

AKADEMIKERHILFE  
STUDENTENUNTERSTÜTZUNGSVEREIN

		
Eisenstadt		Leoben
Linz	Residence Guide	Graz
Salzburg		
	Innsbruck	



Dear future residents,

Akademikerhilfe Students' Support Association bid you welcome to your new residence. Living in a students residence gives you the opportunity to enjoy the community with other students as well as your private time in your own room. Arranging your everyday life together and supporting as well as appreciating each other are important cornerstones now and for your entire future life.

Our association was established in 1921 and in November 2021 we had our 100th anniversary. So the Akademikerhilfe is a reliable partner for our residents and also for our business partners. At the moment we are running residences in eight cities here and due to that we meet housing demands of students from Vienna to Innsbruck all over Austria.

We stand for a lively community which gives you the opportunity of temporary partnerships of convenience but as well you can make up friendships for life. We are happy, if you seize the chance to be part of that tradition of the residence you chose.

Finally there is nothing more left, than wishing you the best of success for your academic studies and a good start into a new academic year!

Again, we bid you welcome to your new home!

AKADEMIKERHILFE  
Studentenunterstützungsverein

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MMag. Bernhard Tschrepitsch  
Generalsekretär

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# 1. Information for living all together in the residence

You have chosen to live in one of Akademikerhilfe residences.

This residence guide should answer the FAQs as well as serve residents, who have been living here already for a long time, to look up certain issues. Just in case your questions cannot be answered here, do not hesitate to ask your residence manager on site or direct your questions to the administrative central in Vienna.

## 1.1. *Akademikerhilfe Association for supporting students*

Akademikerhilfe is a non profit association which is operating students residences all over Austria. Our team assists you in registering for a room (Studentservice), checking into the residence (residence managers on site), your monthly payment (Accounting Department), technical issues (residence technicians on site) up to finally checking-out again (residence managers on site). With all that we are always concerned in meeting your demands to your full satisfaction.

Our experience is our success: Since 1921 Akademikerhilfe (short form: AH) is building, preserving and running students residences. We really appreciate that you also decided for one of our residences!

## 1.2. *Bicycle Parking*

Please only use the certain bicycle parking areas (bike racks etc).

Parking your bicycle in your room, in the floors, on the balconies, stairways or common public rooms is not allowed.

## 1.3. *Cleaning*

Basically you have to clean your room by yourself. Cleaning Service of public areas and public rooms is done by Akademikerhilfe without being an obligatory part of the housing contract and is not a service which is covered by the monthly housing fees, but it is an extra service, which is free for our residents until further notice. In case cleaning public areas need extra work and time as usual this extra costs may be forwarded to the residence community or the responsible resident(s).

Once or twice per academic year there may be announced room checks. In case the room is dirty or full of trash, a deadline will be set to clean the room. If the room is not cleaned by that deadline, the room will be cleaned by Akademikerhilfe and the resident has to cover the costs therefor.

You do not need to be on site during the announced room checks, these will also be done, when you are absent.

Whenever you check-out or you change rooms you will have to pay a cleaning fee. The current cleaning fees can be looked up under „other fees“ on our website.

## 1.4. *Contract Cancellation by resident*

All details concerning a contract cancellation you find in your housing contract under X/1.

### 1.4.1. *Check-Out*

After you cancelled your contract, haven't prolonged your running contract or only have a temporary contract at all, please contact your residence manager to check what needs to be done for check-out (room check, returning keys, legal deregistration etc.).

After the room check and returning the keys the check-out is done. In case of damages in the room caused by you, expenses for repairs etc. will be withdrawn from your deposit. If the costs are higher than your deposit you will be informed about the amount, which has to be paid.

### 1.5. *Deposit*

You have to pay a deposit. Detailed information you can find on our website [www.akademikerhilfe.at](http://www.akademikerhilfe.at) in the topic „other fees“.

Concerning the housing contract the Akademikerhilfe returns the deposit after 45 but within 60 days after contract ending, if you left your room in time and in conditions meeting our guidelines. The final cleaning fee will be withdrawn from the deposit before refunding.

Please check your bank details you forwarded to us before we return the deposit.

### 1.6. *Dishes and kitchenware*

Dishes, cutlery, pans and pots need to be brought by yourself.

