTS	8



FACILITIES AT MEJERIGATAN & FÄLTGATAN 9

GARBAGE AND RECYCLING	10
LAUNDRY ROOM	11
BICYCLE STORAGE	11
FIRE PROTECTION	12



MAINTENANCE AND SERVICES 13

MAINTENANCE	14
FAULT REPORT	15
DISTURBANCES	16
INTERNET	16
HEATING	16
VERMIN AND PESTS	17
FUSES	18



CONTACT US! 20

Staying at Mejerigatan and Fältgatan



Welcome to Visby!

Uppsala University Housing Office (UUHO) rents the rooms on Mejerigatan and Fältgatan from the house owner K2A and sublets them to international students at Uppsala University – Campus Gotland. This is a non-profit assignment, and the purpose is to provide international students with a possibility to acquire affordable and furnished housing without the long queues typical for the Visby rental market.

If you have questions you are always welcome to contact us, but we appreciate it if you read the information provided in this booklet first. At the beginning of the semester (August, September, January and February) many students contact us and therefore our response times are a bit longer than usual. You also have access to a lot of information through your account on My pages on our website.

Uppsala University Housing Office hopes that your stay in Visby will be rewarding!

More information at: www.housingoffice.se
www.uu.se/welcome

About Mejerigatan and Fältgatan

Mejerigatan is located just outside the Southern gate of the Visby city wall and is approximately 1 kilometer from Campus Gotland. The apartments are placed in 4-storey buildings built in between 1995 and 1999.

Fältgatan 73 is located at the A7-area in the south east Visby and is approximately 1,7 kilometers from Campus Gotland. The apartments are placed in a 3-storey building built in 2000.

Apartments at Mejerigatan 5-7 and Fältgatan 73, are 19 sqm single room apartments with a kitchenette and private bathroom. The kitchenette consists of two stove plates, a fridge with a freezer compartment and a kitchen sink. The apartment includes a bed, a desk, a chair and a bookshelf. Bed linen, curtains, shower curtains and kitchen utensils are not included. There is a common kitchen on every floor that all tenants are free to use.

Rooms on Mejerigatan 4 are single bedrooms of 9-11 sqm that share kitchen, bathroom and living room between 4 rooms. Bedrooms are furnished with bed, desk, chair, bedside table and storage unit. The common kitchen and living room is furnished and equipped. Bed linen and curtains are not included.



Your postal address

To receive letters and packages to your accommodation, make sure your new address is clearly written on the envelope/package:

(Your name)

Mejerigatan (building number), (room number/lantmäterinummer*)

621 45, VISBY

Sweden

(Your name)

Fältgatan 73, (room number/lantmäterinummer*)

621 38, VISBY

Sweden

*You find the official apartment number on your contract

NOTE: You cannot send anything to your new mailbox prior to your arrival in Sweden. The Swedish postal service will deliver letters and packages directly to your mailbox. If the parcel or envelope is too large to be delivered to the mailbox, the parcel will be delivered to a nearby postal service point and you will instead receive a slip in your mailbox with details on where and when you can go and pick it up.

Keys

You will receive one set of two keys. One key for the apartment, the main entrance, laundry room, garbage facility and common kitchen. A second key for the mailbox.

All tenants are responsible to keep their keys in a safe place. Never keep any information about your address or room number together with your keys. Remember to lock your door when you leave the room.

Loss of keys

It is very important that you contact K2A at info@k2a.se as soon as possible if you lose your key. If a key is lost or stolen the door lock must be changed. The tenant will be charged of the cost incurred with the new lock, keys. It is very expensive to change a door lock, so for your own sake, keep your keys safe.

If you lose your key during weekends or nights you will need to call K2A's emergency number at +46 (0)10-470 58 45 for opening assistance. This after hour service will attract a fee.



Insurance

The tenant is obligated to have an adequate home insurance. The tenant will be liable to cover costs for damages in the accommodation caused by neglect or on purpose. Damages and repairs can amount to considerable costs so it is important to make sure you are well protected.

