The ABCs of the Berliner-Allee-Dorm
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GENERAL INFORMATION ON YOUR DORM

The Dorm is part of the Studierendenwerk, which is the landlord.

**Adresse**
Charlottenburgerstraße 2
79114 Freiburg

**Rates**
Single Rooms (depending on size and location) from € 245,– plus security deposit, which is due at the first rental payment.

(The room rates change because of graduated rent.)

**Application**
Studierendenwerk Freiburg
Wohnraumabteilung
Schreiberstraße 12–16
79098 Freiburg

**Contact person at the Studierendenwerk**
Ms. Drewenskus
Phone 0761 2101-273
*drewenskus@swfr.de*

**Please Pay Attention to the Application Deadline!**
Applications for the summer semester are generally accepted only from 15.01. to 28.02. For the winter semester applications are generally accepted only from 15.07. to 31.08. Applications submitted after these dates will not be put on the waiting list and will thus not be processed.

**Office Hours**
Tu. 9.00 am – 12.00 pm
Th. 1.30 pm – 4.00 pm
The center point of life in a student dorm is the apartment (WG=Wohngemeinschaft). Students with different perceptions come together here. In order to keep the common household running without too many conflicts, it’s important to make an arrangement about the daily chores like cleaning, waste disposal and the purchase of commonly used items (e.g. toilet paper, cleaning needs). In the following I’d like to go into some topics that are absolutely necessary to talk about with your roommates after you have arrived in order to prevent problems.

Cleaning plan
Since there isn’t any cleaning staff, you and your roommates have to organize the cleaning of your commonly used rooms. Often the apartment is divided into separate areas like the kitchen, bathroom-1, bathroom-2. Then every week it’s someone else’s turn to clean one of the areas. To avoid too many discussions whose turn it is it makes sense to prepare a cleaning plan if your roommates haven’t made one yet.

Cleaning is one of the big issues in student dorms. In order to avoid that issue, talk with your flatmates soon after your arrival and let them show you the cleaning plan and how they exactly want the areas to be cleaned. This is especially important because it often happens that new students do clean regularly but not like their flatmates expect it to be cleaned.

Use of someone else’s dishes
The first days after your arrival you might possibly not have any of your own dishes, especially if you arrived from far away and didn’t have enough space in your luggage for it. In this case your flatmates often allow you to use their dishes but it’s very important to ask before using it instead of just taking it. Furthermore, you should ask which dishes exactly can be used by you and which shouldn’t. Sometimes they don’t want you to use their favorite coffee cup or expensive pots if they have any.

We are lucky to have a tram stop 100 meters away from our dorm. From there you can get almost anywhere in Freiburg because the tram network is well-developed. Tram line 3 (orange) operates between terminal stop Haid and Vauban. The tram stop of our dorm is called “Bissierstraße”. A one way ticket currently costs 2.20 € and can be obtained at the ticket machines inside the tram. If you would like to use the tram regularly it could be worth buying a semester ticket for 89,– €. With that ticket you can use the tram and train in the whole transportation network around Freiburg.

Should you encounter any damage in the dormitory (elevator, room, doors, laundry room, etc.) please fill in the damage report form that can be found next to the janitors office and throw it in his mailbox. Alternatively you can also see him during his office hours and hand it over personally.
EXTENDING YOUR STAY

Usually the maximum time living in a student dorm is six semesters for every student. However, residents that serve the community in the dorm and are voluntarily active in the student council can receive an extension of their maximum residency time according to the time required for their tasks. You can apply for an extension of the residence time by one semester for two semesters of voluntary activity, if your involvement was of average difficulty.

FACTS

The student dorm Berliner Allee was opened in October 2007. The dorm belongs to the Studierendenwerk Freiburg which is also the renter. It offers room for 157 students in apartments for four to six persons. The dorm has eight floors, a party room and a laundry room can be found in the ground floor. A tram stop is situated directly in front of the dorm (100 m) which provides you fast access to the university (6 min) and city center (8 min). Freiburg is famous for being a bicycle city, which is why it’s also possible to get safely to the university or city center on one of the multiple well-developed bicycle pathways.

There are covered bicycle racks as well as a bicycle stall in front of the dorm. Parking lots for cars are also available.

As you might have already heard Freiburg is an ecological city that puts a lot of emphasis on the protection of nature. Our dorm is also contributing its part as there is a solar collector on the roof, a heating system running with woodchips and 100 % ecological and CO₂ neutral electricity coming out of the outlets.

INSURANCES

By paying the semester fee you are automatically insured against some damage through the Studierendenwerk. You are for example insured against bike theft from the area of the dormitory or university. Furthermore there’s a household and general theft insurance as well as a leisure accident insurance.

More information and the exact conditions of the insurance can be found on the website of the Studierendenwerk.