In some residences you may order and buy a basic kitchen package. Please contact your residence manager for detailed information, if the package is available in your residence and at what price. (right at the moment available in: Graz, Klagenfurt, Linz, Leoben and Pfeilgasse 3a)

### 1.7. *Electronic Devices*

Only normed, proven and legal electronic devices may be used in our residences. Using devices with high energy consumption is not allowed. (Residence Statute V/5 and V/13)

### 1.8. *E-Scooter, E-Bikes*

It is not allowed to park E-Scooters and/or E-Bikes in the residence. Batteries must not be charged in the rooms. (also see Fire Safety Guideline)

Akademikerhilfe does not take any responsibility or liability for parked/stored bicycles.

### 1.9. *Fire Alarm System/Fire Safety Guidelines*

The current version of our Fire Safety Guideline is integrated part of our housing contract and needs to be followed.

Never manipulate any alarms in your room or the public areas and always keep the floors free as these serve as escape routes! (no shoes, trash, doormats, drying racks etc. on the floors)

You find our Fire Safety Guidelines on our website [www.akademikerhilfe.at](http://www.akademikerhilfe.at) on the site for „Downloads“.

„Tipps and Suggestions“ for preventing false alarms you can find in the file attached to our Fire Safety Guideline.

Please note: In case of acting against our residence rules and against our Fire Safety Guideline we forward all costs for false alarms to the residents who caused the false alarm or the Students Representatives. (see Fire Safety Guideline)

## 1.10. *Internet and Internet User Guideline*

The current version of our Internet User Guideline is also integrated part of our housing contract and needs to be followed.

In case you want to use/set up a WI-FI Router, please contact your residence manager or the IT-advisor of your residence. To clarify certain set ups to not interrupt the running system.

## 1.11. *Inventory*

Furniture, inventory and walls may not be removed, dismantled, laminated or changed. See Residence Statute.

## 1.12. *Keys*

### 1.12.1. *Losing your keys*

If you lose your keys you have to pay for the duplicates. For information about current costs for key duplicates please contact your residence manager. A notice of loss has to be made at the local authorities.

### 1.12.2. *Forgetting your keys*

If you forgot your keys at your parents' home for example or if you simply can't find the keys at the moment, you may get spare keys temporarily. If you get a spare key from your residence manager, students representatives or the residence technicians varies from residence to residence, please contact your residence manager for further information.

You have to pay a deposit for the spare keys, which equals the costs for the duplicates. When you return the spare keys you get back the deposit. If you do not return the keys within a fixed period of time (at the end of the month by latest usually) we concern the keys to be lost and the deposit will be kept for the duplicates.

### 1.12.3. *Keyservice*

Outside our office hours or if you cannot reach anybody who can open your room or hand over spare keys you have to call a keyservice at your own expenses. Contact details for a keyservice you can find on the announcement wall of your residence or in this guide in part 2.

## 1.13. *Kitchens & Cooking*

Public Shared Kitchens: These kitchens are fully equipped and can be used instantly.

Private Kitchens: If you have a private kitchen, you find all devices in the list of inventory.

Please follow cleaning suggestions for kitchen-/cooking devices as read in the manuals. if you do not have manuals in your kitchen, you can get a copy of it from your residence manager.

Kitchenware, like dishes, cutlery, pots and pans, has to be brought by yourself.

If you do not have a private kitchen in your room, you must not use cooking devices in your room, as said in our fire safety guideline. If you bring your own cooking devices for your private kitchen or the shared kitchen (like toasters, grills, raclettes, fondues etc.) please contact your residence manager before using it.



### 1.14. *Linen, Pillows, Duvets*

Usually we do not provide linens, pillows and duvets. If you do not bring your own, you may order online prior to arrival either linen or pillow and duvet or both. (Not possible in Salzburg and Eisenstadt at the moment)

Generally you may buy linen, pillows and duvets on site at any time, depending on the stock on site. Just ask your residence manager on site if you can buy it on site and how much you need to pay for it.

### 1.15. *Living and Community in the residence*

The residences of Akademikerhilfe are pretty well known for the good residence community. Therefore we provide common public rooms in your residence. Which rooms you have in your residence you can look up in this residence guideline in the part which handles details for your certain residence.

### 1.16. *Living in our residences*

By accepting the contract you also accept our rules for living in our residences, especially:

- Careful handling with our inventory: Residence Statute V/1 und V/12  
For preventing damages, furniture (like cupboards, beds, etc.) may not be shifted, removed or dismantled. Doors and furniture may not be decorated with stickers, mirrors, hangers etc. which have to be stuck or fixed onto doors and/or furniture.
- Prohibition of smoking: Residence Statute V/2
- Compliance with legal sleeping hours: Residence Statute V/4
- Parking of vehicles in or around the residence: Residence Statute V/20

### 1.17. *Online Portal – Login for residents on our website*

Please check your personal data right after checking in.

