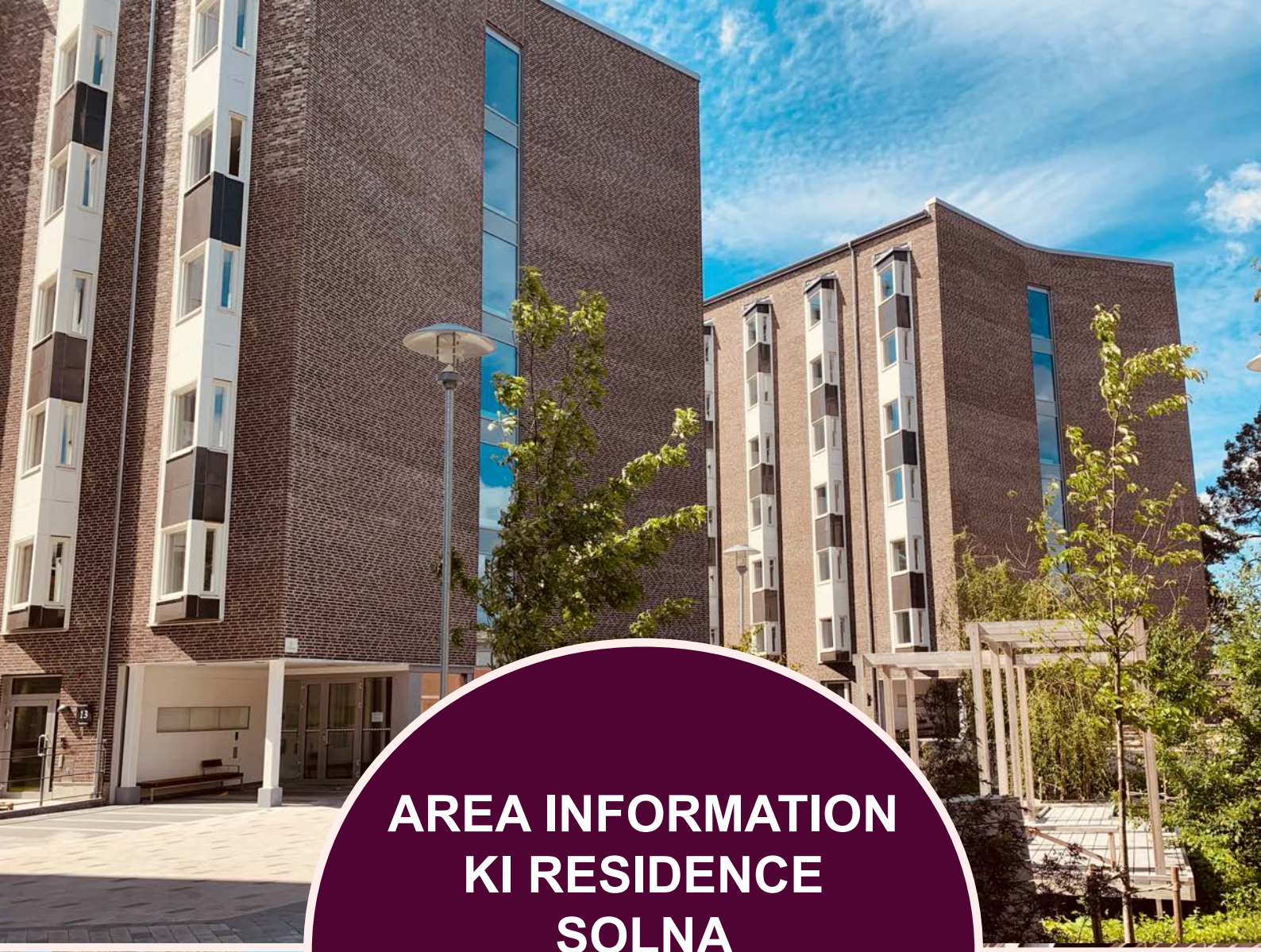


AREA INFORMATION KI RESIDENCE SOLNA

Karolinska Institutet





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WELCOME TO KI RESIDENCE SOLNA

Postal address: Fogdevreten 11-15, Solna

Closest bus stop: Karolinska institutet Biomedicum

Closest subway station: Sankt Eriksplan

Closest supermarket: Hemköp Torsplan

More info at this link.

MOVING IN

KEY PICKUP

Your keys are to be picked up from a coded key box on the entrance floor at Fogdevreten 13.

You will find the key boxes on the wall, just inside the entrance. The key boxes are located on the right hand side when entering the building, next to the KI Housing Reception.

The code to the key box is written in the arrival email that is sent to you about 1-2 weeks before your arrival.

Remember to press the code followed by # to open the key box.

TIME FOR THE KEY PICKUP

The keys are usually available from 14.00 on the starting date of your contract.

If the starting date of your contract is on a weekend/red holiday, the keys are available from 14.00 on the last working day before the starting date. After that, you can pick up your keys whenever you want to.

CODE TO THE ENTRANCE

The code to the entrance at Fogdevreten 13, where the key boxes are located, is written in the arrival email.

FINDING THE RIGHT APARTMENT

Whether you will be staying at Fogdevreten 11, 13 or 15, you will have to pick up your keys from the key box at Fogdevreten 13.

After picking up your keys, you must go outside again and find the right address if your room/apartment is located at Fogdevreten 11 or 15.

The postal address is stated in your contract and in the arrival email.

DO NOT FORGET BEDLINEN AND TOWELS!

The rooms/apartments are furnished and the beds are equipped with mattress, mattress cover, quilt (size 150x200 cm) and pillow (size 50x60 cm) but *please note that you need to bring your own bed linen and towels.*

KEYS

You will find your key tag in a paper bag marked with your name. Make sure that you take the right key bag marked with your name and apartment/room number as there may be several key bags in the key box.

The tenant is responsible for the keys during the whole rental period and a fee will be charged if the keys are missing.

INTERNET

There is a modem in every studio/apartment that gives you WiFi-access.

The modem is located in the fuse box in the hallway.



Picture of the fuse box in the hallway

You will find the name of the network and the password on a WiFi-sticker on the fuse box or beneath the modem.

LOCATION

HOW TO GET TO KI RESIDENCE SOLNA

KI Residence Solna is located on the KI Campus in Solna, at Fogdevreten 11-15.

FROM ARLANDA AIRPORT

There are several ways to get to KI Residence Solna from Arlanda Airport.

Airport Coaches

The recommended option is to take the airport coach towards Liljeholmen and get off at Hagaplan. The journey is direct and no transfers are needed. When boarding the bus, make sure that it stops at Hagaplan. From Hagaplan, it is approximately a 450-metre walk to KI Residence Solna at Fogdevreten 13.

The fare is approximately SEK 130* one way per adult.

SL commuter train

You can also take SL commuter train line 40 from Arlanda C to Odenplan. From Odenplan, continue by local bus to Karolinska Institutet Biomedicum. From the bus stop, it is approximately a 450-metre walk to KI Residence Solna.

The total fare is approximately SEK 200* one way per adult.

Arlanda express

Arlanda Express is a high-speed train that takes you from Arlanda Airport to Stockholm Central Station in approximately 20 minutes. From Stockholm Central Station, you can continue to KI Residence Solna by SL public transport or taxi.

