

Moving in info

Dear tenants,

in light of the crisis and the high risk risk of infection of the Corona-Virus Covid-19 Sars-Cov-2 we kindly ask you to comply closely with the following procedures.

Consequently, to avoid personal contact during the handing over of the keys, we have organized the following necessary protective measures.

Protective measures:

The walkways towards the caretaker's office as well as the counter have been marked by boundaries allowing you and us to comply safely with the fixed 1,5-2 meters of minimum distance.

Furthermore, we have put up an acrylic safety shield on the counter to ensure a contactless handing over of the keys.

Your possible move in times:

On April 1st, 2020		8.00 – 15.00 o'clock
from April 2nd, 2020	Mon. – Thurs	10.00 – 15.00 o'clock
	Fri.	10.00 – 12.00 o'clock

Personalization

Please have your ID or passport at hand for the handing over of the keys with the caretaker.

Hand-over of the keys:

All keys (house/room keys, room card, transponder/chip, keys for the letterbox, bike stand keys*, kitchen cabinet keys**), one moving-in record as well as one pen are being handed over contactless in the info brochure

Please hand back the signed moving in record to the caretaker; the pen is a gift from us to you

Our caretaker will then tell you your room number and you can move in

* only dormitory Wallstraße

** only dormitories Inter II and Münchfeld

Instructions for electronic doorlocks:

In most dorms the single room and apartments doors are equipped with electronic doorlocks. We kindly ask you to note the attached instructional manual for the usage of the electronic doors.

Moving and settling in:

Since we must ensure a contactless move in, it is up to you to report any defects, complaints or shortcomings in the room within 14 days of moving in. To do so, please fill in and sign a repair sheet and put it into the caretaker's letterbox. You can find the repair sheets in front of the caretaker's office.

Please be understanding that, for the time being, we will only be able to carry out urgent emergency repairs (water pipe breakage, no electricity, plugged toilet or shower).

If you are unsure, please send us a short e-mail or call the caretaker or the administration. We will be able to evaluate the priority of your concern.

Unusual situations call for unusual measures.

This is why we strongly ask you for your attention and compliance for the before mentioned specifications for your move in, taking into account the solitary social distancing for yourself and your fellow human beings.

We wish you all the best for your arrival in Mainz and stay healthy!

Kind regards,

Team International
Studierendenwerk Mainz

Instructions

electronic doorlocks

1. Press the lock on the black turning knob, the **yellow LED light** appears.
(Yellow phase ca. 5 – 10 seconds)
2. During the yellow phase, hold your key card/transponder in front of the turning knob until the **green LED light** appears.
(Green phase ca. 5 – 10 seconds)
3. You can open the door during the green phase if you turn the turning knob.
4. To facilitate opening the door, please pull the door towards you.
5. In order to lock the door, please turn the turning knob.

In case the **red LED light** appears during the opening and closing of the door, please inform the caretaker by filling in a repair sheet. He will then change the batteries of the doorlock.