In our „Online-Portal“ you can:

- Update and organize your personal data
- Update and organize your financial residence issues
- Set a wish for changing rooms or room categories
- Do the annual housing contract prolongation
- Download the current version of your housing contract

Make sure that especially your phone number (where you may be available most likely, like your mobile phone number) and your current e-mail address are correct, as we are contacting you either by phone or e-mail in case of important or urgent issues and information. (for example: deadlines for contract extensions, information about repairworks in your room etc.)

You can get into our „Online Portal“ by visiting our website: <http://www.akademikerhilfe.at> and pressing the button "[Login](#)". Access details therefor you receive by e-mail at the check-in, by latest.

### 1.18. *Overnight Stays of non-residents*

Look up residence statute V/11b.

### **1.19. *Parking***

Your residence manager can inform you about the availability and rates of parking spaces for cars and how to rent it.

Please note: Akademikerhilfe is not taking any responsibilities or liabilities in case of parking damages or thievery.

### **1.20. *Personal Liability Insurance***

We suggest to make a personal liability insurance or an expansion of an existing liability insurance of your parents' home for your stay at the residence.

### **1.21. *Pests & Parasites***

In case of pests and parasites, which have been brought into the residence by residents (for example: moths, cockroaches, bedbugs etc.) and which make it necessary to call a exterminator, the costs will be forwarded to the responsible resident. All forwarded costs will be announced beforehand.

### **1.22. *Pets***

You are not allowed to have pets in the residence: Residence Statute V/17

### **1.23. *Post/Postboxes***

Please do always announce your room number to any person/company/department etc. wherefrom you might receive letters, so that all the letters and sendings as well as parcels contain your room number. Employees of Akademikerhilfe are not allowed to receive any parcels or registered letters for residents. So if you are not there in person when your registered letter/parcel arrives you will find the notification form for picking up or resending from the delivery service in your postbox.

In case you have a letter in your postbox which is not addressed to you, please bring it to the residence manager or put it in the residence manager's postbox.

### **1.24. *Prohibition of Smoking***

See Residence Statute V/2.

### **1.25. *Public radio and TV fees (ORF Haushaltsabgabe)***

Akademikerhilfe is paying the fees for public radio and TV so you don't need to pay these fees. In case you receive a letter saying that you need to pay the fees, please forward it to your residence manager for further steps.

### **1.26. *Reporting Act (Registration Certificate & Residence Permit)***

Due to Meldegesetz (Austrian Reporting Act) you have to register officially within three working days, you can have either primary or secondary legal residence in Austria. Legal deregistration can be done three working days before until 3 working days after check-out.

Please note: you are responsible for your legal obligations concerning the registration process!

We do not take any obligations, responsibilities or liabilities.

You can get the registration form from your residence manager on the day your contract starts. We are not allowed to hand out or sign complete registration forms prior to the contract starting date.

You are also obliged to update your data and report it to the registration centre (change of residence or also change of room)

Exceptions you find in §2 (2) Meldegesetz (Austrian Reporting Act)

Your residence manager can inform you about the nearest registration centre.

IMPORTANT: If you do not follow your legal obligation concerning your registration/deregistration or updating your data, you act against Austrian law and you are likely to get an administrative penalty!

When you are EU or EEA Citizen it is likely that you need an additional Registration Confirmation. EEA Countries are: Iceland, Liechtenstein, Norway or Switzerland). To find out, if you need that Registration Confirmation or if you need a Residence Permit as a non-member country citizen, you can follow the link below:

Registration Confirmation:

[https://www.oesterreich.gv.at/themen/leben\\_in\\_oesterreich/aufenthalt/4/2/Seite.120810.html](https://www.oesterreich.gv.at/themen/leben_in_oesterreich/aufenthalt/4/2/Seite.120810.html)

§§51 ff (§§ 51 ff Niederlassungs- und Aufenthaltsgesetz (NAG))

<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20004242>

Implementing Order of Settlement- and Residence Act (Niederlassungs- und Aufenthaltsgesetz-Durchführungsverordnung (NAG-DV))

<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20004470>

Residence Permit:

[https://www.oesterreich.gv.at/themen/leben\\_in\\_oesterreich/aufenthalt/3/Seite.120221.html](https://www.oesterreich.gv.at/themen/leben_in_oesterreich/aufenthalt/3/Seite.120221.html)

Aliens' Police Act (Fremdenpolizeigesetz (FPG))  
(<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20004241>)

§20 and §21 Settlement- and Residence Act (§20 und §21 Niederlassungs- und Aufenthaltsgesetz)

(<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20004242>)

### 1.27. *Residence Statute*

The current version of our Residence Statute is integrated part of our housing contract and needs to be followed.

