





HOUSING GUIDE V-DALA NATION

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Staying at V-Dala Nation

Welcome to Uppsala!

Uppsala University Housing Office (UUHO) rents the rooms from the house owner Västmanland-Dala ("V-Dala") 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

Membership in V-Dala Nation

To stay in the accommodation at Västmanland-Dala nation (V-Dala nation) you must become a member of the nation. You find more information in your arrival information.

Please note that your Leasing agreement is with Uppsala University Housing Office (your landlord), not with V-Dala nation. V-Dala nation has their own accommodation office which can help you in certain situations, for example if something is broken in your room, but matters concerning your contract and rent should be directed to UUHO.



Luthagsesplanaden 83 and 91

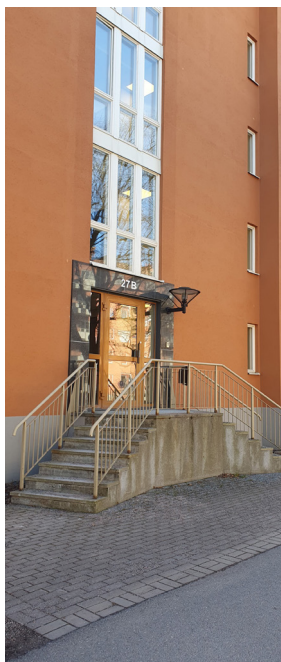
About V-Dala Nation

V-Dala nation is one of the thirteen student nations in Uppsala. The nations are the heart and soul of student social life in Uppsala, offering night clubs, cafés, restaurants, pubs, clubs, associations, sports, orchestras, theater companies and a lot more – by students for students!

Through V-Dala nation UUHO offer 10 accommodations of various types and sizes. Some are in corridors with shared facilities while a few are private studio- or two room apartments.

The rooms include basic furniture and there is a pillow and quilt for the bed in all accommodations. Towels and bed linen is not included. The V-Dala accommodations are located in different parts of Uppsala.

- **Karlsrogatan 3:** three rooms in corridor. The rooms are 19 m² and have a private bathroom (shower). Kitchen is shared between 7 tenants in the corridor.
- **Luthagsesplananden 83 and 91:** two studio apartments on the ground floor. The studios are about 28 m² and have private kitchen and bathroom.
- **Luthagsesplananden 27B:** one 2-bedrooms apartment intended for two students. The apartment is 53 m² and the two students share kitchen and bathroom.
- **S:T Johannesgatan 30F:** one room in corridor. The room is 22 m² and has a private bathroom (shower). Kitchen is shared between the 8 tenants.
- **Svartmangatan 14:** Two rooms in corridor with 7 rooms. The rooms are 19 m² and have private bathroom (shower). Kitchen is shared between all tenants in the corridor.



Luthagsesplanaden 27B

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)

Address (room number/lantmäterinumner*)

(Zip code), Uppsala

Sweden

*You find the "lantmäterinumner" 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.



S:t Johannesgatan 30F

Loss of keys and tags

It is very important that you contact V-Dala (+46 (0)18 – 12 80 70) 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 lose your key during weekends or nights you will need to call +46 (0)18 – 12 80 70 and choose option 3, for opening assistance. You are liable to cover the costs generated if you have lost your key or lock yourself out. Be prepared to show ID-card or passport and we also recommend you to keep a copy of your Leasing agreement in your room.

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 V-Dala

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 / Soprum” located in connection to all accommodations. 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.

Karlsrogatan and S:t Johannesgatan: There are recycling facilities in separate houses outside Karlsrogatan 3 and S:t Johannesgatan 30A . Your room key opens the door. A specific place for used electronic devices and a container for bigger objects is located outside S:t Johannesgatan 30A.

Luthagsesplanaden 27B: The recycling facility is in a separate house behind the residential building. The house has two doors – the one on the left is for residents on Luthagsesplanaden 27B. Your tag opens the door. There is also a room where you can leave broken electronic devices and pick up paper bags for food waste in the basement of Luthagsesplanaden 27B, next to the laundry room.

Luthagsesplanaden 83 and 91: There are three recycling houses in front of the buildings, by the parking lot. If you are living on Luthagsesplanaden 83, use garbage room number 3. Tenants at Luthagsesplanaden 91 should use garbage room number 1. Your room key opens the door.

Svartmangatan: There is a garbage facility right outside the building for regular waste. Recycling for broken electrical devices and cardboard boxes is found in the basement of Svartmangatan 16. Your room key opens the doors.



Luthagsesplanaden 83 & 91



Karlsrogatan 3

Svartmangatan 14

The recycling facilities typically has the following containers:

- **Kompost (food waste)** – everything that can decompose into soil: leftovers, eggshells, coffee-grounds, unbleached kitchen paper.
- **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 (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:

Karlsrogatan: Laundry room is located in the basement. Outside the room is a booking list where you can write up your room number to book a time slot for you to use the facility.

