

## Welcome letter for students living at Korallen

Dear international student

Welcome to University College Absalon, campus Roskilde. We hope you will enjoy your stay at Absalon and at Korallen.

During your stay at Korallen you will have a small kitchen in your room. The kitchen is equipped with pots and pans, a complete cutlery set and plates for two people. You can also use the shared kitchens. When finished using the shared kitchens, please clean up after yourself.

Cleaning of the shared kitchens goes otherwise by turn. The cleaning schedule is visible in the shared kitchens. Please note when it is your turn. If the people using the shared kitchen have not cleaned up after themselves, please inform the janitor and he will take care of it. Cleaning equipment is available in the shared kitchens and if any cleaning products are missing, please contact the janitor. A professional cleaning company will clean the shared kitchens once every two weeks.

## Other notifications

If there is any inventory in your room that is missing or broken, please contact the janitor Ken Carlsen at <a href="mailto:kca@ubsbolig.dk">kca@ubsbolig.dk</a> or phone 0045 27783856. You can also put a note in his mailbox. His office is next to the entrance at Korallen. Henning's opening office hours are Monday-Friday between 08.00-12.00.

**Wifi** is available in every room. You will find a network cable and Absalon can also provide you with a wifi box. Wifi boxes can be obtained at the Frontdesk at campus Roskilde.

If you have any questions concerning Korallen you are more than welcome to contact Michael Low, milo@pha.dk or +45 72481862.

Kind regards,

Facility Service, University College Absalon, campus Roskilde