You find the main part of our Residence Statute on our website [www.akademikerhilfe.at](http://www.akademikerhilfe.at) on the site for „Downloads“. It is important to know and follow it.

### 1.28. *Room Changes*

For making wishes for changing rooms please go back to the point „Online-Portal“.

### 1.29. *Students Representatives (short: HV from German Heimvertretung)*

The Students Representatives are directly elected annually by the residents of the certain residence and they represent the interests of the residents. All of you are welcome to be part of the Students Representatives. Akademikerhilfe is always supporting our Students Representatives and assists in topics like election, constitution and conduction of business of Students Representatives.

You can look up everything concerning election, rights and obligations of Students Representatives in the law for residences. (Look up §7 and §8 Studentenheimgesetz)

### *1.30. Studying abroad*

If possible you can have your contract being paused for studying abroad. You just need to send the confirmation/nomination letter to Akademikerhilfe Studentservice.

For your return we try to reserve a room in one of our residences in the city you lived before. Please note that we cannot grant a certain roomtype or residence, but we always try to offer the same type of room in the same residence, you used to live before you left to study abroad.

### *1.31. Telephones*

If your room has a telephone, please look up the information in part 2 of this guide.

### *1.32. Washing Machines & Dryers*

Your residence manager will give you a washing card at the check-in, on which the washing and drying cycles are reported and laundry costs have to be paid monthly. If you lose or break the washing card you will have to pay a fee.

## 2. Your residence

### 2.1. *Ad student residence*

Pfeilgasse 3A

### 2.2. *Balconies*

The communal kitchen K9 on the 9th floor has a small balcony. Smoking is permitted here (use ashtrays and empty them regularly).

### 2.3. *Bar (home bar/party room)*

There is a party room in the basement which is managed by the Students Representatives. Events organized by the "Klub Pfeilheim" take place here at regular intervals. The room can also be used by residents for private parties. Please contact the Students Representatives in this regard.

### 2.4. *Bicycles (parking facilities, labeling)*

The parking of bicycles or scooters is prohibited in the entire house (incl. rooms, balconies, terrace). There are approximately 70 parking spaces for bicycles in front of the house. There are about further 13 parking spaces in the inner courtyard which can be used free of charge.

In addition there is a lockable e-bike room in the basement with 29 spaces (24 have a charging function), where e-bikes, e-scooters and bicycles can be parked for a monthly fee of €15 (as of 01.01.2024).

Akademikerhilfe accepts no liability for any damage, loss or theft.

### 2.5. *Billiard room*

Is under construction in consultation with the Student Representatives.

### 2.6. *Building services*

See repairs.

### 2.7. *Cleaning*

Cleaning is provided on a voluntary basis and is not part of the contract. The bathroom and kitchen areas are cleaned at regular intervals (approx. 2-3 weeks) by our cleaning service with timely notification. The corresponding areas must be vacated on the announced date.

You are responsible for cleaning your room and disposing of garbage.

The communal kitchens and lounges are cleaned and garbage is disposed of. Please note that any additional work caused by heavy soiling (e.g. party waste) or careless use (e.g. cinders in the oven after use without baking paper) will be charged to the responsible resident or the Students Representatives.

Also the Red Saloon and the study rooms, the laundry room and the fitness rooms are cleaned on a basic and voluntary basis.

The windows are cleaned once a year (usually in April) and the fridges and freezers in the communal kitchens twice a year (usually in February and August). Please also make sure that the areas are accessible and the appliances are cleared out on these dates.

## *2.8. Communal kitchens*

On floors 1st-9th there is a common room with an oven and microwave which is intended to invite you to eat together with colleagues from other rooms or simply to spend your free time together. Please always leave these kitchens tidy and clean. The dishes must be washed immediately after use, the surfaces and the stove/oven must be wiped clean.