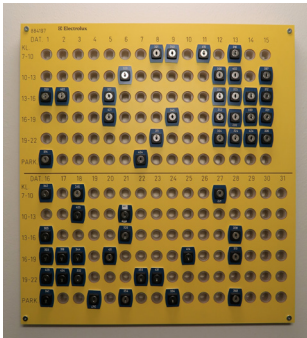
S:t Johannesgatan: There are three laundry rooms in the basement of Johannesgatan 30A. Outside the facilities is a booking board where you can book a time slot using the plug with your room number on. There are also two drying rooms.

Luthagsplanaden 27B: Laundry room is located in the basement. Outside the room is a booking screen where you can use your tag to book a time slot. The washing machines locks automatically when your time slot is over but you can use the dryers for one more hour.

Luthagesplanaden 83-91: There is a laundry room on the ground floor of the building. You book a time slot with your tag in advance. If you haven't started your session 15 minutes after the booked time, the time slot is automatically cancelled and free for anyone else to book.

Svartmangatan: Laundry room is located in the basement of Svartmangatan 16. Outside the room is a booking board where you can book a date and time in advance. You use a plug with your room number on to book the wanted time slot. There is also a separate drying room that you can use.

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.



Booking board and laundry room Svartmangatan.



Svartmangatan 14

Bicycle storage

There is bicycle parking outside the buildings in all V-Dala areas. Make sure you have an adequate lock on your bicycle when parked outside.

- **Karlsrogatan and S:t Johannesgatan:** There is bicycle storage in the basement of Karlsrogatan 3 and S:t Johannesgatan 30A.
- **Luthagsesplanaden 27B:** Bicycle storage room is found in the basement of Luthagsesplanaden 27A.
- **Luthagsesplanaden 83-91:** There is no bicycle storage room in these buildings. You can only park your bike outside in the bike rack.
- **Svartmangatan:** There is a bicycle storage room in the basement of Svartmangatan 16.

Fire protection

Every room has a fire alarm installed in the ceiling. You are responsible to regularly check that the alarm is working. If the alarm seems broken, missing or makes a beep sound every ten minutes (which indicates that the battery needs to be replaced), please report this **immediately** to V-Dala Nation, +46 (0) 12 80 70.

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.



Karlsrogatan 3

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 V-Dala Nation. Send a report by logging in to your profile at www.nationsgardarna.se . You will get your username and password to your email right before your moving in date.

Problems **concerning furniture or kitchen-ware** are to be reported directly to Uppsala University Housing Office. Contact: info@housingoffice.se Tel: 018-4905100.

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 V-Dala Nation.

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/JUHO) 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: 018-12 80 70 and select option 3.

Internet

Internet is provided through an agreement between the house owner and an external supplier, Bredband2. In order to have access to internet you must buy/bring your own net cable, there is no wifi.

For internet support contact Bredband2, +46(0)770-811 000, <http://www.bredband2.com>.

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 V-Dala Nation. 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 starts 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:

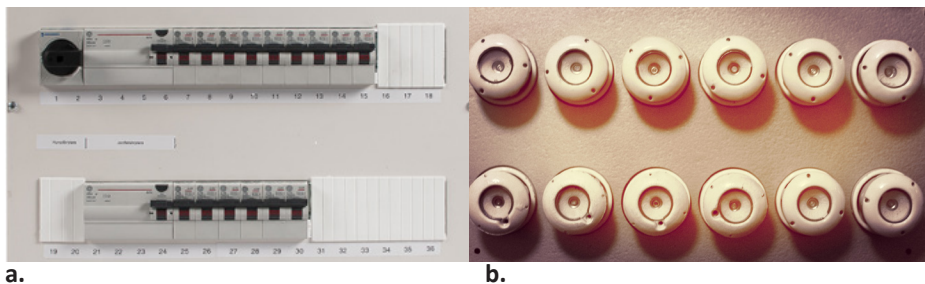
- Make sure not to put furniture or curtains in front of the radiator as they may prevent heat from spreading in the room.
- Close curtains or blinds on cold nights to reduce heat loss through the window.
- Wear a sweater and warm socks if you are inactive in your room, to keep yourself comfortable.
- 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.



Fuses

The electricity in your room is connected through a fuse box located in your room or corridor. 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 persist or if you cannot locate the cause, make a fault report to V-Dala Nation.



Vermin and pests

If you suspect your room has got vermin or pests it is important that you report this immediately to V-Dala accommodation Office. Send a service request by logging in your profile at www.nationsgardarna.se . The house owner has their own insurance for extermination of vermin and there will be no extra cost for you as a tenant if you report the problem immediately when discovered.

The exterminators contracted by the house owner will, if necessary, come to your accommodation to treat the problem and they will provide all the information you need about what you should do to get rid of the vermin.



Contact us!

Uppsala University Housing Office

E-mail

info@housingoffice.se

Telephone

+46 (0)18-490 51 00

Visiting Address

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753 21 Uppsala

For Opening Hours please
check our website



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**HOUSING
OFFICE**

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