If you think that an insurance case occurred please get in contact with Mr. Karl-Heinz Hermle from the Studierendenwerk:  hermle@swfr.de
Phone 0761 2101-233

INTERNATIONAL HOUSING TUTOR

The Housing Tutor is employed by the Studierendenwerk to encourage the community in the dorm and to help if residents have any questions or conflicts. The Housing Tutor can also assist you if you encounter organizational problems with your university or German authorities. Even if you just need advice for something, don’t hesitate to ask. To support the community inside the dorm the Housing Tutor is offering a broad and diverse semester program for all residents each semester.
The program ranges from small parties inside the dorm up to special far-away field trips. The current semester program can be found on our bulletin board or on the website of the Studierendenwerk (www.swfr.de/en) in the area Housing > Housing Tutors > Program.

Come to our events, explore Freiburg, the area around the city, bond with your flatmates and definitely have a lot of fun! You can contact the Housing Tutor by the following email address: wohnheime.tutor@berlinerallee.com

Of course you can also go and see him personally in his apartment, the current contact details are shown on the bulletin board of our dorm.

INTERNET

An Internet flatrate is already included in your rent and can be used immediately after setting it up as described in the Internet setup sheet.

There is an ethernet socket (RJ-45) in every room where you plug in a regular ethernet cable to connect your computer to the network. I’d like to point out that there’s no wireless network available in the dorm unless you use a wireless router on your ethernet socket. If you are not comfortable navigating around a router’s settings page, you may not want to attempt this.

A description on how to set up the internet connection can be found in the blue room-folder in your room.

JANITOR

There’s a janitor (Hausmeister) in our dormitory, his office is situated on the ground floor on the left side after you enter the dormitory through the main entrance.

Office hours
Tuesday 9.00 – 9.30 am
Thursday 1.30 – 2.00 pm

Phone
0761 2169627
(only during office hours)

Mostly you’ll have contact with the janitor Mr. Dickert because of one of the following points:
- Moving in (> P. 6)
- Moving out (> P. 6)
- Damage report (> P. 2)
The bunch of keys you were handed over from the janitor should contain four keys and a transponder (yellow chip).

1) Transponder
The transponder gives you access to the following doors: Main entrance, apartment door, laundry room and bicycle stall. To open the door hold the chip onto the rectangular receiver (marked red in picture above) for one to two seconds.

2) Room key

3) Mailbox key
The mailboxes in front of the main entrance are sorted according to floor and room numbers. Use this key to open your mailbox. Should there be mailings from a previous tenant or another person throw it in the mailbox on the very right bottom corner labeled with “Post vom Vormieter”.

4) Safe
With this key you can open the safe of your built-in closet in your room.

5) Food box
There is a food box in the kitchen for you that should be labeled with your room number. This box can be used to store food. In fact no one locks this box because usually none of your flatmates steal your food. However if you have delicious cookies that your flatmates can’t resist you can keep them safe there. ;)

Lost Key
Should you ever lock yourself out or one of the locks is broken please get in touch with our janitor or call the technical emergency service.
LAUNDRY ROOM

Location
To get to the laundry room just leave the
main entrance and then turn left around
the corner twice. The corner at the laundry
room entrance is painted in blue.

Operation
The instructions for the washing machi-
ne and dryer can be found in the laundry
room directly on your right side when you
enter the room.

Paying machine
1. Insert your university or mensa card
2. Press button “Wahl” (=black) until you
see the number of your desired machi-
ne. You can find the machine’s number
on its front side.
3. Press button “OK” (green) to confirm
your choice.
4. The card will then be released and can
be removed.
5. To start another machine insert your
card again, press “OK” then repeat
steps 2–4.

Washing machine instruction,
additional advice
At step 2: Please make sure to only fill
washing powder in compartment II. Com-
partment I is only used for prewash that,
if needed, must be chosen separately.
If you want to use fabric softener please
fill it in the compartment on the left side.
Please also make sure to not use too much
washing detergent because this will lead to
excessive foam generation in the machine
which will cancel the running program.

Drying machine instruction,
additional advice
Very important! Please check whether the
machine is running before opening the door
of the dryer. To do this press the START
button and see whether the display shows
remaining time for a program currently run-
ing. If the dryer is opened during operati-
on the running program will be terminated
and it has to be paid again! If you have a
large amount of fabrics to be dryed choose
program “Schranktrocken +” otherwise it
can happen that some of your fabrics in
the center are still damp after the end of
the program. If you have a normal load
the regular program “Schranktrocken” is
enough.

Sometimes it’s necessary to clean the lint
filter at the beginning if the person before
you forgot about it.
LEISURE ROOM

In Berliner Allee you won’t get bored fast. The different tutors of our student council and the international housing tutor see to that with their wide range of activities. The current program can be found on our bulletin board or by visiting our facebook-group (Berliner Allee - Studentenwohnheim Freiburg).

