

Moving in-guide

Welcome as a tenant to us at Robutz Fastigheter! We have in this publication collected tips and advice on things that we hope will facilitate your stay with us as well as increasing your well-being.

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The necessities of the building

Laundry room

The laundry can be booked through the booking board located outside the laundry, on the Aptus app or by going to <https://robutz.safe-host.se/aptusportal/>.

In the app you paste the link above as "HTTP address till din leverantör"

To log in, use the following:

Username: Krediten 2 xxxx (xxxx is your apartment number)

Password: 12345

If you live in a bigger apartment with 2 or 3 bedrooms:

Username: Krediten 2 xxxx-1 (2 or 3)

Only wash full washing machines and leave the laundry room fresh and clean so that whoever comes next also gets a pleasant laundry-time.

Garbage disposal

Outside the main entrance you can throw your household garbage which you open with your apartment key. Glass, paper, metal, plastic and newspaper you can throw at the municipality's recycling centers. Unfortunately, we do not have compost.

The nearest recycling center is located at Mellanbergsvägen 61.

Bicycle room

All bicycles inside must be hung up on your own assigned places in the bicycle room. It is prohibited to let bicycles stand on the ground in the room.

Mailbox

The mail is delivered to the mailbox in the entrance of the building.

Safety, Civil courage

When you meet someone in the stairwell – say hi! A neighbor often appreciates this but an uninvited guest does not like being observe. To recognize your neighbors and greet them creates security and well-being.

Protection against fire and accidents

We have installed smoke detectors in all of the apartments, these are not allowed to remove. If a smoke detector starts beeping without cause, make a fault report on our website. It is important that the detector is tested once a month and also when you have been away.

The apartment is equipped with a security door that protects against both fire and burglary.

To prevent accidents, you should pull out plugs for electric devices when they are not in use. Also, do not charge without supervising your phone or tablet. Do not place anything that easily catches fire on or near the stove and clean the cooker hood regularly as the grease in the fan easily catches fire. This is to prevent a fire from spreading in the building. Also make sure that the doors to the basement lock after you have been there to reduce the risk of arson.

It is recommended that you obtain a powder extinguisher of at least 6 kg and a fire blanket.

Your apartment

Home insurance

We recommend that you obtain home insurance since you are responsible for your home. Burglary, fire or water damage can affect anyone and an insurance is a cheap protection in the event of an accident. You risk being liable for compensation if, for example, water starts to leak when you are not home and if there is damage to your apartment or your neighbor's property.

Household electricity

The electrical central of the apartment is located in the hall with circuit fuse. If a fuse triggers it is important to always find the reason before the fuse is switched back on again. Here is also the rectifying current device located, which is meant to turn off the electricity if an earth-fault occurs in a technical device. All the electrical outlets, except the fridge and freezer are connected to the circuit breaker.

Turn off devices that are not in use and do not leave them on standby. Unplug chargers and other devices that are not in use. Change to low-energy or LED light

sources. Adapt pans to the size of the cooking hob. Make sure the hob is clean, cook with a lid and utilize the heat after cooking. Use a kettle to quickly boil water and make sure the fridge and freezer are at the right temperature. Always let your food cool before putting it in the fridge or freezer. Defrost the freezer when needed since the temperature rises if it is icy. Also clean the fridge and freeze regularly.

Heat

The house you live in has well-insulated walls and windows which means that the heat can be kept during both summer and winter which results in good energy management. The blinds in the windows can be pulled down at night to keep the heat inside. But if the blinds would be let standing horizontally, your apartment would get colder since this dissipates the heat by the glass which should be avoided!

If you need to ventilate the room, make sure to do this fast and effectively. This is to freshen up the air inside without cooling down the walls, floor and ceiling.

Your apartment is heated by radiators. The heat is adjusted by thermostats and the settings on these are not allowed to change since that would make the heat irregular in the building. It is also important that the thermostat is not covered because the heat will not work then. Avoid putting furniture in front of the radiators as this impedes the air circulation and thus, the heat is not dissipated in the room.

For about half of the year, no heat is needed from the radiators. Your apartment is instead heated by internal heating such as solar radiation, people and the devices in your home. During the autumn and spring, it might be hard for the heating system in the building to keep up with the large temperature changes which sometimes makes the temperature inside too hot or cold.

