



# Welcome to SSE Housing

## Saltis

The Student housing premises – not a Campus – are situated in the middle of a residential area and host 42 rooms/apartments.

Saltis is located at Saltmätargatan 18-20 close to the SSE main building. The nearest subway station is Rådmanngatan (green line). For more info such as timetables and fares please visit [www.sl.se](http://www.sl.se)

**Thank you for your cooperation and for being a good representative of the Stockholm School of Economics in the neighborhood.**

### Bathroom

All apartments have a private bathroom with shower, basin and toilet. The drains are water sealed and bad smell can occur when there is no water locking out the smell from the drains/pipes. Flush with water to stop the bad smell. You are solely responsible for drain cleaning.

### Bicycles

There is a bike room in the basement of Saltmätargatan. Please contact SSE Housing Office for a key to the garage.

### Cleaning

Cleaning materials like vacuum cleaner, sweep sets and mops are located in the corridor on each floor. You are responsible for keeping your own apartment clean during your stay and you will have to leave it clean when you move out.

### Courtyard

The courtyard is not included in the SSE Housing premises and SSE students are not allowed to visit this area.

### Disturbances

Disturbing your neighbors is not allowed. Please keep the noise level down especially after 10 pm. Note that **you are not allowed to be in the courtyard**. This area is not included in the SSE Housing premises.

### Entrance

For security reasons you are only allowed to use the entrance at Saltmätargatan (not Sveavägen), specially at evenings as we are experiencing problems with unwanted persons entering the building.

### Electricity

SSE Housing uses only electricity from renewable sources, hydro, wind and biomass power. Electricity, heating and water are included in the rent. Note that excessive use of electricity might lead to extra charges. You will be notified if your electricity bill is above average consumption

before any extra charges apply. The electricity net is very sensitive, not only at Saltmätargatan, but in many areas in the inner city. Don't use several electronic devices at the same time. For example, **when cooking using the hot plate, do not use the micro wave or any other device demanding much electricity at the same time.**

### **Elevators**

There are two elevators operating the housing area. Elevator no 4 is keyoperated and gives you direct access to the corridors on each floor level. Elevator no 3 is code operated and gives you access to the the stairwells and the basement with laundry and garbage room. Use the elevator codes to go up or down. Use your apartment key for the key operated elevator and to access the staircase.

### **Emergency exit**

It is very important that you upon arrival locate the emergency exits in the building in case of an emergency situation.

### **Fault report**

If you have faults in your apartment or room concerning heating, electricity, missing or damaged furniture etc, please send your report to [SSEFaultreport@hhs.se](mailto:SSEFaultreport@hhs.se). Caretaker services for non-urgent matters is normally performed once a week. Note that drain cleaning and changing of bulbs is your responsibility.

### **Fire alarm**

There are smoke detectors in the corridors and all the rooms. If they should detect smoke a loud alarm will be set off. When the alarm sounds you must find out if there is an actual fire or a false alarm. **If there is a fire you must alert the fire brigade by calling 112.** If it is a false alarm you can contact the security company on 070 555 55 98 who can switch it off manually. During office hours, please call SSE reception 08 736 90 00. In your apartment there is a smoke detector in the ceiling, this will alert you if it is exposed to smoke or steam. If the detector makes short beeping sounds the battery needs to be changed. Please email SSE Housing about this. **DO NOT** remove or cover any sensors or smoke detectors. The detectors are in place for your safety!

### **Furniture**

The accommodation is equipped with basic furniture such as bed, bedside table, desk, desk chair, bookshelf and wardrobe. All rooms are equipped with the basic kitchen utensils. Bed linen such as sheets, pillowcases and towels are not included. SSE will provide a duvet, a pillow, a shower curtain and a toilet brush. Light bulbs are changed by the tenant. If you are missing any furniture or textile, please contact the SSE Housing Office.

