

RESIDENCE INSTRUCTIONS



KORTEPOHJA STUDENT VILLAGE

www.kortepohja.fi/english

CONTACT INFORMATION

Maintenance JYY-Palvelut Ltd.

on-call number 24 hours a day (door openings, emergency repairs)

014 60 7500

damage reports

www.jyy-palvelut.fi/toimisto

JYY Accommodation and Financial services

address

Vehkakuja 2 B, 40700 Jyväskylä

internet

www.kortepohja.fi/english

fax

014 – 3111174

Accommodation office:

asunnot@jyy.fi

014 60 7201

Financial office:

talous@jyy.fi

014 60 7226 salaries

014 60 7208 accountant

014 60 7218 bills

Financial manager

014 60 7206

Technical supervisor

huolto@jyy.fi

014 60 7255

House manager

isannoitsija@jyy.fi

014 60 7207

Secretary of the Kortepohja Student village

kylasihteeri@jyy.fi

014 60 7213

WELCOME TO LIVE IN THE KORTEPOHJA STUDENT VILLAGE!

The purpose of these residence instructions is to give you an insight to the most important tips and regulations of living in the Student village. We hope that after reading these instructions most of your questions concerning living in the Student village will be answered.

A more precise version of the residence instructions is available in www.kortepohja.fi/english . The information in the printed version may temporarily be out of date, but from the internet-version you will find up to date -information.

Keep the residence instructions safe and use them! The instructions will help you in many situations. If you have questions concerning accommodation, payments or tenancy rights, contact the Accommodation office. In technical questions, such as repairs or damages, contact the maintenance or technical supervisor.

Have a nice time in Kortepohja!



ACCOMMODATION OFFICE

The matters concerning accommodation, such as leases, keys and payments are taken care of in the Accommodation office. You can also borrow spare keys and apply for an emergency loan in the office.

You can contact the Accommodation office in asunnot@jyy.fi or 014 60 7201.

ADDRESS

Street addresses for the Kortepohja Student village are:
buildings A B C D E F Q R S

Taitoniekantie 9, 40740 Jyväskylä
buildings K L M N O P

Emännäntie 10, 40740 Jyväskylä

CHANGING APARTMENTS

It is possible to change the apartment within the Student village. The changes from one apartment type to another (for example from a shared apartment to a single room apartment) and the changes caused by changes in the family size will not be charged. From other changes of apartments a transfer fee will be collected.

DUTY TO NOTIFY DAMAGES

Every tenant has a duty to notify any damages in the apartment or building. You can fill in a damage report in www.jyy-palvelut.fi/toimisto. If the damage needs immediate attention, contact the maintenance in 014 60 7500.

FINANCIAL OFFICE

The Financial office handles salaries, accounting and billing of the JYY Group.

FIRE SAFETY, EMERGENCY EXITS, RESCUE PLAN

There is a fire alarm in every apartment. **The tenants themselves are responsible for the operation of the fire alarm.** When you move in, check that the fire alarm is attached to the ceiling and the battery is working. If the battery stops working when you live in the apartment, it is your responsibility to buy a new battery.

In the buildings A B C D E there are electric fire detectors besides the normal fire alarms in the apartments and in the hallways. The detector can be cleaned by carefully vacuuming on the surface. Do not open the electric fire detector!

Rescue plan can be found in www.kortepohja.fi/english → *residence instructions*. Get to know the rescue plan carefully!

Fire doors should be kept closed at all times! If you notice an open fire door, please close it immediately. The hallways and staircases need to be kept empty.

General emergency number: 112



FREE TIME

KVAT, the Recreational Committee of the Kortepohja Student village, is there to make sure that your life in the Student village is anything but boring! KVAT organizes courses, trips, parties, band nights and other free time activities and publishes the Kylähullu -magazine. The Secretary of the Kortepohja Student village is the organizer of the Recreational Committee. KVAT meets approximately once a month during the academic year. All tenants are welcome to the meetings.

GARBAGE AND RECYCLING

The garbage in the Student village is sorted according to the regulations of the City of Jyväskylä. The garbage collection points are located next to buildings D, K, and O, carton collection only next to building D.

