

# Welcome

## to “Tower A/B” of the Olympiadorf student hall of residence



**Studentenwerk  
München**

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## **Tower A/B**

**Helene-Mayer-Ring 7 A/B**  
**80809 München**

### **Dear Residents,**

We would like to bid you a warm welcome to Tower A/B of our student hall of residence 'Olympiadorf'!

In this brochure, we have compiled a wealth of information that we hope will help you to settle into and enjoy life in our student residence. If you have any questions or queries, please contact a member of our technical or administrative staff. The contact details of these persons are available on page 5.

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 information:**

**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 contact details

## 1.1 Administration

### Tenant Management

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.

Administration Office Olympic Village  
Alte Mensa  
Entrance a, room a2  
Helene-Mayer-Ring 9  
80809 Munich  
U3 Olympiazentrum

Tel.: + 49 89 357135-0 / -20  
Fax: + 49 89 357135-33  
E-Mail: [wohnen-vertrag@stwm.de](mailto:wohnen-vertrag@stwm.de)

#### Opening hours:

Mon - Fri 09.00 – 12.00 h  
Tue + Thu 14.00 – 16.00 h

### Servicedesk

Our Servicedesk is the central single point of contact for all questions regarding student living (e.g. general requests, complaints, general tenant correspondence, etc.).

Servicedesk  
Christoph-Probst-Str. 10  
80805 Munich  
U6 Studentenstadt

Tel.: +49 89 32351-0  
E-Mail: [wohnen@stwm.de](mailto:wohnen@stwm.de)

#### Opening hours:

Mon - Fri 09.00 – 12.00 h  
Tue + Thu 14.00 – 16.00 h

## 1.2 Technical support

### Facility Management

In case of damage in your room, please inform the care-taker by filling out a damage report form ('Schadensmeldung'). This form is displayed in your student residence. In urgent matters please contact the care-taker.

Technical Office Olympic Village  
Alte Mensa  
Entrance a, room a3  
Helene-Mayer-Ring 9  
80809 Munich  
U3 Olympiazentrum

Tel.: see display in your student residence  
Fax: + 49 89 357135-24  
E-Mail: [wohnen-technik@stwm.de](mailto:wohnen-technik@stwm.de)

#### Opening hours:

Mon - Fri by arrangement



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### **1.3 Emergency numbers**

<b>Ambulance</b>	<b>112</b>
<b>Fire brigade</b>	<b>112</b>
<b>Police</b>	<b>110</b>

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

Polizeiinspektion München 43 – Olympiapark (Police station Munich 43 – Olympic Park)  
Moosacher Straße 77  
80809 München