Ventilation

In the property, there are exhaust air units in the bathrooms and in the kitchens, the air exits via the cooker hood. New air is taken into the apartment via supply air devices behind the radiators. Make sure that the supply of air and exhaust units are open so that the ventilation can work properly.

- It is also important that you clean the air devices and filters regularly.

Cooking and cooker hood

The exhaust air flow in the cooker hood is started during cooking by forcing. Only use forced mode when cooking since the cooker hood sucks great amounts of heated air. Remember that regular cleaning of the grease filter in the cover is a prerequisite for the ability to absorb the fumes when cooking.

Are you worried that the fan isn't working since it does not make any sound? No worries, it is not supposed to make any sound so it is working!

The stove has a child lock that is easy to turn on, the knob then "pops" out which can be seen in Figure 1. To turn the knob after switching on the child lock, you have to push in the knob and at the same time turn it as in Figure 2, otherwise, it may break.



Figure 1. Child lock on



Figure 2. Child lock off

Water

To not let the water run is good for the environment. Some things you can think about is to take fast showers and do the dishes in a filled sink.

If you were to notice any type of water leakage in your apartment, for example a dripping radiator or crane, we want you to reach out to us as soon as possible!

Maintenance of your apartment

In this paragraph, we give some advice on how you should take care of your home, both for your sake but also to make it easier for you to leave your home in the condition you got it. A general tip for cleaning is lukewarm water and a little mild detergent is usually enough to clean most surfaces.

Walls

Drilling and nailing in walls is ok but it is important that you restore it when moving out by filling and painting it over.

Never make holes in the walls of the bathroom, these have a special waterproof layer to prevent moisture from entering the wall. Neither make holes in the tiles as they easily crack.

Remember to protect the walls from grease stains and other stains, head boards are a good example of protection.

Floor

A good way to protect the floor is to put furniture pads below the legs of the furniture. If you have to move heavy furniture and you are not able to carry them, make sure to put the furniture on a carpet or blanket before dragging them into place. In that way, you reduce the risk to make scratches on the floor.

Ceiling

Cleaning with a dry cloth when needed is enough when there are for example spider web in the corners of the ceiling.

Kitchen

Do not pour grease in the sink, instead pour it in a bottle and then put it in the trash.

Fridge and freezer, regular defrost provides an even temperature and saves energy.

Fans and valves, make sure these are clean since that reduces the smirch in the kitchen.

Cooker hood, wipe away the grease stains as fast as possible so the grease does not burn. Wipe it with a damp cloth. Do not let water be on the plates for too long since this makes them rust. For oven cleaning, there are effective cleaning agents.

Toilet and bath

Only flush down toilet paper since topz, band-aids and cotton pads can cause a backed-up toilet. Never pour chemicals in the toilet or in the sink. If you are away for a longer time from your apartment, ask a neighbor or a relative to flush some water in the sink, draining gutter and toilet to avoid bad smell when coming home.

Clean the draining gutter by lifting and emptying the bucket in the drain from grease and hair since this otherwise starts smelling. The stench trap has to be fastened properly, otherwise it might start smelling badly. Control this by opening up the grid.

For how long are you allowed to stay in your apartment?

To live with us, you have to have active studies and manage to succeed at least 15 hp every term or be a doctoral student for at least 50%. Also other types of studies without CSN are approved as studies at Robutz. The maximum age to live with us is 50 years. If you do not reach the requirement of 50% every semester, your contract might be under notice. The time for moving out is then 3 months from the first of the upcoming month.

Verification of studies

The verification of your studies is made retroactively via "boadmin". These checks happen for the spring term in September and for the autumn term in February. If the check shows that you have not fulfilled our requirements, you might be have to move out.

When do you need to move out?

Since these checks are made retroactive, you do not have to move out directly after finishing your studies or not fulfilled our requirements. Below, some examples for this are presented.

- If you do not succeed your studies during the autumn 2020, this would not be controlled until February which leads to eventual moving out in May-June 2021. For further explanation, see Figure 3.