## *2.9. Common rooms*

We expect the furniture and furnishings in the common rooms (kitchens, lounges, study rooms, roof terrace) to be handled with care and attention. Observe the quiet hours from 10 p.m. onwards and keep the volume of music and conversations to a minimum during the day so as not to disturb anyone.

## *2.10. Elevator/Lift*

There are two elevators available. The 11th floor can only be reached with the elevator on the right and only with a key.

## *2.11. Event room*

Three rooms are available for lectures, presentations, etc.: an auditorium on the ground floor with 154 seats, the large "Roter Salon", a study room on the first floor with three adjoining seminar rooms, and a conference room on the 11th floor with access to the roof terrace. Reservations and bookings can be made via the management or the general secretariat.

## *2.12. Fire protection*

All rooms are equipped with smoke and fire detectors. The fire alarm system has a direct connection to the fire department.

The fire safety regulations are an integral part of the contract of use. See <https://www.akademikerhilfe.at/en/download>

## *2.13. Fitness room*

There are two fitness rooms on the ground floor (a cardio room and a weights room).

Both areas are very well equipped and are run by residents as the "Fitnessclub Pfeilheim". The fitness rooms may only be used by Pfeilgasse residents.

There is a notice at the entrance to the fitness room with contact details, the conditions of use and the current semester price. Registration dates are advertised at the beginning of the semester in the Facebook group (QR code on the door of the rooms). The FAQ with information on registration can also be found there. During the semester, registration is possible after direct contact via e-mail [fitnessclub.pfeilheim@gmx.at](mailto:fitnessclub.pfeilheim@gmx.at) or private messages to the administrator of the Facebook group.

## *2.14. Front gate*

The main entrance gate is opened from Mo-Fr from 07:00 a.m. to 05:00 p.m.. The rest of the time it is locked and can be opened with the room key. Please do not wedge it open!

## 2.15. Heating

The heating works with district heating. It will be put into operation around mid-October. You regulate the room heat with the thermostat head of your room radiator. Bathrooms with external walls are additionally equipped with a radiator.

## 2.16. HV - Students Representatives

Every year (usually at the end of October) Students Representatives (Heimvertretung) are elected from among the residents of the residence. They represent the interests of the residents in their dealings with Akademikerhilfe. Areas of responsibility include managing various common rooms (music rooms, party room, sauna, roof terrace, bicycle workshop), organizing excursions, events, lending out games and household appliances (vacuum cleaner, iron, etc.).

## 2.17. Intercom system

At the left of the main entrance is a control panel for the intercom system. A room can be selected by entering the room number (three digits) and the bell button. The door is opened from the respective room by pressing the door release button.

See also: <https://www.manualslib.de/manual/71839/Fermax-Vds-Extra-Illoft-Telephone.html?page=2#manual>

## 2.18. Internet/WLAN

WLAN is available throughout the house.

Name: pfeilheim-wlan

Password: you will receive when you move in

There is an internet socket at the desk. To use the LAN you need a LAN cable.

Please adhere to the internet usage regulations. Failure to do so may result in a block. If you have problems with the internet, please contact the student network administrators: [support@pfeilheim.sth.ac.at](mailto:support@pfeilheim.sth.ac.at).

## 2.19. Keys

Three keys are issued on moving in. One each for the room/main entrance, post box and safe deposit box. In the event of loss/damage/theft, a replacement key can be issued by the residence management. Compensation will be charged for this (the current price is known to your residence management).

## 2.20. Kitchen equipment in the room

Each room or accommodation unit has a mini-kitchen with two ceramic hobs, a microwave and a fridge.

## 2.21. Laundry room

The laundry room with 5 washing and 4 drying machines is located in the cellar. The machines are activated by using a washing card, which is issued free of charge when you move in. The costs are charged to the room account monthly.

## 2.22. Locksmith service

If you are locked out outside office hours or have lost/forgotten your key, please contact Euroschloss: +43 664 3408390.

Consider whether an operation can wait until the next working day. A new cylinder, if it breaks during opening, will be charged additionally to the door opening.

## 2.23. Moving in

You can move in during office opening hours. Please make an appointment to move in with the management before.

When you move in, you will receive the keys, a registration form and a move-in protocol to document any previous damage. You have three working days to register in person with the municipal authorities.

You will receive further information about the move-in procedure and your new room from the residence management before you move in.

