

Welcome folder for Nordjysk Kollegium (NORK) Spring 2022



Figure of NORK, “Fælleshus”=Common house, Føtex is below, bus-station is to the left.

This welcome folder is meant as a handy tool that instructs you in the dorm's options and activities, as well as how it's set up administratively. If you are unsure how things work after you've read it, send a mail to bb@nork.dk or visit the caretakers in their office hours, which you can find in this document under “caretakers”.

Most of this information is available on the website www.nork.dk

Join the Facebook group: “NORK – Nordjysk Kollegium” as events, information, and invitations are posted there.

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1 Generally about Nordjysk Kollegium

The dorm consists of 88 2-bedroom, 52 -1½ bedroom- and 52 1-bedroom apartments, as well as two common houses placed in the heart of the area. In the common rooms you'll find: Common room, kitchen, laundromat, and group room with others. Additionally, the caretakers have their office in the "old area" in number 276.

2 Practical information

The following is provided by the caretakers when you move in:

- Keys to the apartment and mailbox
- Key chips to both common houses and the laundromat

In the event that you lose your key chip, contact the caretakers so it can be disabled. You will be asked to pay for a new one.

2.1 Caretakers

The caretakers are in charge of all the practicalities of the dorm and have their office in the old common room (nr. 276). In case of issues in your apartment, you should contact the caretakers. They have the following office hours: mon-thurs: 07.00-15.00. Fri: 07.00-12.00. If they are not present in the office in that timeframe, contact them on mail at vice@nork.dk.

In case of fire, water damage, electrictrical- or heat-failures, call the caretakers at the following numbers if they are not present at the dorm.



Flemming Eriksen: +45 20449164

Rene Bertelsen: +45 20577888

2.2 Unlocking your apartment

If you are in the unfortunate situation that you've locked yourself out of your apartment, contact the security system G4S at the following number: +45 70221055. They are open 24/7. Tell them it is in regard to subscription nr. 1000836, which is the dorm's number in their system.

There is a fee of 300 DKK when this service is needed.

2.3 Internet

The dorm has its own internet connection controlled by Netic A/S. To get access to it, use a cable or a router plugged into the Ethernet port in the wall.

If you experience problems with your internet, brown-outs, loss of service, etc. contact the caretakers or bb@nork.dk with a detailed explanation of the problem, and we'll relay it to Netic.

2.4 Tools in the garage

Tools can be borrowed in the garage by the laundromat (common house 276). Drills, ladders and such can be borrowed from the caretakers within their office hours.

2.5 Waste disposal

The large round domes are meant for trash. There is a set next to each common house. It is **vitaly important** that your trash is sorted when you throw it out. The categories are: organics, paper /

cardboard, glass and metal / plastic. If you are in doubt of how to dispose of your garbage, please ask caretakers or bb@nork.dk.

If the trash-dome is full, use the ones at the other common house or turn the lid. **Never** leave your trash on the ground. It is **strictly illegal** to put garbage next to the garbage domes, if you do, **you will be fined 500 DKK**.

Regarding large objects: You are responsible for bringing these to the recycling lot yourself.

Regarding electronics: If you have electronics that you need to dispose of, you can talk to Flemming or René about getting rid of it (such as household-appliances, e.g. microwave oven).

3 Residents meeting

The dorm's residents meeting is the highest instance of internal governance at the dorm, and can be viewed as the "general assembly" of the dorm. At a residents meeting all residents are invited. The meeting will feature a presentation by each of the community clubs and electives at the dorm. If you have suggestions or discussion you would like to put forward, mail them in to bb@nork.dk at least 7 days before.

Various problems that concern the entire dorm will be discussed. In addition to the discussions and presentations of in-house things, a representative of DEAS will come and show the economy of the dorm, which needs to be accepted at the residents meeting, to avoid tampering with our books.

The residents meeting is held twice yearly: Primo April and primo October. It is your opportunity to see what goes on in the dorm and have an influence, as only those that attend can vote. A summary will be posted on the website afterwards, so you can know what was discussed in case you are obstructed from attending.

4 The residents council, board, and administration

The resident council's primary purpose is the representation of the residents interests to the board. The council also handles the dorm's general upkeep and handling of complaints from residents. It's important to note that simple issues like things missing should be reported to the caretakers and not the residents meeting.

The economy of the council is based on a monthly payment paid over the rent. The payment is based on the type of apartment, with 25 DKK / month for 2 bedrooms and 1½ bedrooms, and 10 DKK / month for 1 bedroom apartments.

The money is spent on acquiring new things for the dorm, upkeep of the inventory of the dorm as well as administrative costs. The council's economy is reviewed at each residents meeting by the financier.

