



## Welcome to SSE Housing Johannesgatan 12

The student housing premises – not a Campus – are situated in the middle of a residential area and host 32 rooms and apartments.

Johannesgatan is located on a ten minutes walking distance to the SSE main building. The nearest subway station is Hötorget (green line). For more info such as timetables and fares please visit <http://reseplanerare.sl.se>

Living at Johannesgatan 12, such a central location in Stockholm is unique in a student housing perspective and has its advantages. Please respect your neighbors and keep a

good relation to them by following the rules in the General Terms and Condition you have signed.

Johannesgatan is a nice place for you to live and study, but NO place for arranging big parties and playing loud music. If you want night life there are other places for that (pubs, bars and clubs) in the vicinity down town. It's very simple and should not affect a normal student life.

**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. You are solely responsible for drain cleaning. The drains are water sealed and bad smell can occur when there is no water locking. Flush with water to stop the bad smell.

### **Cleaning**

Cleaning closet with sweep sets, mops and new dust bags for the vacuum cleaners are located at the ground floor of the yard house and in the kitchen in the street house. Vacuum cleaners are located on each floor level in both houses. You are responsible for keeping your own apartment clean during your stay and you will have to leave it clean when you move out.

### **Disturbances**

Disturbing your neighbors, especially at night, is not allowed. Please keep the noise level down especially after 10 pm.

### **Electricity**

SSE Housing uses only electricity from renewable sources, hydro, wind and biomass power. Electricity, heating and water are included in the rent. The electricity net is very sensitive, not only at Johannesgatan, but in many areas in the inner city. Don't use several electronic devices at the same time. For example, do not use the micro wave and any other device demanding much electricity at the same time. There are fuses – in the form of on and off switches – located in each

room/apartment. If you accidentally blow the main fuse, these are located in the electrical cabinet in the hallway, where you also find additional fuses.

### **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) or by using the [Online form](#). Caretaker services for non-urgent matters is normally performed once a week. **Note that drain cleaning and changing of light bulbs is your responsibility.**

### **Fire alarm**

There are smoke detectors in all rooms and corridors. If they should detect smoke a fire 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 switch it off by pressing “LARMDON TYST” in the fire panel placed at the entrance door in the yard house. Key to the panel is hanging on the wall. In your apartment there is a smoke detector in the ceiling, this will alert you if it is exposed to smoke or steam. **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. 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 Housing Office.

### **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.

### **Home insurance**

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

### **Housing Office**

Visit us at Room C 540, 5th floor, Holländargatan 32. Opening hours: Tuesday 13:45-16:00 and Thursday 09:45-12:00. For matters concerning your accommodation, 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**

Internet is not included in the rent and therefore not guaranteed to work. However, there is a wireless network in the house which you may use free of charge if you find a connection. SSE has no responsibility for maintenance and will not be able to offer internet support.

### **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 during your stay you must pay for a lock change. Make sure all your keys are returned to the SSE Housing Office upon departure.

## **Kitchen**

For health reasons a cleaning schedule are set up between those of you who have access to the common kitchen. It is obvious that everybody clean up their own mess immediately, but each week standard cleaning (see **Kitchen cleaning schedule**) should be done by the two students responsible. This, to make the common kitchen and wc a nice place to visit.

## **Kitchen cleaning schedule**

Check list for cleaning weeks:

- wipe all surfaces
- clean all remaining dishes, empty the washing machine and put the clean dishes in the cupboards
- take out the trash and the recycling
- vacuum clean and swipe the floor

## **Laundry**

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.

## **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.

## **Parcel delivery**

Give your name, full address, mobile number and the address to the nearest delivery point used by the shipping company of your choice. The company will then either call you on delivery or text you with the message when your package will be available at their delivery point.

## **Post**

There are postboxes located at the main entrance 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. Instructions can be found on the bins placed in the court yard. If you want to recycle electric devices, laptop batteries, adapters, computers etc, you have to bring it to a special recycling facility; <http://www.stockholm.se/ByggBo/Avfall-och-atervinning/Har-lamnar-du-sopor/>. Recycling glass is encouraged, but do not do it night time or on early mornings as it makes a lot of noise.

## **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. If you want to smoke, you must do so outside the building.

**Stairwell**

According to fire and safety regulations it is forbidden to store items, even temporary, in the stairwell and no bikes or prams are allowed. The main entrance door and all windows must be kept closed. It is not permitted to have a door mat outside the door in the stairwell due to fire safety reasons.

**Sublets**

You are not allowed to sublet your apartment.

**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)

**Medical advice**

+46 8 32 01 00 (a message in Swedish will follow, press 3 to continue)

**Emergency dentist**

S:t Eriks hospital (Polhemsgatan 48) +46 8 545 512 20

**Crisis information**

Dial 113 13 (no dialing code). This number should be used to get or give information on disasters and crises in the society, such as major storms and traffic accidents.

**Useful links:**

[www.studentforsakring.se](http://www.studentforsakring.se)

[www.sl.se](http://www.sl.se)

[www.tele2.se](http://www.tele2.se)

[www.stockholm.se](http://www.stockholm.se)

[www.vardguiden.se/Sa-funkar-det/Halso-och-sjukvard/Hitta-ratt-i-varden/Engelska](http://www.vardguiden.se/Sa-funkar-det/Halso-och-sjukvard/Hitta-ratt-i-varden/Engelska)

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