

# Max-Planck-Institut für Sonnensystemforschung

## Max Planck Institute for Solar System Research

### Visitor's Guide

## 1. INTRODUCTION

Welcome to the Max-Planck-Institut für Sonnensystemforschung !

This little guide should help you to become familiar with your new colleagues, with the institute, the living quarters and the German way of life.

**Please note that the primary contact person in all questions is the colleague who invited you and with whom you made the arrangements for your stay (called 'host' in the following).** He will introduce you also to his secretary which you may contact if your host is absent.

We always appreciate suggestions to improve this guide. So if you have specific details which you think should be included, please tell your host.

An internal newsletter, the 'Instituts-Informationen' (abbreviated II) is issued weekly. Although it is mainly written in German it often contains important information in English for our guests. An important source of information is also the institute's home page <http://www.linmpi.mpg.de> which you can access from any computer.

## 2. ON ARRIVAL (Bei der Ankunft)

As the department in which you will be working would like to welcome you, it is considerate, if possible, not to arrive at night or during a weekend. If this cannot be avoided, let your host know in time so that alternative arrangements can be made.

It is advisable to have the date on which you would wish to move into your apartment, confirmed by the Institute to avoid misunderstandings upon your arrival. It is equally important to find out beforehand with whom the key to your apartment will be left - especially should you plan to arrive after hours! Try and make personal contact with this person before your arrival.

You also need to bear in mind that shops in the immediate Lindau region normally close for the weekend at 12:00 or at best at 14:00 on Saturdays. Weekdays few shops are open after 18:00 - the Pennymarkt in Lindau and the Rewe in Katlenburg are open till 20:00. Shops in Lindau often close for the day at 13:00 on Wednesdays. Should you therefore plan to arrive when the shops are closed, you need to make the necessary provision where food, etc. is concerned, i.e. if needs be ask someone to do some basic shopping for you which you can pay for after your arrival.

After arrival your host will take you to Frau Fahlbusch (office A<sub>1</sub>25; telephone 426). She is very experienced in helping our visitors to get started. Items to take care of are:

- Preparing a checklist
- Organise medical aid
- Opening a bank account

- Getting a security card for the institute's main entrance
- Getting the keys for your apartment
- Register at the local authorities (Gemeinde Katlenburg-Lindau)
- Register at the Alien's Registration Office (Ausländerbehörde)
- Getting some money in advance, if necessary

Please have your passport ready for these activities.

Your host is also responsible to reserve an office space for you. He will show it to you on arrival. He will also take you to the computer center to open the necessary accounts on the different computers/workstations in our network. Your host may also introduce you to the directors and the other colleagues.

All details concerning your scientific work will also be arranged with your host. These also include publications and business trips (e.g. to conferences).

For the scientific projects of the institute please look into the institute's WWW-pages.

## **2.1 Leaving (Abfahrt)**

Before your departure please take care of the checklist, which is attached to your leasing contract. Please have each item signed off and return the list to the Institute's Administration Offices two working days before your due departure date. At your arrival you will have paid a deposit for the final cleaning of your apartment.

## **3. THE INSTITUTE BUILDING COMPLEX (Die Institutsgebäude)**

The Institute complex consists of four major buildings which are connected by corridors.

### **3.1 Building A**

#### *Main Entrance*

The door is open between 06:00 and 18:00 on weekdays. After hours and weekend access is possible only when in possession of a security card.

#### *Switchboard and Reception*

The reception staff members are Frau Heitkamp (8:00 - 12:30) and Frau I. Reuter (12:25 - 16:25) telephone 91 and their hours are from 08:00 till 16:25. The Institute's general fax machine is housed beside the receptionists' cubicle in front of the stationary room.

When sending a private fax, dial 8 + your security pin number for an outside line. For a business fax, dial 0 for an outside line.