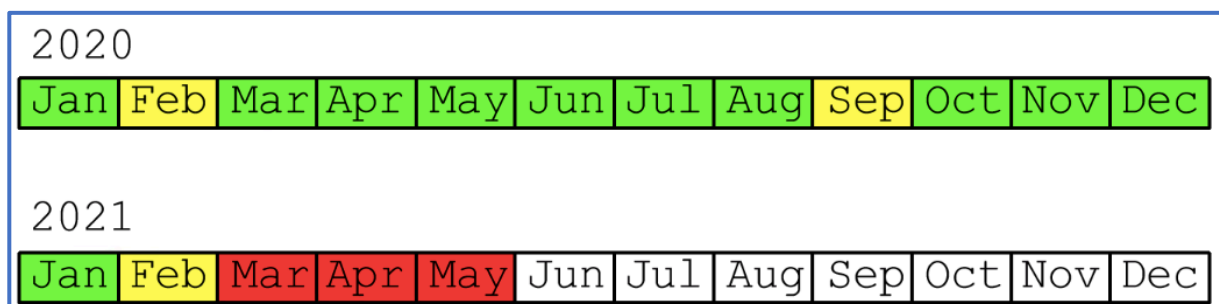


Figure 3. This case applies if you are unable to complete your studies during Autumn 2020. Green means that you are approved to live in your apartment, yellow is when we make our inspection and red is when you have not passed our inspection and therefore need to move out at the end of that red period.

- If you do not succeed your studies during the spring 2021, this would not be controlled until September which leads to eventual moving out around December 2021 or January 2022. For further explanation, see Figure 4.

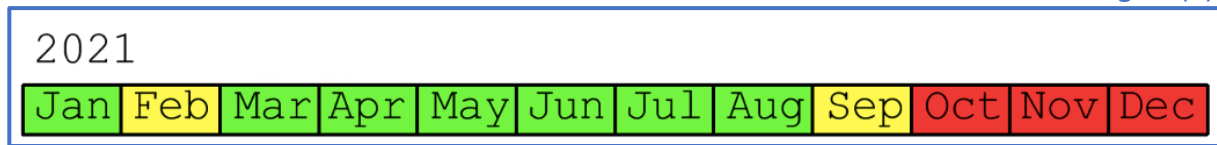


Figure 4. This case applies if you are unable to complete your studies during spring 2021. Green means that you are approved to live in your apartment, yellow is when we make our inspection and red is when you have not passed our inspection and therefore need to move out at the end of that red period.

- If you graduate or take a break from your studies after the spring of 2020 and therefore pass the check in September, but then do not study during the autumn which then gets controlled during February 2021, you will not have to move out until around May-June 2021. See Figure 5 for this.

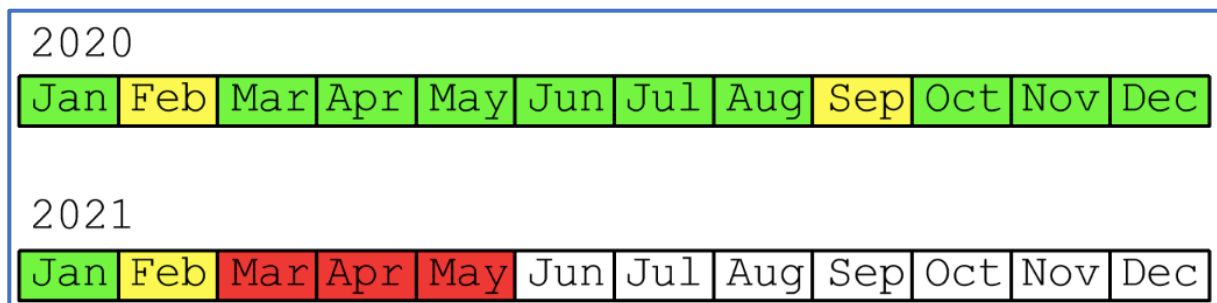


Figure 5. This case applies if you have completed your studies during spring 2020. Green means that you are approved to live in your apartment, yellow is when we make our inspection and red is when you have not passed our inspection and therefore need to move out at the end of that red period.

Dispensation

Furthermore, you can ask for a "free term" which means that you can stay in your apartment for a term extra without having to study. If you are on parental leave, you can stay in your apartment without managing the requirements for your studies. If you have further questions about dispensation, see our Q&A for explanation!