The garbage should be sorted as follows:

sekajäte = non-recyclable garbage:

garbage that cannot be recycled

biojäte = organic garbage: food leftovers, fruit and vegetable peels, plants

paperi = paper: clean newspaper and stationary, commercials

lasi = glass: clean glass jars and bottles.

Note! Most of the bottles can be returned to shops and you will get a recycling fee refund.

metalli = metal: clean tin cans and foils

kartonki = carton: carton, cardboard, milk and juice cartons, pizza boxes, egg boxes, toilet paper roll cartons

paristot = batteries

Other garbage need to be delivered to suitable collection points outside the Student village. Hazardous garbage, electronic garbage and garbage too big for the containers need to be delivered to recycling, hazardous waste collection points or the waste treatment centre. More information about recycling is available in the pages of the City of Jyväskylä, www.jyvaskyla.fi.



GETTING AROUND, PARKING

Bicycle is an easy and quick way to get around. The bicycle routes from the Student village to the University and to the city centre are maintained around the year, also in the winter time. Bicycle storages and stands are found in every building of the Student village. Storing bicycles in the hallways is forbidden.

The buses of Jyväskylän Liikenne no:s 18 and 25 drive between the city centre and the Student village. The bus stop of line no 18 is on the Taitoniekantie side, the bus stop of line no 25 on the Laajavuorentie side.

There are approximately 200 **parking spaces with heating polls** in the Student village area. The parking spaces are located next to the entrance on the Taitoniekantie side, behind the Restaurant Rentukka and in front of the building Q. There is a monthly charge for the use of the parking space with a heating post. You can reserve a parking space from the Accommodation office.

Parking permits are in use in the parking areas of Taitoniekantie side and behind Rentukka. You can get a permit from the Accommodation office. **Parking permits change annually. Keep the permit visible at all times!**

The walking tracks of the Student village are car-free areas. Only maintenance traffic is allowed. Driving and parking in the walking tracks of the Student village is forbidden.



INSPECTIONS

When you move in to the apartment, **fill an inspection form in the internet within two weeks of moving in.** You will get instructions to fill in the form from the Accommodation office. It is important to fill the inspection form so that you will not be held responsible for any possible damages already in the apartment.

When you move out, the maintenance men inspect your apartment. The apartment needs to be cleaned and in good condition. Possible damages and cleaning will be charged from the tenant.

If the maintenance men notify a need of cleaning in the apartment, for example when visiting the apartment in

doing repairs, a notice of cleaning will be given to the tenant. The apartment needs to be cleaned by the date mentioned in the notice. If the cleaning is neglected, in the worst case it might cause a termination of the lease.

INFORMATION

The main information channel in the Student village is www.kortepohja.fi/english. Information is also given in the KorSet -newsletter and in the notice boards of houses.

JYY-PALVELUT LTD

The maintenance men and cleaners of JYY-Palvelut Ltd. are responsible for the maintenance and repairs in the Student village. The maintenance men also take care of opening the doors if your key is lost.

You can fill in a damage report in www.jyy-palvelut.fi/toimisto. The on-call number 24 hours a day for the maintenance is 014 60 7500.

KEYS

There are different kinds of keys used in the Student village depending on the building. Please avoid making any markings to your keys. If you lose your key permanently, notify the Accommodation office. **You can borrow a spare key from the Accommodation office.**

Door openings outside office hours are taken care of by the maintenance. If you lose your key, call the maintenance in **014 60 7500**. There is a charge for the opening of the door.

Pierced card key is used in the buildings A B C D E. In these buildings the key of the post box is kept in the apartment and you don't have to return it when you move out.



Magnetic card key and metal key are used in buildings F M N O P Q. The magnetic card key is used in the outer doors (main entrance and apartment door) and the metal key in the inner doors (rooms) and post boxes (building F: the magnetic card key is used in the doors and the metal key in the post boxes). Both keys need to be returned to the Accommodation office when you move out.

Metal key is used in the buildings K L R S. The keys need to be returned to the Accommodation office when moving out.

KORTEPOHJA AREA

In the Kortepohja district you can find many necessary services to make your living easy and comfortable. There are two grocery stores, kiosk, two pizzerias and a cash machine found in the little shopping centre between Laajavuorentie and Emännäntie. Café Alfa in the shopping centre lets out and takes reservations for the various hobby rooms in the Student village.