### **Garbage**

There are garbage bins for household waste in the basement garage, level -1. NOTE: You must **tie up the garbage bag** before you put it in the right place. **Don't throw household garbage in the laundry room. For recycling, please see the heading "Recycling".**

### **Heating**

The radiator can be adjusted by turning the knob. Blocking the radiator with furniture or textiles/curtains stops the heat from spreading in the apartment. The radiators in the central heating system are turned off in the summer to be switched on again in September / October.

This is common in all of Sweden. The heating is not immediate, it slowly increases. The temperature should never be less than 18 degrees.

### **Home insurance**

Home insurance is added to the rent with 100 SEK per calendar month, regardless of days.

### **Housing Office**

For matters concerning your lease agreement, please send your inquiry to [SSEHousing@hhs.se](mailto:SSEHousing@hhs.se). For urgent matters outside normal office hours, please find more information at your housing facility notice board.

### **Internet**

The wifi network eduroam covers the premises. If you need assistance, PC-support is located across the street from Saltis at Saltmätargatan 13-17.

### **Keys**

You will receive one door lock key and one postbox key. The safe keeping of all keys during your stay is your responsibility. If you lose any key you must pay for a lock change. Make sure all your keys are returned to the SSE Housing Office upon departure.

### **Kitchenette**

The kitchenette in each apartment has a kitchen sink, hot plate and a microwave oven. When cooking using the hot plate, **do not use the micro wave or any other device demanding much electricity at the same time.** Some of the rooms have a small fridge with a freezer compartment. If your room is not equipped with a small fridge, you will have access to the common fridge in the corridor. Please note that you cannot request for a private fridge, because the rooms are assigned randomly. All the basic kitchen equipment is included in each room.

### **Laundry**

In the basement (level -1) there is a shared laundry room with two washing machines, two tumble dryers and one drying cabinet. To get down to the basement you use the elevator operated by code. Book the laundry using the schedule placed in the laundry room. When finished make sure the floor is clean, remove dust from the tumble dryer filter and dry off any washing powder from the machines. Clothes that are left behind will be thrown away. **Don't throw household garbage here. Use the garbage room in the basement garage on the same floor level.**

### **Lease agreement**

As a tenant you are responsible for the apartment for your entire lease period. You are also responsible for any guests you bring into the building. **Be sure to always lock the apartment door, otherwise you will not be covered by the home insurance.**

### **Post**

There are postboxes on each level (located in the staircase) marked with your apartment number. Mail is delivered on weekdays by the postal service. If a package is too big for your mailbox you will be notified on where to pick it up.

### **Recycling**

Sorting at source is compulsory in Sweden. You can recycle almost everything from the

household. This should be done at a recycling station, which can be found at Rhensgatan 22 and Sveavägen 68, just a few minutes walk from SSE.

### **Rent**

Rent is always paid in advance. You will be issued with one Rent Invoice per rental month. Electricity, heating and water are included in the rent. When you make a payment you must provide the Invoice OCR-reference number and your name. The Invoice reference number is different on each invoice. Without these details SSE won't be able to track your payment. Due date is stated on each invoice. Failure to make the payment on time will lead to extra charges.

### **Smoking**

Smoking is not allowed in the building or in your apartment. You are NOT allowed to smoke through an open window. Please, smoke outside the building and remove your cigarette butts.

### **Ventilation**

The ventilation in your room has a main task. It shall ensure that moisture and contaminants generated in the house should be removed and replaced with new, fresh air. For this to work optimally, the interaction take place between three different components: supply, exhaust and air moving between rooms. The used air is pulled out of the room with the help of fans, which work with reduced power during night time to get a quieter but still functional sleeping climate. Wind noise from the valves is fully normal and the nature of the system. The principle is based on the difference between indoor and outdoor temperature and is consequently also very different depending on the season.

### **Useful telephone numbers:**

#### **Ambulance – Police – Fire brigade**

For emergencies dial 112 (no dialing code)

#### **Police**

(not in case of emergency): Dial 114 14 (no dialing code)

*Thank you for staying with SSE Housing,  
/ SSE Housing Office*