

Kolping Campus Krems GmbH
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Handbook for Residents



Welcome at our Kolpinghaus on Campus Krems!

Attached please find some helpful information
in addition to our House Rules.

In case of any further questions, our team will be glad to assist you!

The whole staff of the Kolpinghaus wishes you a pleasant stay!

A**ATM (automated teller machine)**

The nearest cash machine is located at the arte hotel on Dr. Karl Dorrek Street, right opposite the Danube University.

B**Bicycle Storeroom**

A bicycle storeroom is located on the back of the main building beneath the terrace. Your room-key also opens the bicycle storeroom.

C**Cafeteria**

Breakfast (breakfast buffet) is offered daily from 7 a.m. to 9 a.m.. The price per person/per day is EUR 5.00. Please pay directly inside the cafeteria. It is also possible to acquire a discounted breakfast ticket at the reception for daily breakfasts for the monthly lump-sum fee of EUR 125.00.

Cleaning Utensils

In our main building on the 1st floor and in our cubical building on the ground floor we have a small cleaning room which are equipped with a vacuum cleaner and cleaning utensils (such as broom, pail, etc.). You can pick up the key for the cleaning rooms at the reception desk during our office hours for the duration of one hour. The cleaning rooms have to remain locked at all times.

Common areas

Common areas are located on each floor in both buildings. They may be used by all residents. It is forbidden to remove furniture from the common areas.

Cooking

Every room has two hotplates and one microwave. It is of outmost importance that the **fume hood** is operated **at maximum level** during cooking, in order to avoid provoking a false alarm from the automatic fire detection system. In case of provoking a false alarm, the causer will be charged a lump-sum fee in the amount of EUR 348.00 for the efforts of the fire brigade.

Please note that **cooking devices, toaster, baking oven, fridges, etc.** are not permitted in the rooms (see Point 20 of our House Rules “Electric Devices in the Room”)!

E**Electricity**

To open the electric circuit in your room, you do need your room key. On the wall next to the entrance door you will find a key switch. Please insert your room key there and slightly turn it to the right (¼ turn). As soon as you remove your key, the electric circuit is closed again.

Please do not forget to take your key out of the key switch when leaving the room!

(ATTENTION: the reception desk is not staffed 24 hours a day! Lockout service provided by our staff after our official core reception hours (which are from MON-FRI from 8 a.m. until 5 p.m. and SAT, SUN, and holidays from 8 a.m. until 1 p.m.) will be charged with EUR 70.00.

Emergency Medical Service

Tel.: 141

Emergency Numbers

Ambulance Tel.: 144

Fire brigade Tel.: 122

Police Tel.: 133

F**Fitness**

The sports club “Kraftsportverein Krems (KSV)”, which is located in the basement of house no. 97 (cubical building), offers our residents the opportunity to use their training facilities free of charge. Please contact Mr. Andreas Zuba on-site for further details and opening hours.

G**Garage**

According to availability, it is possible to rent a parking space in our garage during the stay. The monthly usage fee for our garage is EUR 43.00. The access chip for the garage may be obtained at the reception desk upon a deposit of EUR 45.00. Daily parking tickets are available for EUR 5.00.

General information about Krems

www.krems.gv.at

I**Internet**

Every room in our main building has an Internet connection with Wireless Lan.

The internet usage is free of charge. Please obtain your personal code (username and password) for the Internet access at the reception. The Internet is also available in the lobby, the cafeteria, and on the terrace in front of the cafeteria.

With your Internet code you are identified on our firewall and, thus, authorized to use the Internet. **Do not tell anyone else your Internet code!** Please inform our staff immediately, if you have lost your Internet code or if you think it might be known to another person.

In order to prevent Internet abuse, every user obtains the same download volumes from our firewall, which is minimum bandwidth 128 kBit/s and maximum bandwidth 1 MBit/s.

For further information please see Point 11 of our House Rules “Internet Information”.

M**Mail Service**

There is a mailbox for every room, located on the ground floor of each building. The room key opens the respective mailbox. The postal delivery is made directly by the postman. In order to ensure that your mailings actually reach you, it is necessary to quote your **mailing address** correctly, **including the house number and your room number**.

e.g.: main building (house no. 95)

John Doe
Kolping Campus Krems GmbH
Alauntalstraße 95 / 302
A-3500 Krems

e.g.: cubical building (house no. 97)

Jane Doe
Kolping Campus Krems GmbH
Alauntalstraße 97 / 118
A-3500 Krems

Meeting Room

A meeting room is located in the 3rd floor of the main building. If you are interested in using it, please contact the management for further information.

P

Pharmacies

Adler Apotheke
Obere Landstraße 3
3500 Krems
Tel.: +43 (0) 2732 82001

Apotheke Lerchenfeld, Mag. Baldrian
Hauptplatz 12
3500 Krems
Tel.: +43 (0)2732 833 20 0

Apotheke Mitterau
Göttweiger Gasse 29
3500 Krems
Tel.: +43(0)2732 857 74

Apotheke Wienertor
Untere Landstraße 56
3500 Krems
Tel.: +43(0)2732 828 25

Engel-Apotheke
Steiner Landstraße 80
3500 Krems
Tel.: +43(0)2732 845 67
E-Mail: engelapo@utanet.at

Mohren Apotheke
Obere Landstraße 2
3500 Krems
Tel.: +43(0)2732 832 41 0

Pin Board

Official internal messages are published on the pin boards which are located on the ground floor in both buildings. Please make sure that you check the messages on a regularly basis.