The post is located in the beginning of Laajavuorentie. Post boxes can be found next to the Taitoniekantie side entrance and next to the shopping centre. Other services in the Kortepohja district include library, church, elementary school and two kindergartens.

LAUNDRY ROOMS

The laundry rooms can be found in buildings B E F L N O P R. There are several machines in most of the laundry rooms. You can reserve a machine in the reservation list, changed every week. There are no reservation lists in building E but you can use any available machine. There is a fragrance-free machine in building L. The machines operate with 20c and 1€ coins.



MOVING OUT

When you have given a notice of ending your tenancy as required in the Housing Law (see *Notice of ending the tenancy*) you have to take care of **cleaning your apartment and returning the keys**. The apartment must be clean and in good condition when you move out.

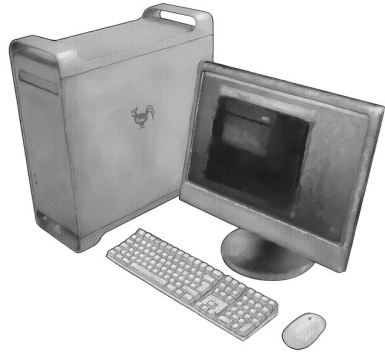
Leaving inspection will be made after you have returned your keys. If the apartment is untidy and / or if there are damages in the apartment other than caused by normal living, the cleaning and repairs will be charged from you.

The keys need to be returned to the Accommodation office or, if the Accommodation office is closed, to the post box outside the entrance of the Accommodation office.

NETWORK

The computer network in the Student village is a part of the University network. Volunteer workers handle the registrations to the net, so please be patient when waiting for the network connection to start to operate.

Instructions to the registration will be given to you from the Accommodation office. You can also visit www.kortex.jyu.fi for more information.



If you need general assistance with computers, there is a list of volunteers kept during the semesters. You can contact the volunteers via email atkapu@lists.jyu.fi. From these volunteers you can ask advice about the technical side and the use of your computer.

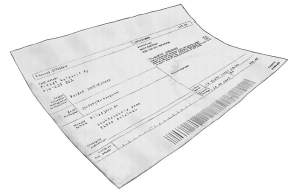
NOTICE OF ENDING THE TENANCY

The notice of ending the tenancy must be given one full calendar month before the wanted ending of the tenancy. The notice must be given in writing.

It is possible to end the tenancy in full months only. For example, if you wish to pay your last rent in May, you have to deliver a written notice of ending your tenancy to the Accommodation office at latest on the last day of April. The same principle applies, of course, around the year.

PAYMENTS

When you move in to the Student village, you get a payment slip with your personal payment information for paying your rent. **Always use your personal reference number for the payments!**



RESTAURANT RENTUKKA

Restaurant Rentukka is located in the central building of the Student village. There are parties, band nights and other events held regularly in Rentukka. Rentukka is open from Tuesdays till Saturdays. More information about the events in Rentukka is available in www.rentukka.fi.

SAUNAS

There are **general sauna turns** for men and women every day in the Student village. The general sauna turns are free of charge.

Family sauna turns can be reserved from the Accommodation office. There is a monthly charge for the family sauna turns.

Rental saunas are located in the buildings A and B. The saunas are to let for private parties and societies. The reservations can be made in the Accommodation office. There is a charge for the use of the rental saunas.



SECRETARY OF THE STUDENT VILLAGE

The Secretary of the Kortepohja Student village has an office, Vaapukka, at the ground floor of building C.

The Secretary can give you information on recreational activities in Kortepohja, lend you some important items (such as flat iron, vacuum cleaner or a boardgame) or give out Lillukka, the recreational room for parties and meetings. The Secretary also deals with the exchange students' Survival Kits.

During the semesters the office of the Kortepohja Student village is open regularly 2 hours / day. At other times, you can contact the Secretary via email kylasihteeri@jyy.fi.

STORAGES

Storages are located in the attics and basements of buildings. You can get in to the storage rooms with your apartment key. The storage closets need to be locked with one's own lock. It is not recommended to keep any valuables in the storages, as the storage rooms are not insured.

SUB-LEASE

Sub-lease is allowed maximum 6 months at a time. In a shared apartment the room can be sub-let only with the permission of other tenants.

