Guidelines for short term tenants in "Kajkanten" Islands Brygge 36 A – C.

Dear tenant

We value our building and hope you also will do your bit to ensure a pleasant and safe stay for everyone. To that end we have the following guidelines:

Access to the building: For security reasons and to prevent theft, under no circumstances let anyone you do not know into the building. Doors to stairwells and parking basement should always be kept locked. Please avoid smoking, drinking, littering and noisy behaviour in common areas such as stairwells and the basement.

Rubbish: The rubbish chutes are only for regular kitchen trash. Please put rubbish into max 15 litre bags and seal the bag tightly before dropping the bag down the chute. Rubbish bags are sucked several hundred metres down the chute to a nearby container. Any blockage in this underground system is inconvenient for everyone and expensive to clear. Pizza boxes are a particular problem, as they often block the chutes. One solution is to cut these boxes into four pieces, wet the pieces, pop them into a bag and tie it up before dropping the bag into the chute. Out in the parking lot there are rubbish containers for other trash and the possibility to sort and recycle your rubbish: paper, cardboard, metal, tins, electronics, plastic, batteries and glass.

Party and music: If you plan a party please inform your neighbours in due course, at least 3 days in advance, by putting up a notice on the billboard in the entrance by the mailboxes. Friday and Saturday nights after 1.00 AM as well other days followed by a holiday, music should be kept at a level only audible in your flat. When hearing loud music, please keep doors and windows shut after 11.30 PM. On weekdays music or noise should not be audible outside your flat.

Fire precautions: Stairwells and other common areas should at all times be kept clear. Toy scooters, prams, shoes etc. must not be placed here, but should be kept either inside the flat or in the large common rooms in the basement.

Bicycles: Please put bicycles in the bicycle racks placed in front of the building or the bicycle racks in the basement. Bicycles must not be put in the stairwells or on the outdoor walking paths.

The lift: Please observe that the lift doors are extremely sensitive, and must not be blocked or otherwise forced.

Barbecue: Due to fire hazard charcoal barbecues are <u>only allowed</u> in ground floor flats and <u>only</u> outdoors. When using a chimney starter please take the necessary safety precautions, and make sure you do not bother your neighbours with smoke etc.

With a warm welcome and thank you for your cooperation!

The Board, Kajkanten.