Ask the receptionist if you need help with regards to stationary. Only some of the more commonly used items are housed in the reception area, others in the goods receiving area and still others, more specialised items such as transparencies, with designated people. The receptionists will in any case be able to point you in the right direction.

The garderobe and public toilets are situated to the right of the reception on the way to the canteen area.

### *Administration Offices*

- The administrative manager is Herr Poprawa (office A<sub>0</sub>4; telephone 287/288)
- The deputy administrative manager and chief accountant is Frau Macke (office A<sub>0</sub>4c; telephone 285).
- Herr Bethe and Frau Komossa (office A<sub>0</sub>4a; telephone 223/286) are responsible for among other things the receiving of payments, the accounting of business travel, the administration regarding accommodation within the Wohngemeinschaft.
- Frau Neu and Frau Deisel (office A<sub>0</sub>4; telephone 288) are responsible for the personnel office.
- Frau Schreiber (office A<sub>0</sub>3; telephone 272) is the Institute's internal travel agent.
- Frau Heinemeier (telephone 203) and Frau Werner (telephone 284), both in office A<sub>0</sub>1 form the accountancy department

### *Lift (Aufzug)*

Opposite the administration offices is a lift. It should for obvious reasons not be used during any type of emergency situation.

### *Auditorium and Seminar Room*

Guest talks are from time to time organised to take place here as well as the regular T-Seminare. Notices of any events appear on the Schwarzes Brett and in the Institute weekly info sheet, the II.

### *Schwarzes Brett*

General news, news about guests, colloquia and other activities are announced here.

### *Library*

The library staff members are Frau Kraeter and Frau Meusel, telephone 402.

Current journals and magazines are kept in the main room. These are unbound and may be viewed and copied in the library but may not be removed. Older, bound copies of journals and magazines are kept in either the main room of the library or in the cellar. These may be borrowed by filling in your name, office number and the date on the large index card found in the volume of magazines or journals and placing it where the volume was.

Reference books are catalogued and housed in the room adjacent to the main library room. Each book has an index card in the inside cover. If you want to borrow a book, you again fill in your name, office number and date and place the card in the box set aside for this purpose.

You may ask the librarians for a list of what is available, ask them to search for something specific and even apply for a specific book or journal, etc. to be purchased. A computer assisted bibliography programme is available and accessible to all employees.

The borrowing time of library material is not limited in any way but consideration is definitely the key word. If you are no longer using a book, magazine or journal, you should return it at your earliest convenience. To return library material, you simply place the item on the shelf next to the photocopier and the librarians will file it.

**MAKE SURE THAT YOU HAVE RETURNED ALL THE BOOKS, MAGAZINES AND JOURNALS YOU HAVE BORROWED FROM THE LIBRARY BEFORE YOU LEAVE.**

### *The Lobby*

This is embellished with a picture gallery and some displayed hardware illustrating the Institute's work.

### *Photocopy Machine*

Next to the machine lies a folder with lists which should be filled in each and every time you make use of the photocopier for personal uses.

## **3.2 Building K - Canteen**

### *Canteen*

The chef cook is Herr Kohlrantz (telephone 474). Breakfast, sandwiches and rolls are obtainable from 9:30 - 10:00 and lunches from 12:00 - 13:00.

The daily Lunch of the Day Stammgericht menu appears on the notice board next to the so called Schwarzes Brett at the entrance to the Institute. Tickets for these meals are available at the reception before 10:00. The meals can be collected in the canteen from 12:00 onwards and you pay when you collect. The cost is around €2,50 to €2,70.

A fresh salad bar offering three sizes of salads (cost ranges between €1,10 and €2,10) is available as well as soup (Suppe), sausages (Bratwurst), occasionally meatballs (Bouletten), yoghurts, salads and drinks and desert. The drinks, coffee and sweet vending machines situated at the canteen are operational at all times.

It is important to note that you will be required to pay for all meals you have ordered, whether you have actually collected them or not.