If you sub-lease your apartment, you as a main tenant are responsible for all the payments. When you sub-lease your apartment, you need to notify the Accommodation office.

TEMPORARY MOVING OUT

It is possible to move out temporarily because of student or work exchange abroad or going to the army. The tenancy right stays valid and we guarantee a similar (but not the same) apartment as where you left from when you return. Your deposit stays in the Student village.

TENANCY RIGHT

The members of the Student Union of the University of Jyväskylä, JYY, and their families, have a right to live in the Kortepohja Student village. After graduation the tenancy right lasts for the agreed period. The tenancy right is valid for a maximum one year break in the studies.

TENANT APPROVAL BOARD

defines criteria for accepting tenants to live in the Student village within the Housing Law. When needed, the Board handles applications of special situations such as continuing sub-lease.

TENANTS' COUNCIL

is the highest decision maker in the Student village. There are nine members in the Tenants' Council, of which four are elected annually and five are chosen among the members of the JYY Council of Representatives. The secretary of the Tenants' Council is the general manager. Two members of the staff and the Secretary of the Kortepohja Student village have a right to attend and speak in the meetings.

The duties of the Tenants' Council include deciding about the finances and the operating of the Student village. You can send e-mail to the Council in asukasneuvosto@jyy.fi or slip a note in to the feedback post boxes, found next to the Recreational Secretary office entrance, in one of the post boxes of building B and in the lobby of buildings N O. All the tenants of the Student village over 16 years of age can present themselves as candidates for the Tenants' Council.



TIDINESS AND ENVIRONMENT

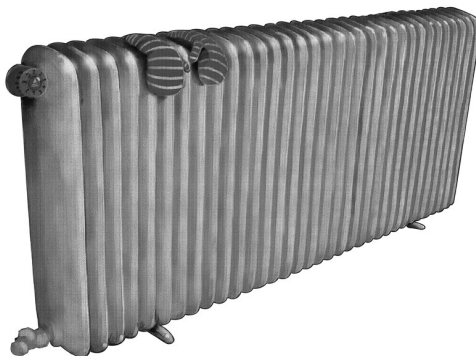
In the Student village your neighbours are near, so tolerance and understanding help you far. It is thoughtful to consider others when it comes to cleaning, tidiness, noise, friends visiting, pets and other things to do with comfortable living for all.

Silence is required in the Student village between 23-07 hours according to the regulations of the City of Jyväskylä. Making any excessive noise, such as playing music loud, should be avoided during the quiet hours. Please note that this regulation applies to the outside areas as well.

Smoking indoors in the Kortepohja Student village is forbidden according to the decision by the Tenants' Council.

The hallways and staircases need to be kept empty because of fire safety and hygiene. **It is strictly forbidden to leave furniture, garbage or bicycles in the hallways!** Posters belong to the notice boards, not to the doors and windows.

The shared apartments are to be kept clean by all the tenants together. The condition of the whole apartment – bathroom, kitchen and hall – is inspected when even one tenant moves out. The apartment needs to be cleaned and in good condition, or cleaning and repairs will be charged from all the tenants sharing the apartment.



Cleaning tips



- air the room
- wash the dishes
- organize your things
- clean the kitchen surfaces and stove

- vacuum
- clean the surfaces
- clean the bathroom
 - sink
 - toilet seat
 - shower tap and walls
 - floor
 - shower curtain

- wash the floor
- melt the fridge and the freezer
- clean the drain trap and the floor drain
- clean the air valves
- wash the windows

A suitable washing liquid for all purposes is washing liquid mixed with water.

JYY KORTEPOHJA STUDENT VILLAGE

TAITONIEKANTIE 9
EMÄNNÄNTIE 10
40740 JYVÄSKYLÄ

1. Rentukka, restaurant
Summer hotel, reception
2. Lillukka
Band rehearsal room
(downstairs Lillukka)
3. Saunas for rent A, B
4. Laundry rooms B,E,F,R,L,N,O,P
5. Barbecue shelter
6. Pool table D
7. Vaapukka (Secretary of Kortepohja
Student village)
8. Piano room N
9. Playground K,F
10. Day-care centre Q
11. Atelier E
12. Post-box
13. Bicycle repairing room
14. Garbage containers
15. Vehkakuja 2B c. 250m
(Accommodation office)