4.1 Residents council

The meetings of the residents council are public, and residents are welcome to be present. To contact the residents council, send an email to bb@nork.dk. Electing the residents council.

Election of members to the residents council is generally done at the residents meeting in marts / April but can be done in November as well.

- The residents council consists between 5 and 11 members, with possibility for more in the phase-in and phase-out of members.
- The residents council is supervised by themselves under the assumption that any large things must be decided on residents' meetings and the books are viewable at such time as well to ensure a high degree of fidelity.

4.2 Residents council and how it works

The residents council chooses a chairman and vice-chairman, who represent the student council on business outside of the dorm. The finances of the student council are managed by the treasurer. In the event of a balance of over 15.000 DKK, a deposit of a minimum 3.000 DKK is made to an account controlled by the treasurer. This account can be used for larger purchases after approval by the treasurer and the chairman.

The residents council's fiscal year follows the calendar year. Besides the yearly financial statement, there is also one made every six months on 30th June. Two auditors are elected from the residents council in marts / April, who have the duty of ensuring the six-month and yearly financial statement is correct, and to bring them to the following residents meeting. Changes to the finances can be made to any summoned residents council meetings, and must be approved by 2/3rd of the present members.

Changes to the finances apply from the moment they are approved.

4.3 Resident council meetings

The dates for upcoming council meetings are set internally in the council, and solidified in the calendar at the latest 2 weeks before the date. They are typically held in the start of the month and interested residents can contact the council to get the date, in case they want to be present

At any council meeting the chairman sets an agenda at the latest 1 week before the date. The decisions of the council are made by majority rule. In the case of a draw, the chairman gets an extra vote.

4.4 The board

The dorm's residents are represented in the board by the chairman and vice-chairman. The board is made up of representatives of teaching institutions, business life and the public government. The board handles the administration of the dorm. Subjects the residents wish to have brought in front of the board are first handled in the residents council, and then taken to the board if needed. The board has two set meetings during a year, and more if it is deemed necessary.

4.5 Administration

NORK is administered by DEAS with address:

Skibbrogade 3, 9000 Aalborg – Tlf.: 3946 6367.

DEAS is hired by NORK residents council to have the administrative parts, such as bill payment, budgeting and the like. Both the budget and the expected financial statements are put before the residents at the half-year meetings.

5 Maintenance of the apartment

5.1 Waterlock

The water lock in the kitchen and the drain in the showers are for the residents themselves to maintain, and these must be cleaned periodically. Simply unscrew the canister underneath the sinks and remove dirt, afterwards clean by pouring boiling water down the drain. Eventual damages in relation to failed maintenance of these are paid by the resident.

5.2 Extractor hood

The extractor hood is changed as needed, but should be exchanged every six months. A new filter can be bought by the caretakers for 50 DK. In case it is a steel filter, it can be washed by hand or in a dishwasher as needed.

5.3 Shower vent

The shower vent should be cleaned periodically / as needed with a vacuum and/or warm water. If it is not kept clean it'll get damaged and the repair of it will be paid by the resident.

5.4 Avoid moisture damages in the apartment

The air in an apartment can quickly become too moist, such as in the case of cooking, doing the dishes, showering, and watering plants. The moist air can be the cause of moisture damages and be damaging to the health of the resident.

To keep a good indoor climate with low CO₂, **air out 3 times daily by 5 minutes with draft**, remember to shut off your radiators while airing out.

Remember the following:

- Air out so the windows don't fog.
- Don't turn off the heat on the radiator of a room completely, instead put it at the asterisk *.
- Let the extractor hood run at full speed during cooking, and put lids on pots so the moisture doesn't go outside of the kitchen.
- If water drips out of your extractor hood, you need to let it run for longer.

5.5 Balcony

Do not place anything made of iron on the balcony as it will make it rust and get damaged.

5.6 Garden

Residents in the ground floor with a balcony and a garden is required to keep the garden neat. Cut the grass, remove weeds in the garden, and between the tiles. If you do not cut the grass as needed, it will be done by the caretaker against your payment of 500 DKK through the administration.

5.7 Maintenance when moving out

In the event of a resident moving out, the apartment must undergo maintenance. Contact the caretakers for information about this.

- Rust on the cooking spots or other mistreatment is paid by the resident moving out in case defect parts must be switched out.
- If the rubber on door shelves and window shelves is defective, it is paid for by the resident when they are replaced.
- Filter in the extractor hood and the shower is replaced whenever a resident moves out and paid for by the resident moving out.

6 Common houses

The equipment in the common rooms must not leave the common rooms.

Use the common rooms in accordance to the guidelines and rules as found on <http://nork.dk/rules>.

Please note that smoking is prohibited inside the common houses.