Telephone: +49 89 35739-0  
Fax: +49 89 35739-128

U3 Oberwiesenfeld

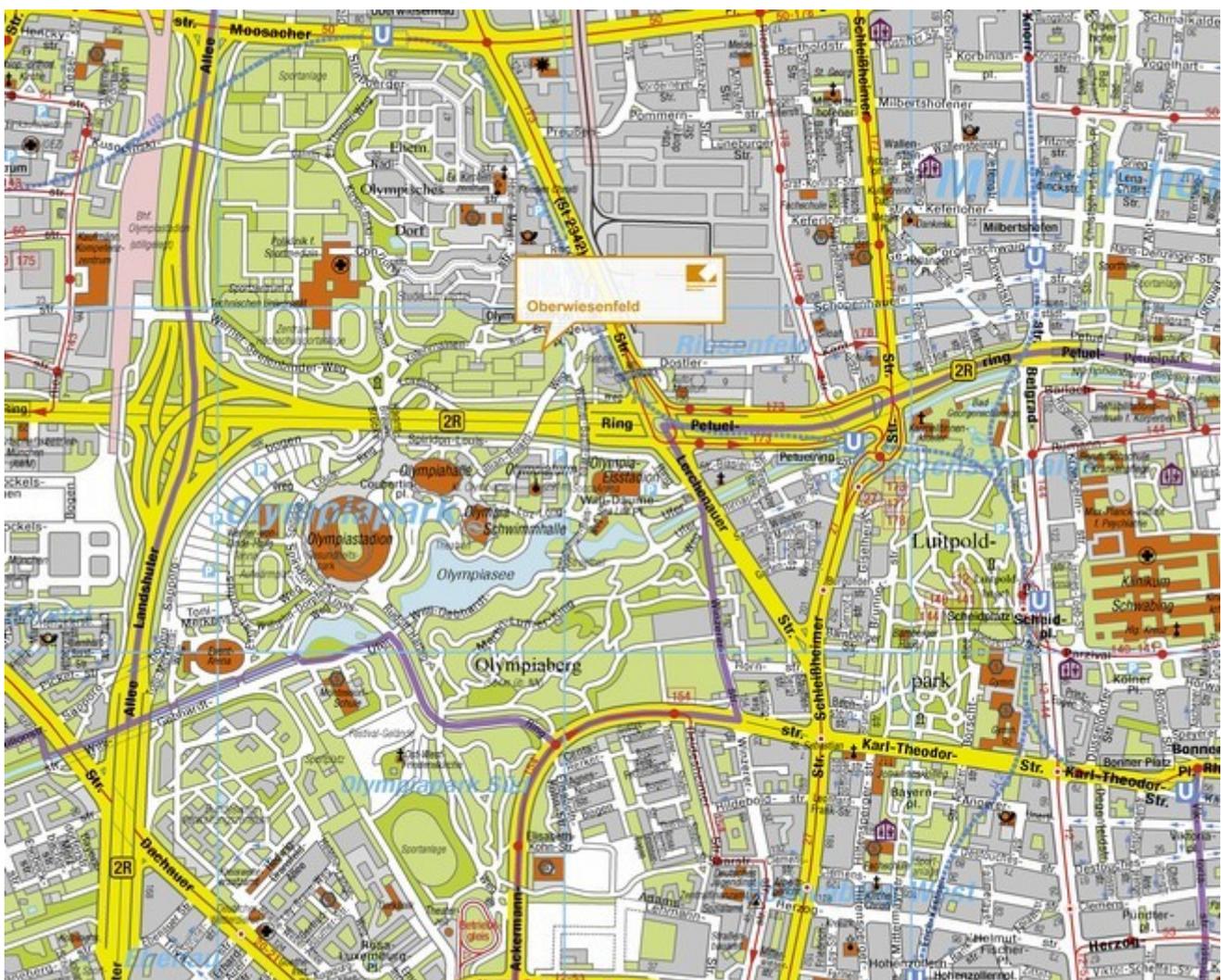


## 2 Your student hall of residence

### 2.1 Area map, public transport connections, shopping facilities

The newly and completely renovated Tower A/B of the Olympiadorf student hall of residence is conveniently situated at the 'Olympiazentrum' stop of the U3 underground line. Situated on the edge of the attractive Olympic Park, Tower A/B forms part of the 'Olympic Village' student quarter, along with the terraced bungalows that have achieved a cult status among Munich students. The city centre, as well as the university and night-life quarters of town are reachable in just a few minutes ride on the underground trains.

The rows of shops directly in front of the tower (including bakery, post office, take away, bank, copy shop) are practical for fulfilling your everyday needs, and further shopping facilities are not far away. The large 'Olympia-Einkaufszentrum' shopping centre – with a super market and all other types of shops one could wish for – is just two underground stops away!



**Figure 1: Tower A/B area map**

(Map: City of Munich, Measurements Office, [www.vermessung.muenchen.de](http://www.vermessung.muenchen.de))

## **2.2 Particular features of your hall of residence**

### **2.2.1 The Olympic Park**

The Olympic Park offers Munich residents and visitors to the city a year-round program of action-packed entertainment, as well as ample opportunity to relax or pursue diverse sporting activities – and Tower A/B is located right on the edge of the Olympic Park!

Music concerts, sporting competitions, festivals, exhibitions, trade fairs, open-air cinema (in summer) and many more events of all shapes and sizes are held on the grounds and within the venues that housed the Olympic Games of 1972. In the sports halls there are water-sports, ice-based sports and football; outside tennis courts and mini-golf. The park is a haven for joggers and roller-bladers and the less actively inclined can enjoy relaxing on acres of lush, green meadows.

All information concerning the Olympic Park, as well as up-and-coming events can be found at [www.olympiapark.de](http://www.olympiapark.de).

### **2.2.2 The Community Centre (Gemeinschaftszentrum 'GEZ')/'Alte Mensa' (Old Canteen)**

The Munich Student Union establishes student self-administration in all of its halls of residence. The self administration committee is made up of house speakers and tutors. The task of these student representatives is to promote community living within the hall of residence and maintain contact with the student union. This serves to allow two-way communication and flow of information between the student union and residents, and helps to clear up any problems quickly and cleanly.

Residents elect a house speaker and tutors themselves. They also agree upon a statute governing the functions and activities of the Student Self-Administration.

In addition to the common rooms on each floor of the tower, the Community Centre (Gemeinschaftszentrum 'GEZ'), with all of its facilities, represents a focal point for community living in the Olympic Village.

The Student Self Administration in Oberwiesenfeld is a registered non-profit organisation, which is always grateful for new, dedicated helpers to help keep student-life in the Olympic Village so wonderfully diverse and colourful.

Detailed information concerning this organisation - 'Studenten im Olympiazentrum e.V.' (Students in the Olympic Village) – is available at [www.oly-dorf.de](http://www.oly-dorf.de).

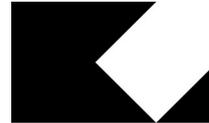
Several external facilities, such as the 'PhysiOlympia' physiotherapy centre and a playgroup/youth club run by the City of Munich are also to be found in the GEZ. Regarding internal facilities, the GEZ is home to the Munich Student Union Student Advice Service, as well as to our administrative office and technical administration.