The fare for Arlanda Express is approximately SEK 400* one way per adult.

Taxis and app-based ride services

You can take a taxi directly from Arlanda Airport to Fogdevreten 13. The approximate fare is SEK 550-800*. Always confirm the fare before starting your journey.

App-based ride services such as Bolt and Uber are also available. Enter Fogdevreten 13 as your destination and follow the pick-up instructions provided in the app.

** Please note that prices are approximate and may change. Always check the current route and fare before travelling.*

GETTING AROUND STOCKHOLM

Getting around Stockholm is easy by public transport. The SL network includes buses, metro trains, commuter trains and trams, making it convenient to travel between KI Residence Solna, the city centre and other parts of Stockholm.

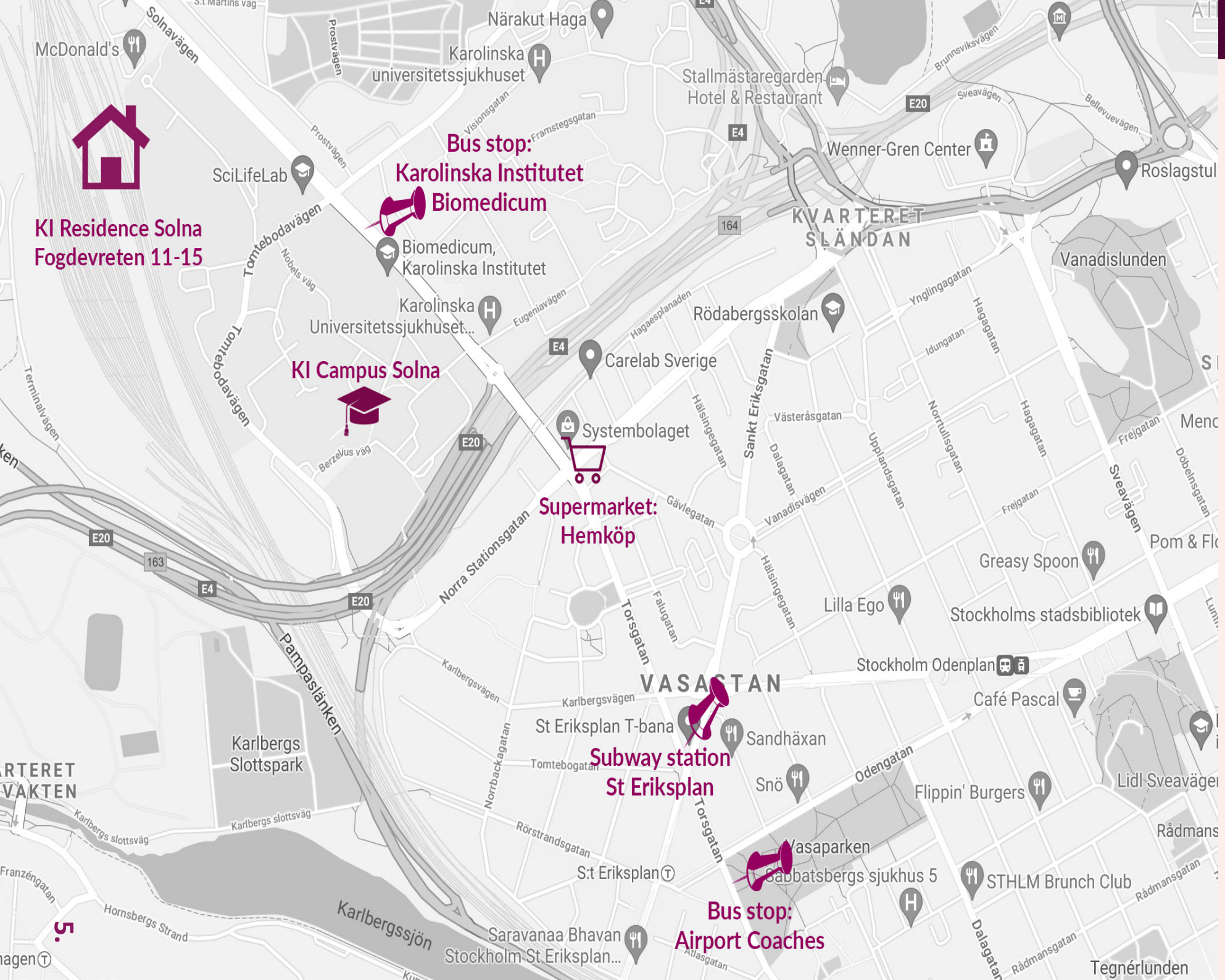
Download the SL app to plan your journey, check departure times and buy tickets. You can also use a contactless payment card for single journeys.

Student discount on SL tickets

If you are a student, you may be eligible for discounted SL tickets. A valid student ID with the SL logo is required.

For current requirements and prices, check the SL website.

MAP


KI Residence Solna
Fogdevreten 11-15
Bus stop:
Karolinska Institutet
Biomedicum
KI Campus Solna
Supermarket:
Hemköp
Subway station
St Eriksplan
Bus stop:
Airport Coaches
McDonald's
Närakut Haga
Karolinska universitetssjukhuset
Stallmästaregarden Hotel & Restaurant
Wenner-Gren Center
SciLifeLab
Biomedicum, Karolinska Institutet
Karolinska Universitetssjukhuset...
Carelab Sverige
Systembolaget
Rödabergsskolan
KVARTERET SLÄNDAN
Vanadislunden
Greasy Spoon
Lilla Ego
Stockholms stadsbibliotek
Stockholm Odenplan
Café Pascal
VASASTAN
St Eriksplan T-bana
Sandhäxan
Snö
Flippin' Burgers
Lidl Sveavägen
Vasaparken
Sabbatsbergs sjukhus 5
STHLM Brunch Club
S:t Eriksplan
Saravanaa Bhavan Stockholm St Eriksplan...
Karlbergs Slottspark
Karlbergssjön
Tegnérlunden
Solnavägen
Prostvägen
Tomtebodavägen
Norra Stationsgatan
Pampaslänken
Torsgatan
Sankt Eriksgatan
Sveavägen
Odengatan
Vanadisvägen
Gävlegatan
Karlbergsvägen
Tomtebogatan
Rörstrandsgatan
Karlbergs slottsväg
Hornsbergs Strand
Franzéngatan
Rådmansgatan
Atlasgatan
Dalagatan
Norrtullsgatan
Upplandsgatan
Hagagatan
Hälsingegatan
Falugatan
Norrbackagatan
Terminalvägen
Berzelius väg
Nobels väg
Eugeniavägen
Hagaesplanaden
Framstegsgatan
Visionsgatan
Västerås gatan
Idungatan
Ynglingagatan
Brunnsviksvägen
Bellevuevägen
Döbelnsgatan
Freigatan
E20
E4
163
164

ELECTRONIC KEY SYSTEM

ELECTRONIC KEY SYSTEM

In KI Residence Solna, an electronic key system is installed.

All tenants receive a personal electronic key tag upon arrival.

NUMBER OF KEYS

If you are staying in a studio, you will receive two electronic key tags.

