

HOUSING GUIDE EKEBYVÄGEN

CONTENTS

STAYING AT EKEBYVÄGEN **4**

WELCOME TO UPPSALA!	5
ABOUT EKEBYVÄGEN 13	5
YOUR POSTAL ADDRESS	7
KEYS AND TAGS	7
LOSS OF KEYS AND TAGS	7
INSURANCE	8
GUESTS	8

FACILITIES AT EKEBYVÄGEN **9**

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

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 Ekebyvägen

Welcome to Uppsala!

Uppsala University Housing Office (UUHO) rents the rooms on Ekebyvägen 13 from the house owner Uppsalahem and sublets them to international students at Uppsala University. 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 Uppsala 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 Uppsala will be rewarding!

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

About Ekebyvägen 13

On Ekebyvägen, you live close to the city but still have both forest and the peaceful Håga valley around the corner. There are two buildings of student accommodation on Ekebyvägen with barbecue grill and a beach volleyball court right outside.

At Ekebyvägen 13 we have 24 rooms that are 20 sqm and includes your own bathroom (shower and WC). You share common areas together with 11 other tenants. Cleaning of the common areas and kitchen are the tenant's responsibility. We recommend each corridor to regularly have meetings to maintain a good atmosphere and teamwork in the corridor.

The rooms are furnished with a bed and mattress (90*200cm), a pillow and quilt, armchair, a desk with a chair and a desk lamp, small bookshelf, notice board, blinds, fixtures for curtains.



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)
Ekebyvägen 13, (Room number), (lantmäterinummer*)
752 63 Uppsala
Sweden

*You find the "lantmäterinummer" on your contract. It is a 4-digit number.

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 and tags

All tenants are responsible to keep their keys, tags and/or cards 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.

You will receive 2 keys for the door to your room. One of these you put in the tube on your door, from the inside, in case a caretaker needs to visit your room.

You will also receive one mailbox key and a tag. The tag is to book and use of the laundry and enter to the building, corridor, garbage room and bike storage.

Loss of keys and tags

It is very important that you contact UUHO (workdays and office hours) as soon as possible if you lose your key or tag. 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, and tags. It is very expensive to change a door lock, so for your own sake, keep your keys safe.

If you locked yourself out during daytime, you can call your house owner Uppsalahem at +46 (0)18-727 36 00. The cost of the opening assistance will be charged to the tenant.

If you lose your key during weekends or nights, you will need to call Uppsalahem's after hour service +46 (0) 18-727 36 00 for opening assistance. The cost of the opening assistance will be charged to the tenant on site. **Note:** This is an expensive service.

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 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. The Uppsala Student Union (www.uppsalastudentkar.se) can also assist you in arranging a Swedish home insurance for a reasonable price.

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.studentboet.se (under "Temporary Housing" for a list of hostels and hotels in and around Uppsala).



Facilities at Ekebyvägen



Garbage and recycling

In Sweden you are expected to recycle as much of your household waste as possible. There is a garbage facility marked “Miljöstuga” located in front of the building. This facility contains 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.
- **Plast (Plastic packaging)** - Plastic containers, tooth paste tubes, ketchup bottles, etc.
- **Pappersförpackningar (Paper packaging)** - All packaging 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 (combustible)** - 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.

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.uppsala.se.

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, on floor 2. You enter the corridor by using your tag and you find the laundry room on the left side.

You must book a laundry session in advance in order to do your laundry. You book a time slot on the booking board outside the laundry room (see picture below). 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. There are instructions posted in the laundry that you should follow when using the facility.



Bicycle storage

There is a bicycle storage shed outside the building that you are welcome to use. Make sure you have an adequate lock on your bicycle and always keep the storage room closed and locked for the security of you and your neighbors bikes.

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. If the alarm seems broken, missing or makes a beep sound every ten minutes, please report this immediately to Uppsalahem, +46 (0)18-727 36 00.

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 behavior 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, normally on a weekly rota. 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. Often the students living in the corridor have a common fund to buy common supplies. Please collaborate with your neighbors, 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. 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, or other installations** in the house should be reported to Uppsalahem, +46 (0)18-727 36 00 or by email: info@uppsalahem.se. If an emergency with plumbing or electricity should arise outside of office hours you can phone +46 (0)18-727 36 00 to come in contact with emergency services.

NOTE: Remember to put your spare key in the tube on your front door. Otherwise the caretaker cannot enter your room if you are not home.

Problems **concerning furniture or kitchenware** are to be reported directly to Uppsala University Housing Office. Contact: info@housingoffice.se Tel: 018-490 51 00.

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 Uppsalahem, +46 (0)18-727 36 00 or by email: info@uppsalahem.se.

NOTE: non-urgent matters should not be reported to the emergency after hours services. If it can wait until the next weekday – 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 neighbors, however, it should be quiet after 10 pm. Be respectful of your neighbors. If you experience problems with disturbing neighbors, loud music, or similar, you are welcome to make a disturbance report to: +46 (0)18-24 01 00.

Internet

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

For internet support contact Bahnhof, +46 (0)10-510 00 00 (Weekdays 08-18).

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 you should make a fault report to Uppsalahem, +46 (0)18-727 36 00. 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 during 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

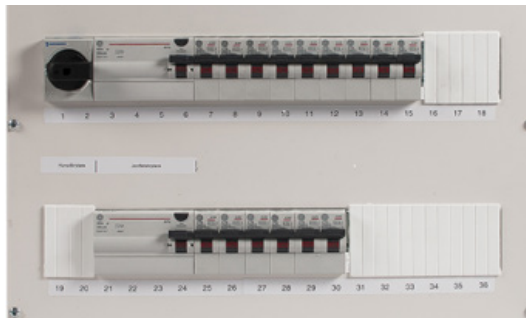
If you suspect your room has got vermin or pests it is important that you report this immediately to Uppsala University Housing Office: info@housingoffice.se, and we will book an appointment for this.

Anticimex 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 in the closet. 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. If one of the switches are turned down, it means it has blown.
3. The fuse can simply be switched on again after you have unplugged the device causing the electrical problem.
4. If the problem persists or if you cannot locate the cause, make a fault report to Uppsalahem, +46 (0)18-727 36 00.



Contact us!

Uppsala University Housing Office

E-mail

info@housingoffice.se

Telephone

+46 (0)18-490 51 00

Visiting Address

Kungsgatan 27
753 21 Uppsala

**For Opening Hours please
check our website**

www.housingoffice.se



UPPSALA UNIVERSITY
**HOUSING
OFFICE**

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