All of these facilities are marked on the map of the grounds on the following page.



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**Alte Mensa,  
Helene-Mayer-Ring 9**



- a Administrative office  
Student Loans Society  
Technical administration
- b PhysiOlympia
- c Hall
- d Disco  
Lounge  
Games lounge
- e Pottery workshop
- f Crèche
- g Playgroup/youth club
- h Advice Service  
General and Social Advice Service  
Advice Service for Students with a  
Child and Expectant Mothers  
Housing Referral and Accommodation  
Advice Service  
Student Credit Advice Service and  
Legal Advice Service  
Psychosocial and psychotherapeutic  
Advice Service
- i Students in the Olympic Village  
Tutor room  
Music practice rooms
- j Bar
- k Woodwork workshop  
Metalwork workshop
- m Electronics workshop  
Washing/drying room  
Photography lab
- n Loading area  
Caretaker's workshop

Figure 2: Map of the grounds „Gemeinschaftszentrum (GEZ)/Alte Mensa“



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

### **2.3.1 Your keys**

Upon moving in, you will receive the following three keys:

- 2x house keys that fit
  - the main entrance
  - the entrance to the stairwell
  - your apartment
  - The bike storage cage in the car park garage
  - the washing/drying room
  - The lid of the refuse chute
- 1 post box key

### **2.3.1 Electronic entry system**

In addition to your keys you will also receive a 'Legic-card', which enables you to enter particular areas of your hall of residence via an electronic entry system. Depending on the rights assigned to your card, this may include access to the car park garage (Helene-Mayer-Ring 3), the main entrance to Tower A/B, the main entrance to the GEZ and the door to the washing/drying room.

### **2.3.2 Misplaced your house key?**

If you should misplace your house key at some point during your tenancy, a member of our caretaker team will unlock your apartment for you free of charge, providing this occurs during normal duty hours (Monday to Thursday from 07.00 – 16.00 h, Friday from 07.00 – 13.00 h).

Outside of these hours you may engage a lock smith to access your apartment ( call 'MAZ' on 0 89 / 50 70 70), but you will be required to cover the charges for this service yourself.

**Apartments will only be opened upon production of a ID card (Personalausweis)/passport or valid rental contract that confirms you as the rightful resident of the apartment.**

### **2.3.3 Electric doorbells and post box labels**

An apartment number is engraved next to each doorbell. The name of the corresponding resident can be read off a list above the panel of doorbells. The list of resident's names is issued and updated by the Munich Student Union.

**Please refrain from making your own changes to the labels on the doorbells and post boxes.**

## **2.4 Reporting damage and repairs**

### **2.4.1 Damage in your room**

If you become aware of damage in your room during your time as resident, please inform the care-taker of this at the earliest available opportunity. Do this by filling out a damage report form ('Schadensmeldung'). Damage report forms and the post box in which these are to be deposited are to be found in the washing/drying room.

Alternatively, you can obtain and re-submit completed forms in the administrative office or the technical administration office during office hours.



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## **2.4.2 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 2.4.1 please also inform the administration office/the caretaker as soon as possible.

## **2.5 Television and radio reception, telephone, internet**

### **2.5.1 Television and radio reception**

Television and radio programs can be received in the apartments of Tower A/B by means of a Kessler satellite system. The antenna socket in your apartment is located next to those for telephone (right socket) and Internet (left socket). An overview of the currently available channels is included in the appendices. Unless a resident is able to demonstrate that he or she is unable to receive a selection of programs in his or her first language, it is not permitted to install a satellite dish.

### **2.5.2 Telephone connection**

All rooms in the house have the makings of a telephone/DSL-connection. These connections can be activated for use with either an analogue or ISDN telephone by a service provider of your choice. Adaptors, which can be purchased from your administrative office, are required to use the telephone connection sockets. The adaptors have an RJ 45-plug and three TAE-connection sockets. Please be sure to only use the socket labelled RJ 45.

#### **Important:**

TAE: TelefonAnschlussEinheit (telephone connection unit)

N: Nebenstellengerät, z.B. Faxgerät (secondary device – e.g. fax)

F: Fernsprechgerät (telephone terminal)

### **2.5.3 Internet**

Your house has its own broadband (LAN), with access to the Internet via the Münchner Hochschulnetz (MHN) (Munich Universities' Network). The computer settings required to establish an internet connection are outlined in a separate information sheet that you will have received upon moving in. Should you have any problems establishing an internet connection, you can contact a member of 'olynet', the computer room run by the Student Self Administration.

#### **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 be able to establish an 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!**

#### **2.5.4 Broadcaster license 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 flat-mates 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 of 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).

## **2.6 Technical devices in the apartments**

### **2.6.1 Windows in the apartments**

For reasons of safety - due to the risk of falling and wind blast pressure - it is only possible to open the windows in the apartments of Tower A/B by a maximum of 5cm. This feature was determined by the architects and planners of the tower, as an ample supply of fresh air to the apartments is secured via the central ventilation system.