If you are staying in a studio with shared kitchen, you will receive one electronic key tag.

If you are staying in a room in a shared apartment, you will receive one electronic key tag.

The key tag goes to your room and/or apartment, the entrances, the laundry room, the cleaning equipment room, the Environment station and the mailbox.

HOW TO ENTER THE MAIN ENTRANCE

To open the main entrance door, you will be using your electronic key tag.



To enter, you hold the electronic key tag in front of the reader marked ((( ))). The reader is located beside the door, on the left hand side.

CHANGE YOUR PIN-CODE UPON ARRIVAL

When you use the key tag on the key reader outside the main entrance at Fogdevreten 13 for the first time, you will be asked to choose a personal PIN-code.

We ask you to follow the instructions below in order to choose a personal PIN-code:

- Go to the key reader outside Fogdevreten 13 after you have picked up your keys.

- Blip the key tag on the key reader where the marks ((( ))) are found.

- The reader will then ask you to change the PIN code. Follow the instructions in the reader. The old PIN-code is 0000.

Note that you do not need to use the PIN code to unlock your apartment or the main entrance — your key tag works without a code. However, you must change your PIN-code upon arrival to activate your key tag.

The PIN-code is not used for daily entry, except when accessing the building through the evacuation entrances (where a personal PIN-code is required).

ELECTRONIC KEY SYSTEM

HOW TO OPEN AND LOCK YOUR DOOR

1.To enter your room/apartment, blip the electronic key tag at the bottom of the lock marked ((( ))).



The lock has a code lock and regular lock as well but those are not in use for security reasons.

2. Before entering the apartment and closing the door, blip your key tag again so that the green light turns off.

3. The door is now locked and no one can enter your room/apartment without the key tag. Please note that there may be a short delay before the lock responds.

Note that the apartment/room door will remain locked when you have followed the instructions above.

Be aware of that when you leave your room/apartment and close the door, the door is locked. Always make sure to bring your key tag with you when leaving, otherwise you may be locked out.

At this link, you can view a video that shows how to open and lock your door in KI Residence Solna.

LOCKS IN SHARED APARTMENTS

The front door to the shared apartment will be locked **automatically** when closing the door.

For this reason, you do not need to lock the door manually.

Always make sure to bring your key tag with you when leaving, otherwise you may be locked out!

Note that you may not lock the front door of the shared apartment from the inside as this will prevent your flat mates from entering the apartment.

Be aware of that the doors to the individual rooms within the shared apartments must be locked manually. Please refer to the instructions to the left for details on how to open and lock your door.

IN CASE OF PROBLEMS WITH UNLOCKING THE DOOR

If you are having trouble unlocking your door, please make sure it is properly closed first - firmly pull the handle until you hear a click, then try unlocking it again.

MAINTENANCE

MOVING-IN CHECKLIST

An inspection of your room/apartment has been made before your arrival.

We ask you to check the condition of your room/apartment and to submit a moving-in checklist upon arrival. The moving-in checklist is available in the customer portal within a few days after your arrival and it must be completed within 10 days from the starting date of your contract. In this checklist, you can report any damages or remarks in the accommodation. If there is any damage that needs to be taken care of during your stay, please remember to also submit a maintenance report in the customer portal. It is not sufficient to only note it in the moving-in checklist.

If you cannot complete the checklist within 10 days, we ask you to send an email to: housingservice@ki.se

REPORTING MAINTENANCE ISSUES

As a tenant of KI Housing, you are expected to take care of your home during the whole leasing period.

As a tenant, you are responsible for doing the following things in your own room/apartment:

• Changing light bulbs in the pendant lamp above the dining table and in the bedside lamp. For problems with other lighting, please submit a maintenance service report.
• Cleaning the floor drain in the bathroom as well as the strainer in the wash basin and the sink.
• Wiping air vents clean regularly.
• Clean and, if necessary, defrost the fridge and freezer.
• Clean the kitchen fan filter regularly, approximately every other month as grease can easily get caught in the filter.

If you find that something is not working, or if anything is broken, we ask you to submit a maintenance service report in our customer portal.

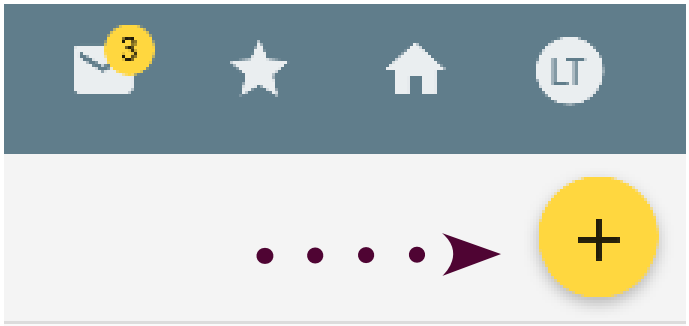
HOW TO REPORT A MAINTENANCE ISSUE

1. Login to our customer portal at this link.

2. Go to ”maintenance” in the menu on the left hand side.



3. Click on the ”+”-icon in the right corner



4. Please select a category and describe your maintenance issue in the form.

5. Read the terms and conditions and go to ”next”.

6. If you have any pictures of the maintenance issue, you can upload them in the second step.

7. In the third step, you will find a summary and if all details are correct, you can go to ”submit”.

ON-CALL EMERGENCY SERVICES

ON-CALL MAINTENANCE SERVICE

The **on-call maintenance service provided by Akademiska Hus** is available at **010-557 24 24** after regular office hours.

Note that the on-call maintenance service must only be contacted for problems that risk to cause damage to property or person if they are not taken care of immediately.

When there is no immediate risk, you should wait and contact KI Housing during office hours. Costs for calling the on-call maintenance service for non-urgent issues will be charged to the tenant.

ELEVATOR PROBLEMS

For elevator problems, call Akademiska Hus at 010-557 24 24.

RESIDENCE ASSISTANTS

There are 4 tenants who are working as our Residence Assistants (RAs) in KI Residence Solna. The RAs are a helping hand for tenants in KI Residence Solna after office hours.

You are welcome to contact them if you have been locked out from your room/apartment, have any problems with the vacuum cleaner or have any other urgent questions/problems outside office hours. *Please keep in mind that the RAs are also students. We kindly ask that you do not contact them unnecessarily during the evening or nighttime unless it is an urgent matter.*

Contact details:
Email: ra@kihousing.se
Phone number: 070-2072374

SECURITY AND DISTURBANCE SERVICE

A security company takes repeated rounds to make sure that the accommodation area is quiet and safe during night-time. Phone number: **08-524 864 29**.

ON-CALL LOCK SERVICE

If you have been locked out of your apartment or if you have lost your keys and need to get into your apartment outside our office hours, we ask you to call our **Residence Assistants** on **070-2072374** who can open the door for you. Please note that you will be required to present a valid ID to the Residence Assistant to verify your identity as the registered tenant of the accommodation.

Please note that this is an additional service provided by KI Housing and that there may be a delay before assistance is available. Tenants are still responsible for ensuring they bring their keys when leaving their room or apartment.

In case you have lost your key, you need to contact KI Housing to deactivate your old key tag and to order a new by sending an email to housingservice@ki.se. The cost for a new electronic key tag is SEK 500.

