

Blokka mi

Short reference pamphlet for Borettslaget Blokka Mi Elvehavn Brygge

This booklet contains information about owning and living in Borettslaget Blokka Mi Elvehavn Brygge («BL Blokka Mi» for short).

An updated version is always available through our website <http://blokkami.no/>

The board welcomes tips and feedback: styret@blokkami.no

The pamphlet is updated as of January 2019.

Best regards

BORETTSLAGET BLOKKA MI ELVEHAVN BRYGGE
the board

<http://blokkami.no/>

Section	Title	Page
1	Webpage, org. nr. and addresses	2
2	Housing administrators	2
3	Suppliers	2
3.1	Janitor services	3
3.2	TV and internet	3
3.3	Insurance	3
3.4	Elevator	3
3.5	Security and keys	4
3.6	Cleaning	5
4	Waste scheme	6
5	Mailbox and the telephone system	7
6	Security	7
7	Common areas	8
8	Smoking and barbeque	8
9	Parking	8
10	Pets	9
11	Fire protection	9
12	House rules	11
13	The board	11
14	Important phone numbers	12

1 HOME PAGE, ORGANISATIONAL NUMBER AND ADDRESSES

Legal name	Borettslaget Blokka Mi Elvehavn Brygge
Organisational number	891 319 932
Home page	http://blokkami.no/
Address	Dyre Halses gate 3, 7042 TRONDHEIM
Email to the board	styret@blokkami.no

2 HOUSING ADMINISTRATORS

TOBB Eiendomsforvaltning AS has the administrative responsibilities of BL Blokka Mi. Questions regarding your apartment may be addressed directly to TOBB.

Nina Stoum is our contact person / accounting officer.

Home page	http://www.tobb.no/
Visiting address	Krambugata 1, 7011 TRONDHEIM
Post address	Postboks 8824 Nedre Elvehavn, 7067 TRONDHEIM
Email TOBB	info@tobb.no
Telephone TOBB	7383 1500
Email Nina Stoum	ns@tobb.no
Telephone Nina Stoum	7383 1500
TOBB Facebook	https://www.facebook.com/tobbinfo/
Billing address	Borettslaget Blokka Mi Elvehavn Brygge v/TOBB Eiendomsforvaltning AS c/o Fakturamottak Postboks 4393 Vika, 8608 MO I RANA

3 SUPPLIERS

3.1 JANITOR SERVICE

Performed by Din Vaktmester AS.

Our janitor is Mr. Frank Arne Hammer.

Home page	http://dinvaktmester.no
Visiting address	Ingvald Ystgaardsvei 1, 7047 TRONDHEIM
E-mail Din Vaktmester AS	post@dinvaktmester.no
Telephone Din Vaktmester AS	482 27 556
E-mail Frank Arne Hammer	frank@dinvaktmester.no
Telephone Frank Arne Hammer	905 63 584

3.2 TV AND INTERNET

Get AS provides television and internet services.

Home page	https://www.get.no/
Visiting address	Brattørkaia 17, 7010 TRONDHEIM
Customer service Canal Digital	T: 2154 5454. https://www.get.no/v3/kundeservice
My Page Get	https://login.get.no/login

The service is linked to the individual owner or resident of the apartment. Errors that only pertain to one single apartment is to be sorted by the individual owner of resident.

3.3 INSURANCE

The board in BL Blokka Mi provides full value building insurance

BL Blokka Mi has insured the property at Codan Forsikring AS. In case of damage to the building (inside and outside), the board must be notified immediately. The board emphasises that all residents are obliged to subscribe to insurances that cover personal belongings and property.

Home page	https://www.codanforsikring.no/
Insurance contract number	1095142

Please read more about insurance on our homepage: <http://blokkami.no/informasjon/husforsikring/>

Our by-laws – governing internal affairs in BL Blokka Mi – are found here (only in Norwegian): <http://blokkami.no/wp-content/uploads/2017/08/BL-Blokka-Mi.-Vedtekter.-01.09.2016.pdf>

3.4 ELEVATOR

OTIS has manufactured the elevator.

ThyssenKrupp AS carries out service and maintenance under an agreement BL Blokka Mi has signed with TOBB.

In case the elevator stops working, please follow the instructions given by the authorised personal through the two-way communication with the central emergency centre available in the elevator.

Home page	https://www.thyssenkrupp.no/
Support ThyssenKrupp	T: 2197 9701

3.5 SECURITY AND KEYS

Ordering extra keys

Have you lost your keys, or you need some more? Keys are ordered through TOBB, our administrative management company.