A mechanical barrier on the edge of the window frame prevents the window from being opened any further. Please do not in any way tamper with this mechanical barrier. Be aware that repair of any damages that may be deemed to result from manipulation of this barrier will be charged to you.

### **2.6.2 Ventilation in the apartments**

A central ventilation system ensures your apartment of an ample supply of fresh air. Depending on the outside temperature, the air delivered by the ventilation system is pre-warmed to a greater or lesser degree. Spent air is removed from your apartment by an extractor vent in the bathroom, which is the reason for the bathroom door finishing approximately 2cm above floor level. It is important that the vents of the ventilation and exhaust systems be kept completely free at all times, as well as ensuring that the entire length of the afore mentioned space underneath the bathroom door is not blocked. In this way you can be sure that your apartment is always well supplied with fresh air and prevent the appearance of mould and damp.

### **2.6.3 Electrical circuitry in the apartments**

The sub-distribution of the electrical circuits and the trip-switches are located beside the coat hooks to the right of the door to the apartment. Your apartment has a 230V, 50Hz AC power supply.



The trip-switches control the following sub-circuits:

- earth leakage trip (symbol: plug socket)
- hot plates (symbol: cooker)
- lights (symbol: light bulb)
- plug sockets in the kitchen (symbol: plug socket)
- plug sockets in the apartment (symbol: plug socket)

**Please note! In order to avoid overloading the electricity circuits, appliances with a power output exceeding 1000W are not permitted to be plugged into the plug sockets in your apartment (e.g. heaters or cooling systems).**

### **2.6.1 Mini-kitchen, cooker with timer switch**

The double hot-plates in the mini-kitchen are fitted with a timer switch. To minimise fire-risk, the hot-plates can be used for a maximum of 30 minutes. To turn on the hot-plates, use the timer switch to select the desired temperature, whilst simultaneously setting the cooking time. The maximum cooking time is pre-set at 30 minutes. Once the cooking time has elapsed, the timer switch can then be re-activated, as described above, for an additional cooking time of maximally 30 minutes.

Detailed instructions for use of the hot-plates are included in the appendices.

### **2.6.2 Lighting in the apartments**

The covers of the lights in the apartments can only be removed using a special key. In order to prevent damage to these covers, please inform us using a damage report form, if a light bulb in your apartment needs to be replaced.

### **2.6.3 Smoke alarms in the apartments**

A smoke alarm is fitted on the ceiling of the apartment. If triggered in the event of fire, this smoke alarm will sound only within your apartment. The smoke alarm is powered by a 230V power supply. To enable the smoke alarm to continue to function in the event of a power cut, it is also fitted with a back-up battery. The back-up battery is continually recharged by the device, and if the smoke alarm should detect that the battery is weak, it releases a signal tone approximately every 30 seconds. If this occurs, please inform the technical administration as quickly as possible, using a damage report form, so that a new battery can be installed.

### **2.6.4 Fire alarm sirens in the apartments**

All apartments are fitted with a fire alarm siren that can be activated by the fire brigade in case of danger. If this siren sounds you must leave your apartment **immediately** and make your way to the muster station indicated by the emergency escape plan.

**Important! The elevators must not be used in the event of fire or when the fire alarm siren is ringing.**

### **2.6.5 Intercom**

The intercom in your apartment is located to the right of the front door. Using this intercom it is possible to speak to a caller at the main entrance on the ground floor. In order to do this, please press the 'Sprechtaste' (talk button). The door on the ground floor can be opened by pressing the 'Türöffner' (door opener) button. The 'Ruf aus' (sound off) button switches off the ringing tone. A detailed set of instructions for using the intercom is included in the appendices.



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## **2.7 Washing machines and drying room**

A room with washing machines and dryers is located in the 'Alte Mensa' (Old Canteen) at 9 Helene-Mayer-Ring (see the plan of the hall of residence). The washing machines and dryers are owned and maintained by an external firm and their operation requires that coins be inserted. You can open and re-lock the door to the washing machines and drying room using your room key (or Legic-card).

Please observe the regulations applying to the washing and drying room indicated by the signs.

By keeping the door to the washing/drying room locked residents can ensure that no uninvited guests hang around or wash in the washing/drying room. The washing/drying room is to be used solely by residents of your hall of residence.

## **3 Rules of play for life in shared accommodation**

### **3.1 Registration with the state authorities ('Einwohnermeldeamt')**

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

Information regarding the location of Bürgerbüros and details of their opening hours is available at <http://www.muenchen.de/Rathaus/kvr/service/37628/index.html>, as is a selection of forms to download.