IN CASE OF FIRE / FIRE ALARM

In case of fire, always call 112 immediately
Alert others who may be in danger and evacuate the building using the evacuation routes.

In case of fire alarm
If a fire alarm sounds, security guards will assess the situation. They will either reset the alarm or call the fire department if necessary.

In case of a false alarm in the apartment
Open the small window to ventilate and allow any smoke to clear. The alarm will sound for about 3 minutes before automatically stopping. If smoke remains, the smoke detector may activate again.

See further information about the fire safety in KI Residence Solna on page 16-18.

BATHROOM

CLEANING THE FLOOR DRAIN

If you are experiencing a blockage in the shower or deviant odor in your bathroom you most likely need to clean the floor drain.

The water trap in your floor drain is supposed to prevent that bad odor from the sewage system reaches your bathroom. However, if soil or hair block the water trap you may experience deviant odors from the floor drainage.

How to clean the floor drain:

1. Carefully remove the strainer/sieve. In most cases you can easily remove it simply by lifting it using a screw driver or a similar tool. In some cases, the strainer is attached and you may need to remove the screws before you can lift it up.



2. Remove the water trap, the small bucket -looking container. Clean the container inside-out and ensure remainders of soap and hair are removed.



3. Put the water trap back into the floor drain and make sure that the rubber seal is compact. The seal prevents bad odor coming from the sewage system.



4. Finally, fill the water trap (the small container) with water before you put the strainer back.

BLOCKED DRAINS

In case you experience that water drains slowly or not at all from the water basin you need to clean the water trap. Soil and hair can easily block the water trap by creating a plug, preventing the water from draining.

How to remove the plug using a plunger

1. A plunger can be found in well-sorted grocery- or construction store. In case of any water leakage, start with putting a bucket underneath the water basin.
2. Press the plunger on to the water basin and fill the basin halfway with water.
3. Press and pull the plunger and simultaneously cover the small drainage hole inside the basin. The air pressure which you create by doing so will in most cases remove the plug in the system and ensure the water to once again drain easily.

If the plug still does not resolve, you need to submit a maintenance report as the water trap might need to be cleaned.

KITCHEN

CHILD SAFETY LOCKS IN THE KITCHENS

For safety reasons, some kitchen cabinets, drawers and ovens are equipped with child safety locks.

When opening a cabinet or drawer with child safety lock, you press onto the safety lock on one side and then you can open. At this link, you can watch a video on how to open a kitchen cabinet, drawer and oven if the child safety lock is activated.

If cautioness is not taken and it leads to broken knobs or cabinets, the landlord has the right to charge the tenant for this.



How to open the child safety lock on a cabinet

THE KITCHEN FAN

The filter in the kitchen fan needs regular cleaning, approximately every other month as grease can easily get caught in the filter.



HOW TO CLEAN THE KITCHEN FAN FILTER

Despite that kitchen fans can differ to some extent, cleaning is similar.

1. Carefully remove the grid on the under surface of the cooker hood.



2. Carefully remove the filter from the grid and clean with warm water and detergent for grease dissolution.
3. Squeeze the filter and put it back into the grid. Ensure that the filter is not soaked before putting it back.
4. Lastly, carefully put back the grid underneath the hood and control that you put the hooks first, similar to when you removed it. Give it a final push.

REMEMBER TO CLEAN THE STOVE

Always clean the stove directly after cooking. For instance, ”Mr Muscle Keramikrent”is great for cleaning the stovetop and to keep it in good condition.

WET AREAS

It is essential to keep an eye on the wet areas in order to notice deviations and changes. Be extra observant to dampness and mold which easily can occur in these areas if not maintained correctly. Signs to keep an eye on are deviant odors, dampness and discoloration on wall and floor areas.

HEATING

TEMPERATURE

The Public Health Agency of Sweden recommends a temperature of 20-21 degrees Celsius (68-70 degrees Fahrenheit) as a guideline for indoor temperatures.

This guideline is used by Akademiska Hus, the landlord of KI Residence Solna.

However, the temperature may temporary fall below or above this temperature depending on the outdoor climate.

You can easily measure the temperature yourself if you experience that the temperature is not in line with the guidelines. When you measure the temperature it is important that you use a thermometer and hold it at least one meter into the room/from the outer wall and 1-1,5 meters from the floor to get an accurate measurement.

CENTRALLY CONTROLLED HEATING

The heating system used in KI Residence Solna is controlled centrally and is partly affected by the outdoor temperature. This means that during the summer period when the outdoor temperature is higher, the system will switch off and automatically switch back on during the autumn once the outdoor temperature drops.

Due to this, the radiators can be cold or appear to be out of operation even though they are not. Nevertheless, there is a thermostat, a temperature control device, attached to the radiators in your accommodation which gives you the opportunity to adjust the temperature to some extent.

A few tips and tricks for you as a tenant

• Furnish your home properly. The radiators should not be blocked by furniture or curtains since it prevents the air coming from the radiators to flow freely. The air needs to flow in order to heat other parts of your home.
• Avoid aerating during the winter season. If necessary – make sure to open a window quickly, do not keep it open for more than 5 minutes.
• Only use the kitchen fan when cooking. If the fan is left open when you're not cooking it will pull warm air from the apartment and replace it with cold air which will make the temperature drop in your home.
• Clean the air valves. If you have visible air intakes in your apartment, it is important that these are wipe cleaned every now and then to ensure that they are not blocked.
• Keeping your blinds closed during the night will save heating as the windows become more energy efficient. In the day time the blinds should be open in order to make use of the sunlight.
• If you plan on traveling you should adjust and lower the temperature. However, the radiators should never be completely turned off. This will affect the central heating system and thus affect your neighbors. It can also cause water pipes to freeze and break.
• Keep doors connecting to common areas such as corridors shut.
• Ensure that the entrance door to the building is closed at all times. If not closed properly, cold air will come into the building and affect the overall temperature.

Do you still experience that your home is cold despite the fact that you follow our guidelines? Measure the temperature according to the instructions given and if the temperature shows below 20 degrees Celsius for several days in a row you are welcome to submit a maintenance request in the customer portal.

VENTILATION

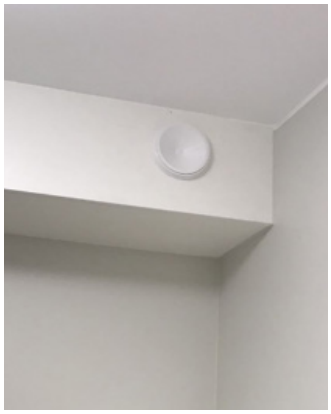
AIR AND VENTILATING YOUR HOME

At some point you might want to vent your home yourself in order to eliminate moist and/or contaminated air. In order to be efficient and avoid affecting the heating system in the building this should be done by creating a draught for a maximum of 5 minutes. The time limit of 5 minutes becomes even more critical during the autumn and winter season. The longer you keep your windows open, the longer will it take for the heating system to adjust your indoor temperature to the desired level.

Whenever you are cooking you should use the kitchen fan to remove fumes from cooking. If necessary, you may need to vent further. However, in this case it is vital that you do not open a kitchen window but rather a window of an adjacent room and leave the door to the room closed. This will prevent the fumes to reach other parts of your apartment.