Most exchange students and fee-paying master and bachelor students are covered by an insurance policy taken by Uppsala University at Kammarkollegiet (the legal, financial and administrative service agency) called STUDENT IN. Check with Kammarkollegiet or Uppsala University if you are covered by the policy and what it includes.

Your home university or home insurance company might be able to inform you concerning home insurance abroad.

Guests

The room that has been allocated to you is the residence of the contracted tenant only. You are responsible for visiting guests and must make sure that guests do not disturb others and respect regulations in the building. The tenant is not allowed to have visitors staying overnight in the room. For guest accommodation please have a look at the website www.gotland.com (under "Visit and experience" for a list of hostels and hotels in and around Visby).

Facilities at Mejerigatan & Fältgatan

Garbage and recycling

In Sweden you are expected to recycle as much of your household waste as possible. For Mejerigatan there is a garbage facility marked “Miljörum” located in between Mejerigatan 5 and 7. For Fältgatan there are multiple garbage containers beside the bike rack. There are different containers for different kinds of waste. Sort your garbage carefully and make sure that your garbage bag is securely closed before you throw it in the right container.

Your recycling facility has the following containers:

- **Kompost (food waste)** – everything that can decompose into soil: leftovers, eggshell, coffee-grounds, unbleached kitchen paper. You need to use the special food waste paper bags. You will find them for free at a grocery store and at the main recycle center in Visby.
- **Plast (Plastic packagings)** - Plastic containers, tooth paste tubes, ketchup bottles, etc.
- **Pappersförpackningar (Paper packaging)** - All packagings containing at least 50% paper. This includes milk cartons, cardboard, waxed paper, empty toilet rolls and paper grocery bags.
- **Metall (metal containers)** - Food tins, metal tubes for mustard, mayonnaise or such, aluminum foil, vegetable cans.
- **Färgat glas, ofärgat glas (Coloured glass, uncoloured glass)** - Glass containers, glass bottles, glass jars. Divide them into clear, see-through glass and coloured glass.
- **Brännbart (compostible)** - Burnable waste that cannot be reused or recycled other than by their energy content. For example: envelopes, cotton, cleaning waste, rubber, wood, plastic items like toothbrushes and dish brushes.
- **Batterier (batteries)** – old empty batteries of any kind.
- **Tidningar (newspaper)** - Daily and weekly newspapers, magazines, catalogues, advertising flyers, diaries and writing/drawing paper.
- **Glödlampor och lågenergilampor (light bulbs and fluorescent light bulbs)** – all types of small bulbs and lamps.

Garbage that you cannot recycle in your housing area should be brought to one of the municipalities recycling stations. Here you can leave almost all kinds of waste, for example batteries, clothes, broken furniture, light bulbs, broken electrical goods, cooking oil, broken plates and drinking glasses.

For more information, visit www.gotland.se. Search for “recycling center” in Google maps to find you nearest recycling station. The main recycling station is located at Västra Törnekvior.



Laundry room

In your accommodation area there are common washing facilities (Swedish: **Tvättstuga**) that you are welcome to use. You will find a laundry room in your building.

You can book a laundry session in advance or use if available in order to do your laundry. The booking system works like this: write your room number in the available timeslot you want to book on the printed form found in the laundry room. Using the laundry room is free of charge but you must bring your own detergents.

When finishing up in the common laundry room, make sure to leave it tidy and clean for the next person.



Bicycle storage

There is no storage room for bicycles in this accommodation area but there is bicycle parking right outside the front door of the building. Make sure you have an adequate lock on your bicycle when parked outside.

Fire protection

Every room has a fire alarm installed in the ceiling. You are responsible to regularly check that the alarm is working. There is usually a button on the alarm itself that is used for testing the device. It is the tenant's responsibility to change the battery when needed. The alarm makes a beep sound every ten minutes if the battery needs to be replaced. If the alarm seems broken or missing, please report this immediately to gotland@housingoffice.se.