The vast amount of our activities take place in the leisure room regularly. You can find welcome evenings, movie and soccer events as well as student parties. Furthermore there is an alternating program with special events. So far we already have had a pasta party, Beer Pong tournament, Raclette dinner, brunch buffet and a BBQ party.

MAILING ADDRESS

Everyone in the dorm has their own mailbox that is situated at the main entrance. It should be labeled with your room number and name. If that’s not the case please dont hesitate to contact our janitor.

You can receive letters or parcels under the following address:

[Your Name]  
Charlottenburger Straße 2  
Room [floor number-room number]  
e.g. 01-24  
79114 Freiburg im Breisgau  
Germany

[Replace squared brackets with your info]

If mail arrives during your absence it could happen that you have to fetch it from a flatmate or at the post office.

MOVING IN

As a rule you get your key from the janitor after you arrived, however students that booked the “Off-Hour-Service” or students from the IES program are an exception.

MOVING OUT

When you move out the janitor has to check whether your room is clean and then takes the keys afterwards. To get your room checked by the janitor please see him during his office hours and arrange an appointment with a specific time, at least ten workdays prior to your checkout.
**ROOMS**

The rooms in our dorm are sized between 13 and 18 square meters. In each of the seven floors are four apartments with four to six rooms each. Every apartment has its own large kitchen and two bathrooms with showers, toilets and sinks. The common rooms are relatively large and offer enough space to throw a party for a couple of friends.

The kitchen has a very long stainless steel counter, an oven, four cooking plates, an exhaust hood and lots of storage space.

The kitchen is the center point of the apartment because apart from the cooking area it serves as a dining room and has a small living room corner.

**SAVING ENERGY**

In order to prevent rising rental prices and on behalf of the environment, every resident should be conservative with electricity, heating and water consumption. Increased consumption will logically lead to higher expenses that finally have to be paid by the tenants.

Often energy is wasted by heating with an open window. The expensive energy is essentially used to heat the environment.

Therefore it should be enough to do “Stoßlüften” during the winter time. That means that you just open the window shortly and then close it after a few minutes again to ventilate your room. This technique is a lot more efficient and helps saving a lot of costs. To save more energy, light and all electronic devices should be turned off when leaving the room.

**STUDENT COUNCIL**

The student council consists of residents from Berliner Allee that want to participate actively in representing the residents to the Studierendenwerk and organizing various cultural events in the dorm to support the community among the residents. Besides those tutors that are organizing events in the dorm there are also tutors for bicycle repair, movie showings and other cultural events that make life in Berliner Allee a unique and fulfilling experience.

Which tutorages are provided currently and which events are planned can be found on our bulletin board on the ground floor.

If you want to apply to the council or if you’ve got suggestions for improvement please write to the following address:

✉️ wohnheimrat@berlinerallee.com
**TECHNICAL EMERGENCY SERVICE**

This service also helps you with emergencies like loss of key, loss of power or a malfunction of the water system. The current number of the technical emergency service can be found on the wall next to the janitor’s office.

The key service is available from 8 am to midnight, after midnight there’s no service. Should the reason for calling the service be self-imposed a service charge of up to 45,– € could be due.

**WASTE DISPOSAL**

**Waste separation**
In order to protect the environment there is a separation of waste in our dorm. In order for the waste separation to work and that all resources are disposed or recycled properly, it’s neccessary that everyone pays attention to what belongs in which garbage can. Here is a list of different kinds of garbage that are separated in our dorm.

- **Biodegradable/residual waste**
  - Food leftovers
  - Fruit/vegetable waste
  - Tea bags
  - Tissues
  - Vacuum cleaner bags
  - Hygiene articles
  - Waste that can’t be sorted in any other garbage cans

- **Plastic/packaging waste “Gelber Sack”**
  - Milk cartons (empty)
  - Plastic packaging (yoghurt cups, plastic bowls, etc.)
  - Styrofoam packaging
  - Plastic bottles (empty cleaning agent bottles)
  - Steel and Aluminum Cans

- **Paper waste**
  - Paper
  - Paper packaging (no milk cartons)
  - Newspapers
  - Baking paper
  - Books

The sorted waste can then be disposed in the appropriate garbage container in front of the dorm.

- **Glass waste**
  - Glass bottles
  - Jars (e.g. jam jar)

Glass bottles and jars are sorted in the glass containers according to color (green, brown and white). Please remove lids before disposal and throw them in the plastic waste.

(consider that there is a deposit on bottles in Germany that are marked with the deposit logo. For example there is a deposit on all beer bottles and beverage cans. You can return those in the supermarket.)