Ventilation in the bathroom



Ventilation in the walk-in-closet



Ventilation in the room

VENTILATION SYSTEM

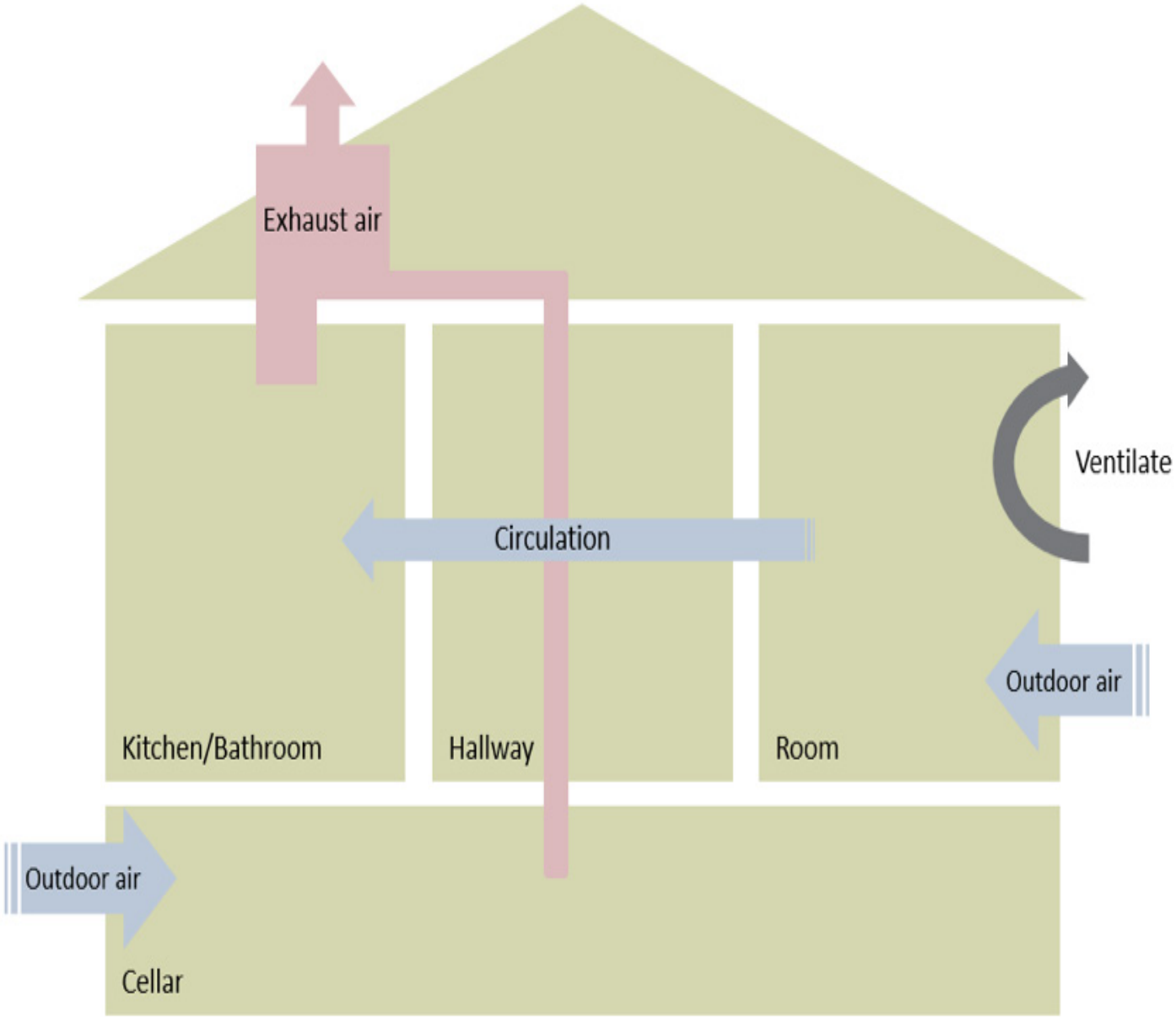
Additionally, your accommodation has a ventilation system in place with the purpose of ensuring fresh air indoors. It is beneficial that you have some knowledge of how the system works. In your home there are both supply air valves as well as exhaust air valves which are run by fans and valves. Supply air valves are usually found in conjunction with radiators or close to the ceiling whereas exhaust air valves can be found in your kitchen, bathroom or other wet areas. See the photos to the left for examples.

Exhaust air valves are run by a fan which exploit contaminated air from your flat through air outlets. For example, air contaminated by cooking fumes or dust. Supply air vents enter your flat through vents in conjunction with windows and/or radiators. It is vital that these are not blocked since it will have negative consequences for the central heating system in the building. It may also cause deviant odor in your home. Neither are you allowed to adjust the valves as it can cause imbalances in the system and affect your neighbors.

Close to the vents you may experience an air flow or even a draught which is expected. This indicates that the system is well functioning. You may also experience and hear sounds from the vents which is created when it is windy outside and air from flows through the system. Note that this system is not an air conditioning system. KI Residence Solna does not have air conditioning systems.

See a figure on the next page that shows how the ventilation system works in KI Residence Solna.

VENTILATION



The figure above illustrates the functions of the ventilation system and how the different functions relate to one another.

ELECTRICITY

FUSES

Each apartment is provided with its own fuse box with fuses which protects the electrical system from overload.

If you are using too many electrical appliances at the same time the power might switch off. These new buildings have fuse boxes with automatic fuses. These will switch off the electricity whenever the system is overloaded.

If the electricity is switched off, you first need to fix the cause – what appliances and/or devices were you using when the electricity was switched off?

Pull the plug from the electrical appliances before restoring the fuses. As soon as you have fixed the cause you simply pull the switch that went off.

More information of your fuse box and the fuses can be found in conjunction to the fuse box in your apartment, see the picture below.



Picture of the fuse box in the hallway

RESIDUAL CURRENT DEVICE (RCD)

In your fuse box there is also a residual current device installed, a so called RCD. This device is a circuit breaking device protecting the electrical equipment and the operator from electrocution. When the device detects faults in the electrical system or circuit it will automatically switch off all electricity in your home. Before switching it back on you need to pull the plugs from the devices and/or appliances that you have been using – similarly to when a fuse switch.

The residual current device is called JORDFELSBRYTARE in Swedish and fuse is called SÄKRING.



Picture of the residual current device

FIRE SAFETY

EMERGENCIES

In case of fire or if you need an ambulance or police assistance, always call 112.

FIRE ALARM SYSTEM

In KI Residence Solna, fire alarms are installed in each apartment and common area. The fire alarm system is activated by smoke.

If the fire alarm is triggered in an apartment, it will sound loudly in the apartment. If the fire alarm is triggered in a common area, it will sound loudly in the whole building.

If a fire alarm is triggered, security staff will always come to investigate whether it is a real fire or a false alarm. If it is a real fire, the security staff will contact the fire department. If it is a false alarm, the fire alarm will be deactivated.

EVACUATION STAIRCASE

There is an evacuation staircase in each building in KI Residence Solna. The evacuation staircase leads to the emergency exit and the emergency assembly point.