NOTE: Costs associated with fire alarms triggered by carelessness will be charged to the tenant causing the alarm. Pay attention while cooking, be careful not to cause any smoke that might trigger the fire alarm and never leave any candle lights unattended. It is strictly forbidden to clog the fire alarm with paper or other items. This kind of behaviour puts your life and the lives of others in danger and is utterly unacceptable.

Due to fire safety reasons, it is important to keep the shared areas, corridors and staircases free from any object, including shoes, doormats, bikes and garbage. These areas must be kept clear at all times as they are emergency escape paths in the event of a fire or other incident.



Maintenance and Services

Maintenance

Your room will be your home for some time and we expect you to take well care of it. Sharing a kitchen and other common areas with other students can be very rewarding, but also sometimes quite challenging. Check out our website for some tips on how you can go about setting up routines for a functional, happy student corridor.

Cleaning and upkeep of the room is the student's own responsibility. Cleaning and upkeep of the common areas in the corridor, such as the kitchen and living room is shared between all tenants. This also includes taking out the garbage and waste to the recycling facilities. The tenants of a corridor must buy detergents used for cleaning the kitchen themselves. Please collaborate with your neighbours, be helpful, and clean up after yourself.



We kindly ask you to respect a couple of rules:

- Furniture must not be removed from the room. You are personally responsible for furniture and equipment in your room.
- Posters, tape or other things that may damage the walls are not allowed.
- Smoking is not allowed anywhere inside the buildings.
- Respect your neighbors' need for privacy and silence, especially after 10 pm.
- When using the common kitchen, make sure that you remove your things and clean up afterwards. Remove the garbage regularly.
- Do not throw away any oil (like frying oil) from cooking, in the sink. The oil should be collected and taken to a recycling facility.
- Do not store any waste or garbage in your room or in common areas.
- **Clean the bathroom, especially the drains regularly**, both in the shower and in the sink. Keep bathroom door open after taking a shower and clean walls regularly to avoid that mold starts to develop.

Fault report

If anything is missing, malfunctioning or broken in your accommodation– make a fault report. Regular maintenance by the caretakers is free of charge. In the beginning of the semester the caretakers have a lot to do when so many tenants move in at the same time. Therefore, the wait is a bit longer during these periods, so please be patient. The Urgent problems will of course be prioritized.

Make sure that your service request includes your address, room number, e-mail address and phone number (preferably Swedish). You should always write in the request if you allow the caretakers to enter your room with a service key if you are not at home. This will make it easier for the caretakers and they can fix the problem sooner.

All problems concerning **plumbing, heating, electricity, furniture, kitchen-ware or other installations** in the house should be reported to info@k2a.se.

Mark subject line with: UUHO Fault report "NAME". Include following information:

- Reporter: name, email, phone number.
- Address and room number. May the caretaker use a service key to enter your apartment, yes/no.
- Specify fault: where in the apartment, what kind (electric/heat/water/ etc.).

Some things you are expected to take care of yourself, like changing light bulbs, cleaning the drains and replacing fuses (read more under section "fuses"). For example, if the light doesn't work you must buy a new light bulb yourself, and change it. If the light still doesn't work with a new light bulb – then please make a fault report to K2A at info@k2a.se.

If something urgent happens in your apartment or property after office hours, e.g. at the weekend, you can contact the emergency department. State your name, address and phone number and tell us what happened.

Emergency number: +46 (0)10 470 58 45

NOTE: non-urgent matters should not be reported to the emergency after hours services. If it can wait until the next week day – report it to the regular number. Costs for reports made unnecessarily to the emergency number may be invoiced to the tenant.

Reporting a problem to the wrong instance (House owner/UUHO) may result in unnecessary costs. If you are unsure of where to report a problem, you can log onto My pages or contact our office for guidance.