Public Transportation

The next train stop for **trains in the direction Krems** (central railway station Krems) is located directly next to the Danube University. Attention: the train station is not operated all year round! Please check the seasonal schedule.

For further information with regard to the train schedules please contact the information desk of the railway station Krems under tel.: +43 (0)2732 82536 345 or the Austrian Federal Railway under www.oebb.at.

The nearest **bus** stop for busses **to the central railway station Krems, StadtBUS (route 1)**, is on Alauntalstraße, right in front of the Kolpinghaus opposite the elderly people's home.

R

Reception Desk

The opening hours of the reception desk are as follows:

MON-FRI from 8 a.m. to 5 p.m.

SAT, SUN and on public holidays from 8 a.m. to 1 p.m. (noon)

In case of emergency outside the office hours, please call the mobile phone number +43 (0)664 610 1239 which is also published at the reception desk and in the entrance hall of the main building, next to the key safe!

Room Cleaning

Every resident is obliged to clean the room assigned to him or her. Before moving-out, the room has to be returned vacated and clean. We emphasize that any chalky deposits caused by water stains have to be removed from the wet areas, like the shower in the bathroom, the toilet or the kitchen block (see House Rules).

S**Smoking**

Smoking is strictly forbidden in all buildings of the Kolping Campus Krems GmbH! Smoking in the rooms and hallways sets off a fire alarm. In case of provoking a false alarm, the causer will be charged a lump-sum fee in the amount of EUR 348.00 for the efforts of the fire brigade. Smoking is only allowed on the terraces and in front of the house. For violating the prohibition of smoking, a fine in the amount of EUR 300.00 will be charged. Furthermore, it might result in a termination of the lease without notice.

Supermarket (Shopping Opportunities)

The next supermarket is located at Steiner Donaulände (HOFER). A variety of different shops are to be found in the pedestrian area, which starts at Steiner Tor.

T**Telephone**

Every room is equipped with a telephone. Internal calls (from room to room) are free of charge. However, they are not possible during the nightly hours from 11 p.m. to 6 a.m.! You may receive inward calls. External calls are no longer possible.

For internal calls (from room to room) please dial:

main building (house no. 95): 3 + room no. ^{*)} (e.g. 3118)

^{*)} for rooms located on the ground floor please dial "0" in front (e.g. 3012)

cubical building (house no. 97): 4 + room no. ^{*)} (e.g. 4108)

^{*)} for rooms located on the ground floor please dial "0" in front (e.g. 4009)

For internal calls to the reception desk: please dial the extension no. "10"

Direct inward dialing (receiving external calls):

main building (house no. 95): +43 (0)2732 83541 + 3 + room number

cubical building (house no. 97): +43 (0)2732 83541 + 4 + room number

Terrace

It is not allowed to remove the chairs and tables from the terrace. Please leave the terrace in good order and condition after use.

V**Vending Machines**

On the ground floor of the main building (house no. 95), opposite the cafeteria, there are two vending machines – one for soft drinks and one coffee dispenser. Further coffee dispensers are located on the third

floor of the main building, in front of the terrace, and on the ground floor of house no. 97 (cubical building). On the first floor of house no. 97 you will also find another vending machine for soft drinks.

W

Washing Machines/Tumbler

Washing machines (usage fee of 2x EUR 0.50 per load) and a tumbler, which may be used by all residents, are located in the basement of house no. 97 (cubical building). All machines are to be treated with care! The laundry room can be opened with your room key and has to remain closed.

Waste Room

The waste containers are located in the waste room on the outside of the main building (house no. 95), next to the main entrance (white door). You can enter with your room key. Please keep the waste room clean!

Waste Separation and Disposal

Everybody is responsible for one's own waste separation! The waste has to be separated and disposed into the respective containers as follows:



COLORED GLASS / CLEAR GLASS

- ✓ glass bottles
- ✓ pickle jars
- ✓ flacons
- ♠ separate between colored glass and clear glass!

NO THANKS!

- ✘ china
- ✘ glass ware
- ✘ light bulbs

↓
belong to residual waste



WASTE PAPER

- ✓ newspapers, magazines
- ✓ catalogues, brochures
- ✓ books
- ✓ paper, paper bags
- ✓ envelopes
- ✓ **folded** (!!) boxes

NO THANKS!

- ✘ beverage cartons
- ✘ paper tissues
- ✘ coated frozen food boxes
- ✘ carbon paper, cellophane



PLASTIC BOTTLES

- ✓ beverage bottles
- ✓ bottles for detergents,
- ✓ dishwashing liquids and
- ✓ household cleaners
- ✓ containers for shower gels
- ✓ and shampoos
- ✓ plastic bottles for cooking oil,
- ✓ ketchup, mustard, ...
- ✓ milk and beverage cartons

NO THANKS!

- ✘ plastic bags
- ✘ yoghurt cups
- ✘ plastic dishes
- ✘ coffee- and vacuum packages
- ✘ styrofoam

↓
belong to residual waste



RESIDUAL WASTE

- ✓ leftovers
- ✓ sanitary products
- ✓ cans and aluminium foils
- ✓ coffee capsules
- ✓ yoghurt cups
- ✓ plastic dishes

NO THANKS!

- ✘ bulky waste
- ✘ electronic waste
- ✘ hazardous waste
- ✘ batteries
- ✘ metal pots

↓
belong to waste collection centers