If you need to enter the evacuation staircase from outside you must use your electronic key tag and PIN-code.



Picture of the door to the evacuation stairs and the emergency exit.

IN CASE OF FALSE FIRE ALARM IN YOUR APARTMENT

If you are cooking and the fire alarm is triggered in your apartment, please open the small window to let the smoke out. You may carefully wave a towel or another object underneath the smoke detector to help clear the smoke.

The fire alarm will sound for approximately 3 minutes before it is automatically silenced. If smoke remains in the apartment, the detector may start sounding again.

IN CASE OF A REAL FIRE

Warn all those exposed to the fire and evacuate the building by following the evacuation routes.

1. Call the fire department at 112

2. Rescue and warn

• Remember to shut the door when evacuating the room/apartment where the fire has started.
• Warn all those exposed to the fire by activating one of the alarm switches in the corridors:



Picture of the alarm switches located in corridors, common areas and entrances.

3. Evacuate the building

• Follow the evacuation route signs leading you out of the building.There is also evacuation plans on each floor. There is an example of the evacuation plan on page 18.
• Follow the evacuation routes signs that leads you out of the building.
• Go to the assembly point

FIRE SAFETY

FIRE-EXTINGUISHER

Fire-extinguishers are placed in corridors, common areas and entrances. These fire-extinguishers are fire protection devices used to extinguish or control small fires.



Picture of the fire-extinguisher placed in corridors

To use it
- pull the safety device
- aim at base of fire
- squeeze lever

WINDOW HANDLE

The big window in the room/apartment must not be opened unless there is an emergency situation. There is a window handle attached to the radiator and this must not be removed. Note that this window handle must ONLY be used in case of emergency. *If the window handle is not attached to the radiator upon departure, the tenant will be charged for this.*

KEEP THE EVACUATION ROUTES CLEAR

It is not allowed to keep garbage, bicycles, shoes or other things, outside the apartments or in the entrances, common areas and corridors, as it can be a fire hazard.

You may be charged a fine if you leave garbage or other things in the corridors and outside the apartments.

FALSE ALARM

The fire alarm is triggered by smoke, for example smoke from a fire. However, it can also be triggered by cigarette smoke or if cautiousness is not taken when cooking.

In event of a false alarm, KI Housing is charged for the emergency cost. If the fire alarm sets off because of cigarette smoke or if cautiousness is not taken when cooking, the fee for the false alarm may charged to the tenant.

As a tenant, you also have a duty to take general precautions to prevent fire. On the KI website, you will find a list with general precautions that you are responsible for in order to avoid spreading a fire in your home.

FORBIDDEN TO TAKE DOWN AND/OR TAMPER THE FIRE ALARM

It is strictly forbidden to take down and/or tamper the fire alarm. It is also forbidden to activate the fire alarm switches in the corridors, common areas and entrances when there is no fire.

Please note that tampering with the fire alarm system may be grounds for eviction.

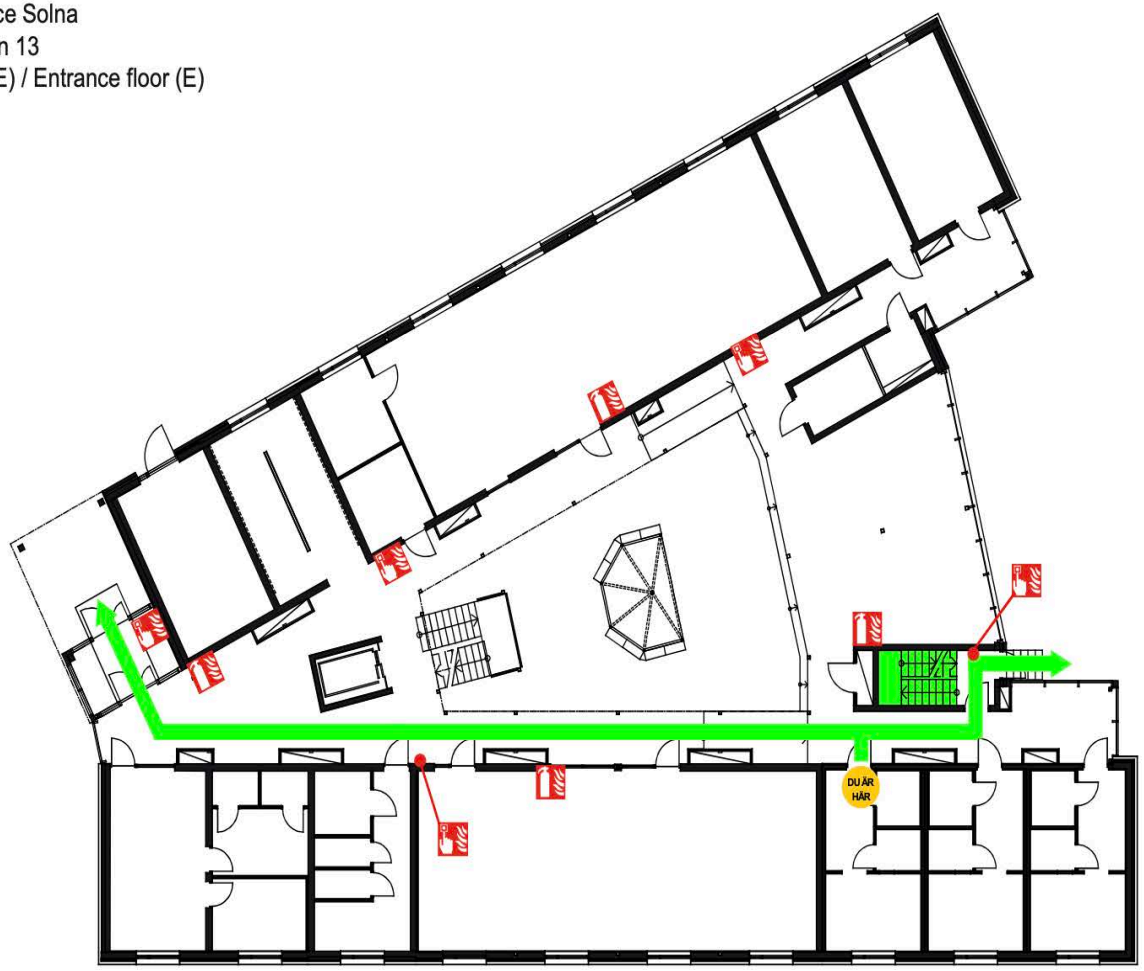
BE CAREFUL WHEN COOKING

Please follow these important fire precautions when cooking:

• Always use pots and pans when cooking.
• Prevent the water from boiling over.
• Avoid cooking at excessively high temperatures.
• Take extra care when using grease or oil.
• Never leave the kitchen unattended while cooking. Always ensure that the stove, oven, microwave, kettle, and other appliances are turned off before leaving.
• Switch off appliances such as coffee makers and toasters when not in use.
• Remember to turn on the kitchen fan and lower the kitchen hood while cooking.