## 2.24. Music room

There are three music rooms in the cellar, which are managed by the Students Representatives. To obtain the access code please contact the Students Representatives <https://linktr.ee/pfeilheim>

They can be used for singing and making music on your own instruments. Please do not use them during the night's rest 10:00 p.m. to 06:00 a.m.!

## 2.25. Office of the residence management

The management office is located on the ground floor right after the main entrance. Opening hours can be found on the notice board or on the website.

## 2.26. Office of the Students Representatives

The office is located on the 1st floor.

## 2.27. Parcel receiving boxes

These are also in the room with the post boxes, where the post (not private delivery services) can deposit parcels. If necessary, you will receive a yellow note in your mailbox with the relevant information and a code to open the box.

## 2.28. Parking lot

The entire 8th district is a short-term parking zone: <https://www.wien.gv.at/verkehr/parken/kurzparkzonen/bezirk08.html>

Parking tickets are available at tobacconists or via the app [www.handyparken.at](http://www.handyparken.at). There is a public parking garage e.g. in Pfeilgasse (Apcoa) Tigergasse (approx. 2-3 min.).

For permanent parking of cars or e-bikes/e-scooters/bicycles, it is possible to rent a parking space in our underground garage or e-bike room after registration and subject to availability.



### *2.29. Post/letter boxes*

The post boxes are located on the ground floor. A post box key will be issued when you move in.

### *2.30. Printer room/print box*

A printer room (next to the Students Representatives office) with a print box is located on the 1st floor. Printing is possible with or without registration. The costs vary depending on the quantity. The print box is operated by Print-Box Vertriebs GmbH. If you have any questions or problems, please call 0650-6605216.

### *2.31. Public toilets*

Public toilets are located on the ground floor.

### *2.32. Reception*

The reception is located directly after the main entrance on the right side. Please refer to the notice board or the website for opening hours.

### *2.33. Repairs and repair reports*

Damage or defects in private rooms or other rooms must be reported immediately to the residence management (by telephone, e-mail, in person), who will arrange the repair as soon as possible.

### *2.34. Roof terrace*

A roof terrace, which is managed by the Students Representatives is located on the 10th floor. Contact the home representative: <https://linktr.ee/pfeilheim>

### *2.35. Sauna*

There is a sauna on the ground floor, which is managed by the Students Representatives. The opening hours are Monday and Wednesday 4:00-10:00 p.m., Mondays only by appointment, Wednesdays also without appointment (take care of a gender-specific order). Contact the home representative for registration: <https://linktr.ee/pfeilheim>

### *2.36. Smoking area*

The entire building is a non-smoking area. Smoking is possible until further notice on the roof terrace, on the balconies, in front of the house or in the inner courtyard. Please use the ashtrays provided and ensure that they are disposed of properly and in a fire-safe manner.

### *2.37. Study room*

On the first floor there is a large study room ("Roter Salon") with three adjoining seminar rooms.

### *2.38. Sun protection/blinds*

There are also roller shutters on the south-facing windows and on many west-facing windows. Please ensure that the roller shutters are always raised in windy/stormy weather or before long absences, as they can only withstand wind speeds of up to 60 km/h.

The east-facing rooms and the rooms with fire windows have sun protection integrated into the glazing.

### *2.39. Table football*

A table football table is set up in the party room or in a lounge, which can be used by all residents outside of quiet hours.

### *2.40. Terraces*

See roof terrace.

### *2.41. Waste disposal/separation*

Private waste must be disposed of by the residents themselves, exclusively in the containers in the waste room. This is located on the ground floor. There are containers for residual waste, waste paper, plastic/metal and used glass. Please ensure that cardboard boxes and packaging are shredded or folded before disposal, especially when disposing of waste paper.

Only garbage that accumulates in the common rooms may be disposed of in the garbage bins, not garbage from the rooms. Organic waste can be disposed of in the public containers provided for this purpose at the corner of Pfeilgasse/Lerchengasse (approx. 2 minutes' walk).

### *2.42. Windows*

Most of the rooms have two windows. One of them is permanently locked, the other can be opened. A few rooms have fire windows (room numbers .39 on floors 1-8), which can only be opened and closed at the touch of a button.

### *2.43. Workroom*

A bicycle workshop with a workbench is located on the ground floor next to the garbage room. The room is administered by the Students Representatives. Contact them: <https://linktr.ee/pfeilheim>

## **3. Important points in your vicinity**

Are you looking for something specific (doctors, pharmacies, bus routes or supermarkets...)? You can find local information on site or your home management will certainly be able to help you.