Home page	https://tobb.no/for-deg/bestill-nokkel/
Key number series	XL72301

I've locked myself out of the apartment – how do I get in?

Key emergency assistance: **2297 1077**

This 'emergency number' can be used when you need help to enter the building / apartment. The number is available 24 hours a day and is answered by the Securitas AS, a security services company. You must identify and explain the affiliation of BL Blokka Mi. The service will be charged with a fee that is paid by the person ordering the service.

I experience noise and party noise from neighbours. Who can I contact?

Parties are to be ended at 23 hrs!

Even before that time, consideration must be given. We live close by all our neighbours.

The board would like to encourage residents who feel disturbed by loud noise to make contact with the board (even before 23:00 hrs.). The board is obliged to see that our common living environment is acceptable to all residents at all times.

If a resident experiences annoying party noise:

1	Initially, try to personally address those responsible for the noise.
2	Also try to contact the board (see item 14 for telephone). All phone numbers are also displayed in the entrance section and on our website: http://blokkami.no/kontakt-oss/
3	Call Securitas and ask them to come and stop the party. Phone: 2297 1077.

Assistance in case of loud party noise: **2297 1077**

The caller is 100% anonymous – even if the board is taking the matter further! The caller does not risk anything financially whatsoever.

The board receives a report from Securitas. The limits of what is perceived as annoying can of course vary. Here, the board must always make a concrete assessment of the complaint before deciding on further action in the matter. If the board finds the basis for proceeding with the case, it is based on an assessment of the residents' use of their own housing and common areas as formulated in the corporation law, the house's articles of association and house rules.

Regardless of the form of reaction, the board will seek to make direct contact with the resident in question. The purpose is to facilitate and improve the prospects for good continuing beneficial neighbourhood relations. If the board chooses to pursue a case, residents will always be entitled to a right of defence, and the owner will always be informed of the incident.

Regardless of the form of reaction, the board will seek to make direct contact with it / the residents complain about a casual chat to improve prospects for good neighbourhoods in the continuation. If the board chooses to settle a case, residents will always be entitled to a right of defence, and the owner will always be informed of the incident.

The board covers the expenses of the service.

Please note that apartment owners are always responsible for their tenants' behaviour in relation to the board.

3.6 CLEANING

Cleaning services is per January 2019 provided by Mint Renhold AS. They wash twice a week, once in the entire building and once in the entrance.

Home page	https://www.mintrenhold.no/
Telephone Mint Renhold	957 81 000
Email Mint Renhold	post@mintrenhold.no
Facebook Mint Renhold	http://www.facebook.com/mintrenhold/

The entire common area is washed on Mondays. Thursdays, cleaning of the entrance is performed.

The cleaning of the entire block is performed according to the following work plan:

- cleaning of all free surfaces on the floor
- floor tiles are dried once per month when needed
- stair banisters are dried
- the doors to the residents' apartments are cleaned
- the front door in the glass is cleaned
- the glass area around the front doors is cleaned when ordered to
- the mirror in the elevator is cleaned
- lift rails are cleaned if required
- washable stains, including in the elevator, are removed

When the cleaning is carried out, the cleaner will sign a sheet in the entrance area.

If you have questions / comments regarding washing, please contact the board by e-mail:
styret@blokkami.no

BL Blokka Mi switches the general filter located in the technical room twice a year.

4 WASTE SCHEMES

All residents must use the waste containers in the area. We have a dredged container for residual waste just outside the block. All containers are open and no need to use any form for opening device.

All waste must be put in the garbage containers. It is not allowed to put anything next to it. If there is no room, it must be delivered to the cleaning company at Heggstadmoen (a part of Trondheim where waste material is accepted).

Waste must be sorted. Cardboard, paper, plastic metal and glass are sorted and delivered at the centre point (located between Dyre Halses gate 12 and 14).

Home page	https://trv.no/
Telephone Renholdsverket	7254 0540
Email Renholdsverket	kildesortering@renholdsverket.no
Facebook Renholdsverket	https://www.facebook.com/trondheim.renholdsverk/

Surface container

One day each month, one 20 cubic metre surface container is provided, allowing residents in the area to deliver alternative and large waste than otherwise would not fit the regular waste disposal system. The container is located between Dyre Halses gate 12 and 14 from 09:00 AM until 09:00 AM the following day. The date of deployment is displayed in the entrance areas and on our website.

Please observe that electronic waste should not be thrown in the container but is provided free of charge to all electronics dealers.