UTRYMNINGSPLAN
EVACUATION PLAN

KI Residence Solna
Fogdevreten 13
Entréplan (E) / Entrance floor (E)



TECKENFÖRKLARING / LEGEND

- HANDBRANDSLÄCKARE / FIRE EXTINGUISHER
- LARMTRYCKKNAPP / FIRE ALARM SWITCH
- UTRYMNINGSVÄG / ESCAPE ROUTE
- VÄG TILL UTRYMNINGSVÄG / PATH TO ESCAPE ROUTE
- TRAPPA SOM UTRYMNINGSVÄG / STAIRCASE USED AS ESCAPE ROUTE
- DU ÄR HÄR — TAVLANS PLATS / POSITION OF THE BOARD

VID BRAND ELLER ANNAN FARA

RÄDDA OCH VARNA
- Varna de som är i fara
- Använd larmtryckknapp

LARMA RÄDDNINGSTJÄNSTEN
- Ring 112

UTRYM BYGGNADEN
- Utrymningsvägarna finns markerade på kartan
- Följ skyltningen ut ur byggnaden
- Gå till återsamlingsplatsen

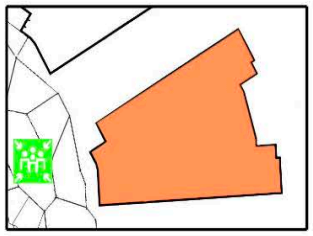
IN CASE OF FIRE / DANGER

RESCUE AND WARN
- Warn all those exposed to the danger
- Use fire alarm switch

CALL THE FIRE DEPARTMENT
- Call 112

EVACUATE THE BUILDING
- Escape routes are marked on the plan
- Follow the signs out of the building
- Go to the assembly point

ÅTERSAMLINGSPLATS / ASSEMBLY POINT:
På innergården / At the court yard





Vid förändringar:010-7037000, www.prevecon.se
prevecon
Datum: 2020-12-23
Uppdrag: 20160328
Filnamn: UP_1.2-1
Signatur: SÅ

EVACUATION PLAN

CENTRAL VACUUM CLEANERS

CENTRAL VACUUM CLEANING SYSTEM

A central vacuum cleaning system is installed in KI Residence Solna.

This is a built-in system that has pipes that run through the interior walls and those are connected to a large vacuum system in the building. Wall-mounted inlets are placed in the walls in the corridors allowing all tenants to easily attach and detach a hose to vacuum a room or an apartment without hauling around a heavy vacuum cleaner.

VACUUM CLEANER NOZZLE AND HOSE

Where to find the vacuum cleaner nozzles and hoses depends on what floor you live on:

Staying on floor 1-6

All tenants on floor 1-6 will find vacuum cleaner nozzles and hoses in the storage room.

If you are standing in front of the elevator (with the elevator behind your back), you will find the storage room in the end of the left corridor. The storage room is marked ”Cleaning equipment”.

You can enter the storage room by using your electronic key tag.



Picture of the door to the storage room (cleaning equipment)

Staying on the entrance floor

All tenants on the entrance floor will find vacuum cleaner nozzles by following the evacuation stairs down to the storage space.

You will find the evacuation stairs by walking along the right corridor (with the main entrance behind your back). In the end of the corridor, you will find a door on the left hand side that leads you to the evacuation stairs.



Picture of the door to the evacuation stairs

Walk down the stairs to the storage space.

On the left hand side you will find the vacuum cleaner nozzles.

CENTRAL VACUUM CLEANERS

CLEANING EQUIPMENT

There are 4 vacuum cleaner nozzles, hoses and other cleaning equipment in the storage room/storage space:



Picture of the vacuum cleaner nozzles

Bring one of them to your apartment and remember to return it once you are done.

INSTRUCTION VIDEO

Scan the QR-code with your phone in order to watch a video on how to use the vacuum cleaner:

SCAN ME

HOW TO VACUUM CLEAN

1. To vacuum clean your room or apartment, you can plug the hose into any of the wall-mounted inlets in the corridor (see the picture below).
2. Note that both the vacuum cleaning hose and the wall-mounted inlet each have a metal rail that must be connected with each other in order to work.
3. Make sure that the hose is firmly connected with the inlet.
4. Note that there may be a delay of up to 30 seconds until the vacuum cleaner starts.

When you are done, we ask you to remove any fluff or dust before returning the nozzle and hose to the storage room/storage space.

IN CASE OF PROBLEMS

If there are any problems with the vacuum cleaner, you may submit a maintenance request in the customer portal or contact our Residence Assistants in case of problems outside office hours:

Email: ra@kihousing.se
Phone number: 070-207 23 74

WALL-MOUNTED INLETS



Picture of the vacuum cleaner inlet

LAUNDRY ROOM

LAUNDRY ROOM AT FOGDEVRETEN 13

The laundry room is located on the entrance floor at Fogdevreten 13 and has 10 bookable laundry groups.

The washing machines use an automatic self-dosing system, so you do not need to bring detergent. **Do not add your own detergent, as this may damage the machines.** A laundry time slot costs SEK 30.



Picture of the laundry room at Fogdevreten 13

ENTERING THE LAUNDRY ROOM

After making a booking, blip your key tag on the booking board and select“Continue” when“Object opened/enabled” appears. Then blip your key tag on the reader below the booking board to open the door. Repeat these steps every time you enter the laundry room.

KEEP THE LAUNDRY ROOM CLEAN

Empty the machines, clean the tumble dryer filter, wipe the machines and sweep the floor after use. Remember to take all your belongings with you.

The machines may only be used for clothes, towels and bed linen, not shoes or carpets.

HOW TO BOOK A LAUNDRY TIME

To do your laundry, you have to book a time slot in advance. There are two different ways:

At the booking board

1. Go to the booking board outide the laundry room at Fogdevreten 13.
2. Blip your electronic key tag in the right corner at the bottom of the board marked ((( ))).
3. Go to book – here you can book a laundry time slot in advance. You can also see if the are any laundry groups available directly. Choose a suitable date and time in the booking calendar. The system will automatically select an available laundry group. Remember to confirm the booking by selecting “Book” in the pop-up menu.

In the web portal

You can also book a laundry time via the online booking portal provided by Electrolux.

Log in using your apartment/room number. For example 2-1001 or 3-1501:2 (note that you should not type 02-1001 or 03-1501:2).

The initial password is 0000. You can choose to change this code to a personal code in the settings in the web portal.

BOOKING CONDITIONS

You can have one active reservation at a time. Once you have used your reservation, you can make a new booking.

A booking includes 2 hours for washing plus 1 additional hour for drying. Start your laundry within 30 minutes of the beginning of your time slot. The last wash must start at least 45 minutes before the washing time ends.

See the KI Housing website for full booking conditions.

HANDLING OF GARBAGE

FOOD WASTE

In KI Residence Solna, your food waste must be separated from your other waste. Food waste is all food left-overs (for example peels from fruit and vegetables, egg shells and bread etc.).

The food waste disposals are located outside the buildings. You open the lid by pulling the lid upwards.

Use the compostable paper bag when throwing your food waste. Remember to excess water from wet waste before you throw it away. Never put plastic or other recyclable garbage with your food waste or in the food waste disposal.