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

To be eligible to live in a Munich Student Union student hall of residence, you have to be a student. Each semester, you are required to offer proof of your student status in the form of your matriculation certificate (Immatrikulationsbescheinigung); commonly known as 'IB'. The semester submission deadlines are as follows:

IB presentation/summer semester:	by the 1 <sup>st</sup> of May <b>at the latest</b>
IB presentation/winter semester:	by the 1 <sup>st</sup> of November <b>at the latest</b>

**Failure to present your IB in accordance with these deadlines will result in termination of your rental contract!**

### **3.3 House rules**

When a lot of people co-inhabit a relatively small space, there are certain rules that need to be observed. This includes showing respect for your neighbours that live in the near-by properties. Please do take notice of these house rules, as they represent an element of your rental contract. A copy of the rules themselves was handed out to you with your rental contract.

### **3.4 Cleaning of the hall of residence**

Our cleaning firm is responsible for cleaning the stairwells, corridors and the washing/drying room. The cleanliness of your own apartment is your own responsibility.



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### **3.5 Mounting personal items**

Please be sure to consult the care-taker before hanging anything up on the walls of your room (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.

### **3.6 Noise**

Proper and appropriate conduct within the hall of residence is basically covered by the house rules. These state that disruptively high levels of noise are to be avoided in the houses and rooms. Renovations work and other loud activities should not be conducted between 12.00 – 14.00 h or before 08.00 h or after 18.00h, and are not permitted at all on Sundays or public holidays. It is particularly important to keep the house quiet between 22.00 h and 07.00 h.

Despite these regulations, complaints from neighbours living in the surrounding buildings are unfortunately not uncommon and mainly purport to unacceptable noise levels during the night.

**We would thus strongly urge you to please observe the period of quiet time between the hours of 22.00 h and 07.00 h.**

**Of particular importance are the following points:**

- Keep windows shut when holding a gathering in the communal areas.
- Keep the volume of the music down to an appropriate level
- Do not talk loudly in the yard

In addition to observing the regulations regarding quiet-times, please show consideration towards your neighbours at all times. Most of these people go to work every day, and are prevented from getting their well-earned sleep if their student neighbours party loud and late into the night. This, quite understandably, sours relations within the neighbourhood and reduces acceptance of student residences in general.

### **3.7 What to do in the event of fire**

The building in which you live is classified as high rise. For your own safety, we would thus ask you to read the following sections **carefully**. Please pay heed to all the tips and conform to all the regulations that are outlined below.

#### **3.7.1 Fire alarms in the tower and the apartments**

A smoke alarm is fitted to the ceiling of every apartment. You are responsible for the functionality of this device during your tenancy (please see section 2.6.5). Likewise, each apartment is fitted with a fire alarm siren as described in section 2.6.6.

The entire tower is equipped with a fire alarm system that alerts the fire brigade directly in the event of fire. Upon activation, this alarm system triggers the fire alarm siren to sound in every apartment, corridor and elevator hall in the entire tower.

**Important! Upon hearing the fire alarm siren you must leave the building immediately via the escape routes indicated.**



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**Important! Fire alarms are located on every floor of the tower beside the emergency escape route (staircase). If you detect fire or a strong build up of smoke, please activate the fire alarm by breaking the glass of the fire alarm casing and pressing the button within.**

### **3.7.2 Emergency escape and rescue routes, emergency staircase**

Familiarise yourself with escape routes before an emergency arises. Corridors, hallways and stairs serve as emergency 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.

**Important! Elevators must under no circumstance be used in the event of fire, as these could become stuck!**

In front of the elevators on each floor of the tower is a plan showing the emergency escape and rescue routes. A blue dot on the plan indicates your current stand point. Consultation of this plan will allow you to quickly determine the route by which you should leave the building in an emergency.

**Important! The escape routes leading over the roof are only to be used in the event of fire!** Failure to comply with this strict regulation can have serious consequences for your tenancy agreement!

### **3.7.3 Keep doors and windows closed**

In the interests of safety, the tower is equipped with the most up-to-date technology. Amongst other things, this helps to minimise the danger should a fire break out in the tower. However, these safety mechanisms can only function properly if residents observe certain basic principles in the corridors and stairwells, as well as on the staircases:

#### **•Purge and high pressure relief ventilation**

The terminal corridors of the tower, as well as the areas in front of the lifts and the lift shafts, are fitted with so-called purge and high pressure relief ventilation systems. These technical precautions restrict the spreading of smoke in the event of fire.

**Be sure to keep the doors in the corridors, on the emergency staircase and in the areas in front of the elevators closed at all times!** This precaution is for your own safety, as the special ventilations systems can only function properly in the event of fire if these doors are kept closed.

#### **•Openings to allow smoke to escape**

All windows in the corridors and on the staircases are fitted with an automatic opening mechanism. This means that the windows open automatically in the event of fire, so that smoke and gases can be expelled out of these openings by the purge and high pressure relief ventilation systems.

**It is strictly prohibited to manually open the windows in the corridors and on the staircases!** Doing so could result in the afore mentioned mechanism failing to function properly, thus endangering residents' lives.