Disturbances

In apartment buildings you must tolerate a certain degree of noise from your neighbours, however, it should be quiet after 10 pm. Be respectful of your neighbours. If you experience problems with disturbing neighbors, loud music, or similar, you are welcome to make a disturbance report to: K2A emergency number at +46 (0)10 – 470 58 45.

Internet

Internet is provided through an agreement between the house owner and an external supplier. In order to have access to internet you must buy/bring your own net cable, there is no wifi.

For internet support, please contact Bahnhof +46 (0)10 – 510 000

Sometimes, one of our tenants leave their router in the room when they move out. We typically don't throw this kind of equipment away, so we leave them for the next student arriving. Please note that we do not offer any replacement or technical support for the connection through routers left behind by tenants.



Heating

The heating system in the building is regulated centrally and the radiators typically have a thermostat that controls the radiator according to the temperature in your room. You can expect 20 degrees in the room and the radiators are tuned to this temperature. If the temperature drops below 20 degrees, the radiators will automatically heat up but when the temperature reaches 20 degrees, they will cool down again.

If the temperature in your rooms is consistently lower than 20 degrees you should make a fault report to K2A at info@k2a.se. Please note that you must measure the temperature yourself before making a report. Use a calibrated thermometer and measure in the middle of the room. If the thermometer shows temperatures below 20 (+/- 1 degree if outside temperatures are shifting), make a fault report.

20 degrees is the standard temperature provided in Swedish rental apartments where heating is included in the rent. We all experience temperatures differently and 20 degrees may seem cold, especially in the autumn when the outside temperatures start to drop. NOTE: it is not allowed to use extra radiators as they may overload the electrical system and due to high electricity rates, may result in extra costs for the tenant.



Here are a few quick tips for comfort:

- Make sure not to put furniture or curtains in front of the radiator as they may prevent heat from spreading in the room.
- Close curtains or blinds on cold nights to reduce heat loss through the window.
- Wear a sweater and warm socks if you are inactive in your room, to keep yourself comfortable.
- To weather your room: Open the window wide for a minute and then close it, instead of leaving the window open for a long time.

Vermin and pests

If you suspect your room has got vermin or pests it is important that you report this immediately to Uppsala University Housing Office: info@housingoffice.se, and to K2A: info@k2a.se to book an inspection.

K2A will provide all the information you need about what you must do to get rid of the vermin. The house owner has its own insurance and there will be no charges for you if you report the problem immediately when discovered.

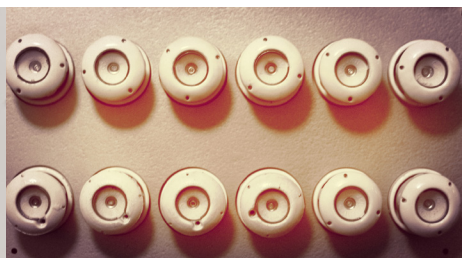
Fuses

The electricity in your room is connected through a fuse box located inside your room, next to your apartment door. If the system is overloaded or short circuited, a fuse will switch off to protect the electrical system of the building. If this happens follow these steps:

1. Make sure to unplug any device that may have caused the problem.
2. Check the fuse box to see if one of the fuses has blown.
3. There are two types of fuses: automatic fuse switches and porcelain fuses than you must change when blown.
 - a. Automatic fuses can simply be switched on again after you have unplugged the device causing the electrical problem.
 - b. Porcelain switches has a little coloured circle in the middle of the fuse – if it has detached, the fuse is blown and must be unscrewed and replaced with a new. You can buy these at most supermarkets or hardware stores. Bring the old one to make sure you buy the right kind.
4. If the problem persists or if you cannot locate the cause, make a fault report to K2A at info@k2a.se.



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b.

Contact us!

Uppsala University Housing Office

E-mail

info@housingoffice.se

Telephone

+46 (0)18-490 51 00

Visiting Address

Uppsala University - Campus Gotland
Cramérgatan 3, VISBY
D-Building, 2nd floor (Study administration)

**For Opening Hours please
check our website**

www.housingoffice.se



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