Waste disposal for food waste

DOMESTIC/RESIDUAL WASTE

Domestic waste is to be put in a plastic bag, tightly tied, and thrown in the residual waste disposals located outside the buildings. You open the lid by pulling the lid upwards. If the nearest waste disposal is full, you must use one of the others. Never leave waste outside the disposals.



Waste disposal for domestic/residual waste

RECYCLING

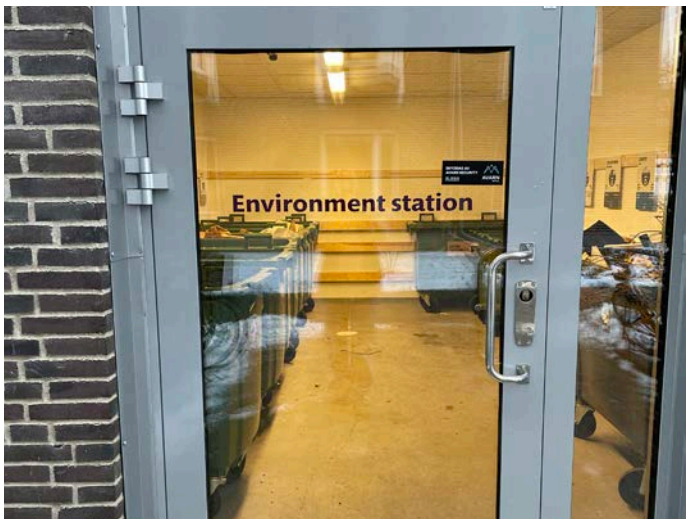
Newspapers, cardboard, plastic, glass and metal must be sorted for recycling. There is an Environment station, located on the left hand side of the entrance at Fogdevreten 13 where you leave your sorted recyclable garbage.

BULKY WASTE

There is a disposal for bulky waste in the Environment station located on the left hand side of the entrance at Fogdevreten 13.

GARBAGE IN COMMON AREAS

It is not allowed to keep garbage in the entrances, common areas and corridors, as it can be a fire hazard. You may be charged a fine if you leave garbage in the corridors. Regular controls are made by the landlord.



Entrance to the garbage/environment room

GUEST STUDIO APARTMENT

ABOUT THE APARTMENT

If you are expecting visits from relatives or friends who wish to stay for several days, KI Housing offers three guest studio apartments available for booking by all tenants at KI Residence Solna.

The guest studio apartment is 23 square meters and is furnished with one queen size bed (size 140 x 200 cm).

The apartment offers a private bathroom and kitchenette with basic cooking utensils.

Bed linen, towels, final cleaning and internet access are included in the rent.

BOOKING CONDITIONS

- The rate is SEK 1500 for the first night and SEK 1000 per night for each additional night.

- Please send an email to housingoffice@ki.se if you are interested in renting a guest studio apartment for your visitors.

- The minimum rental period is 2 nights, and the maximum rental period is 7 nights.

- A maximum of two guests per guest apartment is allowed.

- You can cancel the booking, free of charge, up to one week before the arrival date. If the cancellation request (to housingoffice@ki.se) is sent less than one week before arrival, a late cancellation fee of SEK 500 will be charged.

- Booking and payment can only be made by the current tenant at KI Residence Solna.

- The cost for the guest room will be added to the following monthly rental invoice.



Queen size bed (bed linen included in the rent)



Bed and dining table for two



Kitchenette with basic cooking utensils

OTHER

NON-SMOKING AREA

Note that this is a non-smoking area. Smoking in the rooms, apartments, common areas and entrances is strictly prohibited.

NO PETS

Note that pets are not allowed.

MAXIMUM OCCUPANCY

Single room: one person
Studio with shared kitchen: one person
Studio apartment: two persons

NO HOLE IN THE WALLS

It is not allowed to hang anything on the walls in KI Residence Solna. There will be a bulletin board in each apartment where you can pin personal photos etc.

DISTURBANCES

According to the Swedish Tenancy Law, activities that may disturb other tenants must not be performed between 22 and 07. Tenants are responsible for their own conduct as well as for their guests.

WINDOW IN THE ROOMS/APARTMENTS

The big window in the room/apartment must not be opened unless there is an emergency situation. There is a window handle that must always be attached to the radiator. Note that this window handle must ONLY be used in case of emergency.

If the window handle is not attached to the radiator upon departure, the tenant will be charged for this.

SECURITY IN THE AREA

A security company takes repeated rounds to make sure that the accommodation area is quiet and safe during night-time.

COMMON FACILITIES - CODE OF CONDUCT

Anyone using the common facilities is responsible for keeping them clean and leaving them in good order after use.

Please see this link for information about our rules and regulations that you as a tenant must follow and refer to.

Common rules and code of conduct for the Spot, common kitchens and other common areas are written on the TV-screens.

GUESTS

You can have over-night guests in your room as long as it does not disturb other tenants. However, you are not allowed to have guests staying in your room on a regular basis.

If you are staying in a shared apartment, you need to ask your neighbor/neighbors whether it is fine to have an over-night visitor or not since the facilities are shared.

KI Housing provides three guest apartments in KI Residence Solna that can be booked by tenants staying in this area.

TV-SCREENS

There are several TV-screens in the common areas of KI Residence Solna.

The screens will be used by KI Housing for information purposes. On the screens, you will be able to find important tenant information such as contact details to the Residence Assistants, maintenance service and on-call services etc.

Tenants are also welcome to use the screen in the Spot for presentations and other events. You will find instructions on how to connect your computer on the screens.

OTHER

MAILBOXES

All mailboxes are located on the entrance floor at Fogdevreten 13. You will find the mailboxes in a room located on the left hand side of the main entrance when entering the building.

Note that there are different sections in the mailbox room depending on where you stay (Fogdevreten 11, 13 or 15). The postal address is written on the top of the mailbox row.



Picture of the mailboxes

Instructions on how to open your mailbox

1. Open the mailbox by blipping your key tag at the black reader at the bottom of the mailbox row.

2. The light of the knob on the mailbox should now turn blue and the light of the reader should turn green.

3. Open the mailbox by turning the knob clockwise.

If you cannot open your mailbox, you may try to blip your key tag on the black reader at the bottom of the mailbox row to the right.

At this link is an instruction video on how to open your mailbox.

INSTRUCTION VIDEOS

KI Housing has published some instruction videos for tenants staying in KI Residence Solna.

You can view the videos on our website.

CHARGING ELECTRICAL BIKES AND SCOOTERS

In line with KI Housing's fire safety guidelines, batteries for electrical bikes and scooters must only be charged inside your accommodation.

Do not charge or store batteries in stairwells, laundry room or other common areas.

When charging your battery, always follow the manufacturer's instructions and only use approved chargers and equipment.

OPENING HOURS - KI HOUSING RECEPTION

The KI Housing Reception at Fogdevreten 13 is open on **Wednesdays**, from 12 to 15.

PARKING

Please refer to the street signs in the area for current parking regulations.

Questions?

If you have any questions, you are welcome to contact us!

Booking related questions:
housingoffice@ki.se

Questions regarding the accommodation:
housingservice@ki.se

Website:
ki.se/housing

Karolinska Institutet Housing
SE - 171 77 Solna
Sweden

ki.se/housing
08-524 800 00

We hope you will enjoy your stay with us!

Karolinska Institutet