#### **•Overhead door closer**

All doors in the building are fitted with an overhead door closer. This ensures that the doors shut completely by themselves, to form a smoke-tight barrier. **Disengaging the overhead door closers prevents them from functioning and is strictly forbidden!**



**Studentenwerk  
München**

Studentisches Wohnen

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

Our student halls of residence run both student self-administration and tutor programs. The main job of the house representative is to maintain contact with the student union. He or she should also stay in regular contact with the administrative office, as well as acting as a voice for all the residents. The tutors' job is to promote social contact and communal living 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.

Residents elect a house speaker and tutors themselves. They also agree up a statute governing the functions and activities of the student self-administration.

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

Studentenwerk München  
Administration office Olympic Village  
Alte Mensa, entrance a, room a2  
Helene-Mayer-Ring 9  
80809 Munich  
U3 Olympiazentrum

Telefon: + 49 89 357135-0 / -20  
Telefax: + 49 89 357135-33  
E-Mail: [haussprecher@stwm.de](mailto:haussprecher@stwm.de)

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

Studentenwerk München  
Culture Bureau  
Leopoldstraße 15, room E019  
80802 Munich  
U2 Giselastraße

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

### **3.9 Barbecues**

The Munich Student Union has established a permanent barbecue area for residents of the Olympic Village student halls of residence on the so called 'Marienplatz' of the neighbouring bungalow village (at number 3 Connolly Straße). Here it is permitted to barbecue in accordance with local regulations until 22.00 h. Because of the serious fire hazard that this represents, barbecuing is forbidden in all other areas of Tower A/B (e.g. on roof terraces of fire escape balconies).

### **3.10 Registering parties**

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

For all parties, the Munich Student Union's agreement has to be obtained by the student self-administration in advance. To do this, please send a timely written application to the technical director of your hall of residence (forms for this application are available from the student self-administration).

The general house rules also apply to parties. These are a component of your rental contract, and state that the time between 22.00 h and 07.00 h 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).

The student self-administration or other host is also required to take care of cleaning after the party. This includes both cleaning the rooms in which the party was held and any other areas, for example stairwells and outside areas, which were used in the course of the event.

Any additional agreements made between the Munich Student Union and the student self-administration of particular halls of residence are initially upheld.

### **3.11 Parking space rental**

Your hall of residence has an subterranean garage with parking spaces available for rent. If you are interested in renting one of these spaces, please contact the administrative office directly (see 1.1 'Administration').

In the event of not all available spaces being required by students, it may be possible for other interested parties to rent these parking spaces. In this case we would also ask you to contact the administrative office directly, where staff will be pleased to inform you of the terms and conditions.

### **3.12 Driving ban on the grounds**

It is forbidden to drive privately owned motor vehicles (cars, motorbikes, mopeds etc.) on the grounds of your hall of residence. Please observe the signs at the entrances to the grounds relating to this. Motor vehicles parked illegally on the grounds will be towed away at the owners cost.

The decision to ban diving on the grounds of this hall of residence was taken by the Munich Student Union in the interests of student safety, since all roads represent access for the emergency services. For loading and unloading of your vehicle, please request permission to use our car park at number 3 Helene-Mayer-Ring.

### **3.13 Fear of persons on the grounds?**

Owing to the large size and partly open nature of the grounds of the hall of residence, the Munich Student Union has employed the services of 'Nik-Security' to ensure your safety during the night and in the early morning. An employee of this company patrols the grounds during this time.

If you feel seriously harassed by persons in the grounds of the hall of residence, or threatened by noise or violence, you can contact this service for help on:

Telephone:                   0 89 / 70 02 05 8  
Mobile:                       0 172 / 57 18 16 1

You can obviously also inform the police on 110.



**Studentenwerk  
München**

Studentisches Wohnen

## 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 the essential elements that our very lives depend upon. To do this, we need your help! Everyone can save money 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 conserves 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 disposal comes at a considerable cost, which you pay for as part of your overheads' bills. Taking care to properly separate and dispose of your waste will help to keep these costs down, whilst simultaneously helping the environment. Please read the following information from the City of Munich carefully:

#### Correct rubbish separation:

<b>General (non-recyclable) waste:</b>	Tower A/B rubbish disposal chute (see plan below)
<b>Paper/cardboard:</b>	Recycling point (see plan below)
<b>Glass:</b>	Recycling point (see plan below)
<b>Plastics:</b>	Recycling point (see plan below)
<b>Recyclable metals:</b>	Recycling point (see plan below)

#### Oversize and electronic items

If you have any oversize or electronic items to dispose of (e.g. furniture, appliances etc.), please contact our technical and care-taking staff.

**Do not under any circumstances free yourself of these items by setting them out somewhere on the grounds!**

Detailed information concerning correct rubbish separation and disposal can be found here: [www.awm-muenchen.de](http://www.awm-muenchen.de)

#### Waste disposal chute

The general waste disposal system in Tower A/B comprises a pneumatic suction unit. The openings for this chute accommodate 5 litre bin-bags and are located on the outside of the building (to the west of the car park, next to entrances A and B).