When container is not available, we refer to the environmental station at Heggstadmoen.

Everyone is responsible for his own waste and is not allowed in public areas!

Special waste / Hazardous waste

Special or hazardous waste must be disposed of in its own containers as each inhabitant has been handed over. These containers will be emptied twice a year, please see info from Renholdsverket. For environmental waste, refer to the environmental point of Trondheim Municipality.

5 LABELLING OF MAILBOXES AND THE EXTERNAL PHONE SYSTEM

Mail boxes

The annual meeting in BL Blokka Mi has determined that the mailboxes of the house should be labelled in a uniform manner.

THE BOARD UNPROMPTED PROVIDES MAILBOX SIGNS FREE OF CHARGE.

External calling system

Changing the phone number on the outdoor nameplate is made by contacting: styret@blokkami.no
However, the easiest is to sign changes to the mailbox sign and phone number is to navigate here: <http://blokkami.no/informasjon/skjema-for-nye-beboere/>

It is not possible to personalise the outdoor name board.

Unaddressed advertising

If you do not want unsolicited mail, you can download free stickers for this at your local post office. The board has also printed its own «No Advertising pleas» stickers available on request to: styret@blokkami.no

6 SECURITY

It is recommended that all residents be alert when locking doors, especially in the basement and main doors. It is also advisable to make sure that if you let people into the building, these people are either living there or having an errand there. This is important in relation to the safety of the building.

The doors in the basement area, the front door on the 1st floor, the door bicycle is fitted with a locking knob and will therefore always lock automatically.

7 COMMON AREAS

Each resident is responsible for taking care of advertising and paper received in his mailbox. Please do not leave this in the common areas, but discard it in the waste container for cardboard and paper between Dyre Halses gate 10 and 12.

WASTES OR PERSONNEL BELONGINGS MUST STRICTLY NOT BE DISPOSSESSED IN THE COMMON AREAS

Residents who do not want advertising can retrieve a "no thanks to advertising" sticker on the Post office or to be handed out by the board.

The common areas are camera monitored with two cameras in the entrance area, one camera outside the building and a camera monitoring the access to the roof garden on the 3rd floor. All recordings are in accordance with regulations and laws in the area.

8 SMOKING AND BARBEQUE

Please observe that the following rules apply to smoking:

- Do not smoke in places where this may be to distress for others.
- There is a smoking ban in all public areas indoors.
- Do not smoke on balconies, as the air intakes to neighbouring homes are close by.
- Do not throw cigarettes on or outside balconies, public areas and entrance areas.

Barbecues are only allowed on the roof garden and private outdoor areas (3rd floor and other balconies) with **ELECTRIC grill.**

9 PARKING

BL Blokka Mi owns and manages 21 parking spots. 10 parking spots are located in the basement and 11 parking spots are located on the 1st floor.

Owners and residents in the building primarily reserve the parking for use. The board manages the parking. Owners and tenants enjoy a priority for rent. It is only possible to rent parking spots. The board handles all aspects concerning the rental. This entails allocation, access to the garage, contract and handling of all questions concerning maintenance, leasing and termination by all stakeholders.

According to the current bylaws, owners have preferential rights to rent a parking spot. Subsequently, local and external tenants are prioritised.

Owners who live in BL Blokka Mi enjoy first priority and lowest monthly rent. Everyone living in BL Blokka Mi can apply to rent a parking spot, however sublease is not allowed. Rental rates reflect the connection to BL Blokka Mi.

Monthly rent is per January 2019:

<i>Description</i>	<i>Cost pr. month</i>
Owners who themselves live in BL Blokka Mi and personally uses the parking	1 100,-
Tenant who lives in BL Blokka Mi and personally uses the parking	1 425,-
External people who have no formal affiliation with BL Blokka Mi	1 550,-

10 PETS

Pets are allowed in BL Blokka Mi on the explicit condition that the house rules regarding animals is strictly observed, and, importantly, that the pet is not to the inconvenience to other residents. Residents must apply to the board for permission if the number of cats or dogs is higher than two.

Residents who have domestic pets must ensure that they have full control of the animal at all times – and ensure that the pet does not annoy anyone or leave excretions in the area of BL Blokka Mi.

There is bandage in the common area. **Pets should not be present in the roof garden!**

Residents shall immediately notify to the board if bedbugs, cockroaches or similar are found in the dwelling.

11 FIRE PROTECTION

It is important that all unit holders and residents are made aware of the fire instructions (see separate fire instructions in each floor). Dwellers with rental objects are responsible for the tenant's inclusion in this instruction.