6.1 Laundromat

There is a laundromat in the old common room (nr 276) with 11 washing machines and 4 driers. Your key chip registers how much you've used and the amount due is paid with your rent each month.

Each washing machine uses allergy-friendly soap automatically.

Do not use your own soap as it will make the entire machine less allergy-friendly!

Before use of the driers: Remove the filter, empty it and put it back in. Ask the caretakers if you're in doubt how this is done.

Nb: Any clothes left behind in the laundromat will be removed the first Monday of each month. It is then stored for 14 days, after which it is donated to Red Cross or a similar organisation

6.2 Exercise room

The exercise room is in the basement of the old common room (276) and you need your key chip to enter it. It features a TV and a radio for use during training.

You gain access to the room through www.nork.dk/booking.

4 people can book at the same time in the same space, however Priority is given in ascending order, so priority is Fitness 1, then 2 etc.

Your booking only allows for one person to train, you cannot bring a friend.

Put everything back where they belong when you are done, wipe off after yourself with the towels and soap there is available and close the window / lights when you leave.

6.3 Cinema

The cinema is found in the basement of the old common house (nr. 276) opposite the exercise room.

You need your key chip to get in, and you can book access on www.nork.dk/booking.

Take care of the equipment, if you blow out a speaker or damage the projector, you are liable for damages.

If you have issues using the cinema, DO NOT MOVE CABLES OR THE SETUP. Contact the residents council on bb@nork.dk or post on the NORK facebook group.

6.4 Renting the common houses

The common houses can be rented on the weekend by the residents for private gatherings. It costs 100 DKK per day, and 50 DKK for tableware. There is a deposit of 850 which is paid with the fee of 100/50 per day. The deposit covers eventual damages, insufficient cleaning and eventual destruction of property. The deposit will be given back in full if no problems are found upon return of the common house.

Renting the common house is done from 14:00 to 14:00 the following day. Guests are to stay in the main room, the kitchen and the bathrooms. Keep the gathering indoors and don't be a bother to the other residents. Keep doors and windows closed so the noise doesn't carry too far. More rules regarding this can be found in the contract that the resident holding the gathering signs with the administrator of the building they wish to rent.

To rent the common house, do the following:

1. Read the rules on Nork.dk/rules
2. Make an online request about renting it on Nork.dk/booking. This is done under "rent 176" for the new house and "rent 276" for the old.

3. Send an email to the appropriate mail: udlejning176@nork.dk for the new house and udlejning276@nork.dk for the old, with date.
4. The administrator is a volunteer from the council, so expect up to a week delay in response, and respect the agreements made.

The other rules can be found on: www.nork.dk/rules

6.5 Booking rooms in the common houses

You can book the various rooms and facilities in the common houses during the weekdays, and the rooms in the common houses on alternating weekends. This is done on www.nork.dk/booking where you use your login, choose the room you want to book, if it's available you choose a date and time slot and you have the facility for that period of time.

Rules:

1. You can only hold 3 bookings at a time (within the time frame of two weeks), divided between the different facilities. This means that you can have a booking schedule looking like this: Exercise room in the morning, group room in the afternoon and the new common house (176) later in the evening.
2. You cannot book a room the entire day. When your booking ends, you can book it again, but other people need to have a chance to book it as well.
3. You cannot book 2 rooms at the same time.
4. If the room is not cleaned when you're done, the next user of the room can send a mail to bb@nork.dk with images, and you'll be asked to clean it or another repercussion will follow.

7 Activities and clubs

NORK usually holds several events: LAN, board game weekend, creative baking, bowling trips, Saint Hans and Christmas lunch. Follow the Facebook group "NORK-Nordjysk Kollegium", where all the events are posted. If you have any suggestions for clubs and activities, you can send them to the residents council at bb@nork.dk. Former clubs include: Hockeyclub, Cozy club, Foodclub, Activity council, NFL-club, Movieclub, Book club, Creative club etc.

7.1 Fridaybar

There is usually a Friday the first Friday each month in the old common room(nr 276)'s bar. The event is posted to the facebook group well ahead of time so you can invite your friends and fellows. At the Friday bar you can chat to the other residents, play board games, drink beer, enjoy the cozy

time, play pool / beer pong and other things. As a new resident it gives you an excellent opportunity to meet the other residents and familiarise yourself with them.

The Bar-council is responsible for planning the Fridaybar and many other activities at the dorm. If you have a suggestion for the Bar-electives, send it to bar@nork.dk. They can also be found on facebook under “Barudvalget NORK”.

7.2 Board game club

There is a board game club at NORK who meets once a week for board games and chill. The dorm has purchased a series of board games and people bring their own as well. You have plenty of options to choose from, and the events are posted in the group “Brætspilsklub (board game club) – Nork”.