Your room key opens the lid of the rubbish disposal chute. This precaution is to ensure that only student residents can dispose of their waste here. Please remember to re-lock the lid of the rubbish chute once you have deposited your waste.

**Please note! The volume of bin bags thrown into the waste disposal chute must not exceed 5 litres!** Larger objects can block the chute and such blockages are time consuming and expensive to resolve.



Figure 3: Rubbish separation (GEZ)/Alte Mensa

## 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 conserve it where possible.

The less water that is used, the easier it is to re-purify the waste water and the less that has to be removed from the environment in the first place. 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 heeding these tips you can do your part to help conserve 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 warm 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 doesn't get left 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 applies to all appliances: Turn it off when it's not in use. This also applies to peripheral appliances like monitors, printers and scanners. Anything in stand-by mode is silently consuming energy. Consider whether or not you really need this function with your television, stereo etc.



## **5 Appendices**

### **5.1 TV reception in the Oberwiesenfeld student quarter**

#### **Analogue TV channels:**

- |              |             |
|--------------|-------------|
| 1. ARD       | 11. Pro7    |
| 2. ZDF       | 12. N24     |
| 3. BR        | 13. SIXX    |
| 4. RTL       | 14. CNN     |
| 5. NDR       | 15. VIVA    |
| 6. VOX       | 16. Sport 1 |
| 7. Eurosport | 17. TV5     |
| 8. RTL II    | 18. ORF1    |
| 9. WDR       | 19. ORF2    |
| 10. 3sat     |             |

#### **Digital TV-reception:**

Since the 1<sup>st</sup> of May 2012, all TV channels in Germany have transmitted their programs by means of a digital signal. New television sets are often already equipped with the technology required to receive such signals. Equipping an older television set with a 'dVB-c-receiver', which can be purchased from all larger electronic stores ( Media-Markt, Saturn, Conrad), renders you able to receive a much larger selection of channels via the house antennae, some in HD quality.

You can also receive pay-for-view channels such as 'Sky'.

**A complete list of all channels is available from the administration office or the technical administration.**



## 5.1.1 Instructions for use of the mini-kitchen and cooker with timer switch

### Mini-Küche

#### Zeitschaltuhr

Als zusätzliche Sicherheitseinrichtung zur sicheren Abschaltung der Kochplatten verfügt die Miniküche über eine mechanische Zeitschaltuhr (1) mit einer max. Laufzeit von 30 Minuten. Nach Ablauf der eingestellten Zeit 0 bis 30 Minuten wird die Stromzufuhr zu den Kochplatten unterbrochen. Sollten Sie zum Kochen länger als die maximal einstellbaren 30 Minuten benötigen muss die Stromzufuhr für die Kochplatten über die Zeitschaltuhr erneut freigegeben werden.



Kochplatten

Vor dem ersten Gebrauch der Kochplatten muss der Schutzüberzug auf der Plattenoberfläche erhärtet werden. Dazu muss zuerst die hintere Kochplatte mindestens 4 Minuten auf höchster Stufe ohne Topf eingeschaltet werden (die vordere Platte muss ausgeschaltet bleiben). Nach Ablauf dieser Zeit die hintere Kochplatte ausschalten und mindestens 5 Minuten warten. Anschließend die vordere Kochplatte mindestens 4 Minuten auf höchster Stufe ohne Topf einschalten (die hintere Platte bleibt ausgeschaltet). Danach ist der Betrieb der Kochplatten ohne Topf generell untersagt.

Nur Gefäße mit ebenem Boden und einem zur jeweiligen Platte passenden Durchmesser verwenden.

#### Reinigen und Pflege

Im täglichen Gebrauch sollen nur trockene Töpfe benutzt werden. Nasse oder angedampfte Gegenstände wie beispielsweise Topfdeckel gehören nicht auf die Kochplatte.

Bei den Kochplatten sollte übergekochtes vor dem Eintrocknen bei abgekühlten Kochplatten weggewischt werden. Auf keinen Fall Speisereste abkratzen.

Die Kochplatten werden anhand eines Schalters mit sieben Schalterstellungen (6 Schaltungsstufen und eine 0-Stellung) geregelt. Auf den Drehknöpfen finden Sie die Ziffern 0-1-2-3.

- |   |   |                                |
|---|---|--------------------------------|
| 0 | = | Aus                            |
| 1 | = | Fortkochstufe (schwache Hitze) |
| 2 | = | Bratstufe (mittlere Hitze)     |
| 3 | = | Ankochstufe (starke Hitze)     |

Die Punkte kennzeichnen drei zusätzliche Zwischenstufen. Diese Zwischenstufen wählen Sie dann, wenn die Wärmeleistung der höheren Stufe zu groß bzw. die der niedrigeren Stufe zu klein ist.

Bei 0-Stellung ist die Kochplatte ausgeschaltet. Die Kontrolllampe leuchtet, solange mindestens eine der beiden Kochplatten in Betrieb ist. Die Kochplatten können trotz erloschener



Kontrolllampe noch heiß sein (Nachwärme).