All stairs and times are escape routes in case of fire. It is therefore not allowed to place assets in the corridors. Bicycles and prams can be placed in a bicycle store or own storage room; In addition, bicycles can be linked to the bicycle racks outside the entrance.

Fire protection equipment in the building:

- BL Blokka Mi has an advanced fire alarm system that detects which detector has been triggered (so-called addressable fire alarm system)
- Both each apartment – and all common areas – are equipped with detectors. The detector is also able to provide an audio signal (alarm signal)
- The detector monitors both smoke and fire
- **NEVER trigger or touch the detector in the apartment -- never!** It is appropriate to charge owners of apartments that tamper with the detector the costs this imposes on the BL Blokka Mi. An electrician needs to be summoned to reconfigure the system. When tampering the detector, an error message will appear, making it easy to see where the error is located.

The detector will make a noise when exposed to too much smoke or heat. The sound will first be heard only in the apartment for a period of 2 minutes – before the alarm is spread throughout the house, all apartments, common areas and garages. The fire doors in the garage closes and the elevator stops running.

- In case of a false alarm – and if you are at home – you can go to the corridor **OR** fire panel in the entrance area to reset the alarm. The triggered false alarm is also reset at the fire panel in the 1st floor.
- There should be a manual fire extinguisher and fire hose available in each apartment. It is the responsibility of the owner to ensure that the appliance is checked regularly.

Fire protection equipment on each floor:

Floor	Detector	Emergency lightening	Local reset button	Manual alarm / fire hose	Note
Garage – lowermost level	2	-	-	1 manual alarm in entrance area. 30 metres fire hose	Sign emergency exit via garage port and door to building stairways
Garage – first floor	1	-	-	30 metres fire hose located akin booth	Sign emergency exit via garage port and door to building stairways
Entrance hall	1	1	Fire panel	1 manual alarm	Emergency lightening located above the entrance door.
2 nd floor		2	1	-	
3 rd floor	2	3	1	-	Sign emergency exit through rooftop garden.
4 th floor	2	2	1	-	-
5 th floor	2	2	1	-	-
6 th floor	2	2	1	-	-
7 th floor	1	-	1	-	-
8 th floor	1	-	1	-	-
Stairways	-	8	-	-	-

Shared fire protection for the entire house:

- Emergency lights between all floors in the staircase and outside the front door to each corridor
- Emergency exit with fire staircase in the 8th floor and on the roof. Equipped with fire escape to ceiling
- Emergency exits – All emergency exits are marked with exit signs:
 - Stairways
 - Door in the 3rd floor to the roof garden
 - Main door onto the street
- In the stairs, all floors are equipped with 1 emergency light
- All corridors have 1 local reset button at the front door
- In addition, there is 1 emergency light at the front door to each corridor
- Fire instructions are erected on all 9 floors by elevator
- Recording of alarm reset is recorded in each corridor and at the fire panel in the entrance area
- All corridors have signed emergency exit via staircase (3rd floor also via roof garden)
- Fire warning block is located at the main entrance 1 floor
- The fire station is located in the technical room. There is also 1 detector in this room.
- There is a fire port in both levels of the garage. The door closes by triggered alarm in the house.

THE LIFT MUST NOT BE USED IN THE EVENT OF A FIRE ALARM.

PS!

In case of fire you are not in control over, leave the building and summon the Fire Department. You can use any manual alarm's "red box" in the entrance or outside door leading into the building from the lower floor.

**EMERGENCY
FIRE**



12 HOUSE RULES

A good residential environment depends primarily on the residents' own ability to interact with fellow human beings, show mutual consideration in the various circumstances. In some contexts, however, it is necessary to have common rules, and therefore these house rules are made which everyone must adapt to.

The rules are found here:

<http://blokkami.no/wp-content/uploads/2017/08/BL-Blokkami-Husordensregler.-10.05.2016.pdf>

13 THE BOARD

The board in BL Blokkami consists as of 1 January 2019 by the following persons:

Manager and parking	Mads Hagerup-Lyngvær	styret@blokkami.no
Deputy manager and Information	Hildegunn Eikjefjord Kløvning	
Economics	Mathias Malones	
Internal housing affairs	Samra Krilic	
Internal housing affairs	Randi Kristine Skjellegrind	

The board can always be contacted by email if there are matters that you as a resident want to address and / or discuss. Please also see the contact information for the board that is posted on the notice board in the entrance hall.

14 IMPORTANT PHONE NUMBERS



Blokka mi