

## Manual for Schoofslaan/Triomflaan

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](mailto:huisvesting.housing@vub.ac.be)

There are 2 employees of the Housing Department in Schoofslaan:

- Gunther Vanopden Bossche 0478 97 89 15 (technician)
- Alain De Valck (until 11.30 am) 0475 51 86 91 (technician)

You can find them in room 038 on the ground floor, facing the outside staircase. In case of absence you can call them between 7.30 am and 3.30 pm.. Between 8.30 am and 4.30 pm you can also contact the central secretariat's office of the Housing Department on campus Etterbeek: 02 629 28 31.

**Conciërge** 0474 48 13 59 [conciergeschoofslaan@vub.ac.be](mailto:conciergeschoofslaan@vub.ac.be)

The janitors of the Schoofslaan/Triomflaan are Khadija Bouhmama and Alain Buyse. They live on the ground floor, the front door is located in the entrance hall of the Schoofslaan.

From Sunday evening to Thursday evening they are on evening duty from 6 pm to 8 pm. You can also call them until 12 pm.

After 12 pm you need to contact the security.

**Security** 02 629 21 76 [bewaking@vub.ac.be](mailto: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](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 is strictly personal and gives you access to

- your room
- your unit door

-the outside door (the residents of Triomflaan also have access to the Schoofslaan)

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**

To open the entrance door, press **0 #** on the phone.

### **Recreation room Schoofslaan**

To reserve the recreation room for soft activities, you can contact the janitors while they are on-call.

### **Trash**

Each student needs to sort the garbage and take it to the garbage dumpsters (in the open area inside the student dorm Schoofslaan). Arrange to take turns for this in your unit.

There are containers for residual garbage, PMD, paper/cardboard and glass. Small hazardous waste and deep-frying oil can be handed in at the secretariat's office (see

[https://my.vub.ac.be/sites/default/files/nieuws/users/bvbeeck/household\\_dangerous\\_waste.pdf](https://my.vub.ac.be/sites/default/files/nieuws/users/bvbeeck/household_dangerous_waste.pdf)

Batteries can be deposited in the entrance hall.

### **Mail**

Each resident of the Schoofslaan has a private mailbox on the ground floor. Each unit on the Triomflaan has a shared mailbox on the ground floor in the hall. Your mail can only be distributed if **your name + room number** are mentioned on the envelope. Example:

Vrije Universiteit Brussel  
Student home Schoofslaan or Triomflaan  
*Ludo Reuter*  
*Room 365*  
Schoofslaan 12 or Triomflaan 19  
1160 Brussel

Parcels must personally pick up at the secretariat's office.

### **Repairs**

The forms to report a deficiency, as well as the repairs box can be found on the ground floor. For urgent problems with electricity or plumbing, please contact our technician Gunther on working days between 7.30 am and 3.30 pm, or, after hours, the janitor or security service.

### **Kitchen**

Everyone has their own cabinet in the kitchen. The kitchen will be cleaned once a week, always on the same day. In order to make it possible to clean

the kitchen, the residents need to clean up the kitchen beforehand and take the trash to the containers themselves. Arrange to take turns for this!

*Notice: if the unit is not tidied up a first warning will be given. If the unit is still not cleaned up after that, a sum of 25 euro per student will immediately be added to the next monthly rent.*

If you have any comments about the weekly cleaning, send an e-mail to [rita.de.brabanter@vub.ac.be](mailto: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 launderette on the Waversesteenweg 1028.

### **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](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.

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