0) = Schalter für das hintere Kochfeld

o) = Schalter für das vordere Kochfeld

Zum Ankochen stellen Sie an der Zeitschaltuhr die gewünschte Kochdauer ein und drehen anschließend den Schalter auf Stufe 3. Danach schalten Sie je nach Notwendigkeit eine oder mehrere Stufen niedriger. Bei fast allen Koch- und Bratvorgängen kann 5-10 Minuten vor Beendigung die Nachwärme der Kochstelle ausgenutzt werden. Also frühzeitig auf „0“ schalten bzw. die Kochdauer über die Zeitschaltuhr entsprechend kürzer wählen. Sollte die Kochdauer die maximal einstellbaren 30 Minuten der Zeitschaltuhr überschreiten muss diese neu gestellt werden.

Für die normale Reinigung reicht ein feuchter Lappen. Stark verschmutzte Kochplatten vertragen zusätzlich handelsübliche Putzmittel wie z. B. VIM, ATA, Herdputz, SCOTCH-Britt oder AKO-PADS.

Nach der Reinigung ist die Kochplatte von Reinigungsmittelresten zu säubern und durch kurzes Einschalten zu trocknen. Nach der Reinigung kann von Zeit zu Zeit ein Hauch Öl oder Pflegemittel wie z.B. Collo-Elektrol, Elektro-Puzzi usw. aufgetragen werden.

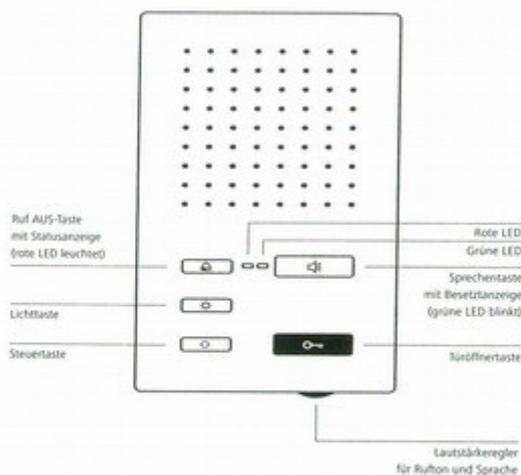
## 5.1.2 Instructions for use of the intercom



## Türsprechanlage

### Ihre Innenstation zum Freisprechen

### Bedienung



- Grüne LED leuchtet** → eingehender Tür- oder Internruf
- aktive Sprechverbindung**
- blinkt 3-mal** → belegter Sprachkanal, das Türöffnen ist trotzdem möglich
- Rote LED leuchtet** → Rufton ist abgeschaltet, eingehende Rufe werden nicht akustisch signalisiert
- Beide LED leuchten** → aktivierte Ruftonauswahl
- blitzen kontinuierlich auf** → Fehleranzeige. Ein Fehlerton ertönt einmalig. Das Gerät ist nicht betriebsbereit. Der Fehler muss durch einen Elektrofachmann behoben werden.

#### Es klingelt

Ein Rufton signalisiert einen eingehenden Ruf von der Haus- oder Etagentür bzw. von einer weiteren Innenstation.  
→ Die grüne LED leuchtet.



#### Gespräch beginnen

Drücken Sie kurz die Sprechentaste zur Gesprächsannahme.  
→ Die grüne LED leuchtet.  
Besteht bereits eine Sprechverbindung, → blinkt die grüne LED 3-mal (Besetzungsanzeige). Das Türöffnen ist trotzdem möglich.



#### Gespräch beenden

Drücken Sie erneut kurz (weniger als 1 Sekunde) die Sprechentaste oder die blaue Türöffnertaste, um das Gespräch zu beenden. Das Gespräch wird nach 2 Minuten automatisch beendet.



#### Tür öffnen

Drücken Sie die blaue Türöffnertaste.



#### Licht schalten

Drücken Sie die Lichttaste.



#### Rufton abschalten

Drücken Sie die Ruf AUS-Taste. Bei eingehendem Ruf ertönt kein Rufton.  
→ Die rote LED leuchtet.  
Um die Ruftonabschaltung zu beenden, drücken Sie die Ruf AUS-Taste erneut.  
→ Die rote LED erlischt.

Die Innenstation kann um zusätzliche Ruf- und Schaltfunktionen erweitert werden. Mehr Informationen erhalten Sie unter: [www.tcsag.de](http://www.tcsag.de)

#### TIPP

Wenn Hintergrundgeräusche das Gespräch beeinträchtigen, drücken Sie nach Gesprächsannahme die Sprechentaste länger als 1 Sekunde, um in den Modus „Wechselsprechen“ zu gelangen.

In dem Modus wird das Sprechen mit der Sprechentaste gesteuert:

→ Sprechentaste gedrückt halten: Sie sprechen.

→ Sprechentaste loslassen: Sie hören.



### 5.1.3 Leaflet concerning conserving/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>