

Manual for Nieuwelaan

The full information on VUB housing can be found on

<https://my.vub.ac.be/en/housing>.

Official communications from Housing Services will only be through your VUB e-mail address.

Housing Department 02 629 28 31 huisvesting.housing@vub.ac.be

At Nieuwelaan there are two staff members of Housing Services:

- Serge Verschoren 0478 97 89 36 (technician)
- Gaetane Van Gestel 0477 99 61 62 (cleaning)

You will find them in the office (Block 2, ground floor), or in case of absence you can phone them between 7 am and 3 pm.

Between 8.30 am and 4.30 pm you can also call the central office on 02 629 28 31.

Conciërge 0479 55 11 04 conciergenieuwelaan@vub.ac.be

The caretakers of Nieuwelaan are Conny Stockmans and Geert De Dobbeleer.

They live in Block 2, ground floor.

From Sunday evening to Thursday evening they are on evening duty from 5.00 pm to 7.00 pm. You can also call them till 12 pm on the number 0479 55 11 04.

After 12 pm you need to contact the security.

Security 02 629 21 76 bewaking@vub.ac.be

They can be reached 24/7, so make sure to program their number in your cell phone.

The Security Service is your first point of contact for all sorts of problems (vandalism, theft, violence, ...). When necessary they will notify the emergency services immediately. The Security Service is also equipped with a first aid kit and a defibrillator.

The Security Service is responsible for the safety on campus and is

present 24/7. Moreover, the whole campus and student quarters are patrolled day and night. Contact details for the Security Service:

Building F, rotule 4, level esplanade (opposite the entrance of the student restaurant)

See the plan here:

https://my.vub.ac.be/sites/default/files/nieuws/users/cmuller/bewaking_etterbeek.jpg

Please report every incident (e.g. aggression, vandalism, theft, burglary, harassment, unwanted persons ...) to the Security Service.

Emergency number 02 629 11 11

This number is for emergencies only.

In case of less urgent situations, you can call upon the security.

Room key

Your room key opens:

- your room
- your unit door
- the front door of your block (1, 2, 3, 4 or 5)
- the entrance gate to the car park
- the front door of the entrance hall of Block 2 (office, caretaker, vending machines, laundry room, repairs box, communal toilets, battery collection point).

If you lose your room key, you can get a replacement key during office hours at the secretariat's office. There will be a charge of 50 euros.

Intercom

You can open the door of the main entrance to the hall phone.

Carpark -1

Only inhabitants of the student home are allowed to park here and you need to register your license plate. However, there are not enough parking spaces, and since they are fairly narrow you should park carefully and not take up more than one parking space. Here you will also find the bicycle sheds.

From the car park on -1 you can take the lift to your floor. The students living in Block 1 must first take the staircase to the ground floor.

Floor -2

In Block 2 are the communal areas (table tennis, table football, TV); right at the back you will find the access to the garden.

Only in Block 2 does the lift go to Floor -2. The other students can take the lift or stairs of Block 2 in the car park on -1.

There are no toilet facilities on Floor -2, but there are communal toilets on the ground floor of Block 2.

To reserve the recreation room for gentle activities, you can ask the caretakers when they are on duty.

Trash

You have to sort your waste and bring in to the large garbage containers at parking level -1, near the parking entrance gate. You can arrange a rotation system for this job with your fellow unit members. There are separate containers for residual waste, PMD (plastic bottles, cans, milk cartons, ...), clean (non-greased) paper and carton and glass. Small Hazardous Waste (acetone, oil waste other than frying oil, ammonia, bleach, chemicals, ether, insecticide, (diabetes)needles, ink, etc.) should

be brought to the secretariat. Frying oil can be deposited in the room next to the large garbage containers. Spent batteries can be deposited in the entrance hall of block 2. You can find more information about waste sorting at http://www.belgium.be/en/environment/sorting_and_recycling_household_waste/.

Slats

The windows have vertical slats to darken your room. This is not a sturdy system, however, so please handle with care. You can only move the slats when they are open. Do not put anything on your desktop that will constantly knock against the slats, and be careful when you open the windows.

Windows

One of the two windows can be tipped. The middle window has a ventilation grid at the top.

Showers

Please use a wiper to remove any water that has run into the corridor after taking a shower.

Mail

Every unit has a communal letterbox on the ground floor of your block. Your mail can only be delivered if ***your name + room number*** is on the envelope. The house number for all five blocks is 149.

Example of a postal address:

Vrije Universiteit Brussel (= Free University of Brussels)
Studentenhuis Nieuwelaan (= Student Home Nieuwelaan)
Ludo Reuter
Room 4362
Nieuwelaan 149
1040 Brussels

Parcels must personally pick up at the secretariat.

Repairs

On the ground level floor of Building 2 you can find a box to report defects. For urgent sanitary problems or problems with the electricity you can contact the technical assistant Serge Verschoren (0478 97 89 36) between 7 am and 3 pm on working days. If the technical assistant is not available and only with an urgent problem you can contact the concierge or the security.

Room contents

The furniture in your room belongs to your room and must stay there. Do not put anything in the corridor. We have no space to store furniture.

Kitchen

There are cupboards available for each student of the unit. The kitchen is cleaned weekly on the same day. The kitchen has to be cleared (all plates, pots&pans etc. have to be put away in the cupboard and the garbage has to be brought to the large garbage containers on the -1 level) before the cleaning service arrives.

You can arrange a rotation system for this job with your fellow unit members. It is forbidden to add extra freezers or refrigerators in the kitchen. If you want your own personal refrigerator you can put it into your room.

WARNING! If the kitchen is not cleared and the garbage is not brought away when the cleaning service arrives you will get a warning. When this happens again after a first warning, each student will be fined 25 euros, which will be added automatically to the next month's rent.

If you have any comments about the weekly cleaning, send an e-mail to rita.de.brabanter@vub.ac.be

Decorating your room

You can decorate your room as long as there is no damage to permanent fixtures (walls, doors, ...). You are allowed to paint your room in neutral colors. White paint is available free of charge at the secretariat's office. To avoid problems afterwards please use only our own paint!

Laundry

There is a washing machine and tumble dryer available, you will find them near the office (Block 2, ground floor).

Vacuum cleaning

There is a vacuum cleaner for student use at the housing service office. A form of ID (ID or student ID card) will be held until the vacuum cleaner is returned.

Fire safety

https://my.vub.ac.be/sites/default/files/nieuws/users/cmuller/fire_safety_and_prevention_in_your_student_room.pdf

Smoking ban

In student houses there will be no smoking in communal rooms. Smoking is only permitted in the bedrooms.

Conflicts

In a dorm you live with a large group of people close together. In order to make this livable a number of agreements need to be respected. Most occurring annoyances: noise pollution (silence required after 11 p.m.), not doing the dishes, making a mess, taking someone else's food, not respecting rotation schedule, ignoring the no smoking rules, hogging the common places in the unit with your friends, ...

As cohabiting adults you are supposed to come to an arrangement by yourselves. Should this fail then you can ask the Housing Department for advice. After consideration and if every reasonable attempt fails the Housing Department can take measures; this can lead to immediate termination of the tenancy agreement.

Facebook

Each resident is welcome to join the facebook page:
VUB Studenthome Nieuwelaan

http://www.facebook.com/?ref=tn_tnmn#!/groups/141802252556221/

Have a nice stay! Respect your neighbors: no loud noise after 11 pm.