### *Vending Machines*

Sweets, cold drinks, beer, coffee, rolls, yoghurt, confectionary. Machines are automatic. If you experience a problem, contact the canteen.

### *General Notice Board*

Employees are able to place notices of general interest here. These might include forthcoming attractions of a club they belong to, notice of a car they might want to sell, request for accommodation, etc., etc.

### *Sauna*

The booking list and key is kept in the cupboard next to the public toilets. The sauna itself is situated underneath the canteen area and can be reached by means of the stair case leading down from the reading room.

### *Reading Room*

A number of newspapers, German and English, as well as some news magazines are laid out here for the convenience of the employees. They are not to be removed from the reading area and should be kept in order.

### *Conference Room*

Used for small conferences and discussion groups.

### *Bar*

Only used on special occasions.

## **3.3 Building S - Laboratories, Design & Computer**

Reached from the main lobby by turning left from the main entrance and turning left again through a small corridor. One of the photocopiers is housed here. The same procedure as outlined above needs to be followed when making personal copies. The Drawing Office is headed by Herr Chares (office S<sub>0</sub>10; telephone 319); the computer section and the laboratory by Dr. Pardowitz (office S<sub>0</sub>19; telephone 301/302). A computer operator is available weekdays till 17h and the facilities are accessible to all. If you experience a PC-problem

during the day, you can use the bleeper number 94330 + your extension and someone will return your call. The computer department has also instituted special pages within the institute's WWW-pages.

### **3.4 Building W - Workshops**

This is where the workshop section (headed by Herr Thiel, office W<sub>06</sub>; telephone 381/245) is housed along with the galvanic facility, the precision tool makers shop, the locksmith shop, the general service office and the telephone service office which is headed by Herr Hilz (office W<sub>09</sub>; telephone 200).

### **3.5 Building L - Laboratories (Elec. & Chem.)**

This is the main laboratory building.

Beware of clean room and testing sections. Rather always ask permission to enter.

### **3.6 Building R - Apprentices**

Situated 100m north, this is the working place of the apprentices under supervision of Herr Güll (telephone 202).

### **3.7 Building F - Garage**

This houses the institute car fleet and has the required maintenance facilities for its upkeep.

### **3.8 Facilities**

It is important to note that the Institute has no Apple McIntosh computer facilities. Most other computer types can be accommodated though.

The Institute's facilities further include:

- Heavy Ion Accelerator (up to 400keV)
- Plasma Chamber (protons up to 20 keV)
- Vibrations Test Facility (only sinusoidal)
- Thermal Vacuum Chambers
- Thermal Chambers
- Clean Rooms (one of the best facilities of its kind in Europe)

### **3.9 Heads of the Various Facilities (Abteilungsleiter)**

Technical Manager: Dr. Pardowitz (telephone 301/302)

Computing Center and Programmers: Dr. Pardowitz (telephone 301/302)

Electronic Laboratory: Dr. Pardowitz (telephone 301/302)

Workshop, Buildings and Grounds: Herr Thiel (telephone 381),  
Herr Heise (telephone 492)

Drawing Bureau: Herr Chares (telephone 319)

Administration and General Services: Herr Poprawa (telephone 287/288)

## **4. BUREAUCRATIC DETAILS**

### **4.1 Your Contract (Vertrag)**

You will sign your work contract at your arrival with Herr Poprawa and/or your host. Any points which are unclear can be discussed at this time. The conditions of your stay should be negotiated before your arrival with your host.

The contract is seen to be binding on both sides for the length of time stated therein. There is often an extension clause included in the document stating that your contract could be extended for a further year for a maximum of "x" years. Towards the end of your initial contract period you will be notified as to whether your contract will be renewed or not. You are, of course, free to broach the matter with your host and/or the administrative manager.

If your contract is not to be extended, you will be expected to vacate your apartment/flat in the Wohngemeinschaft as soon as possible after the conclusion of your contractual period unless other arrangements have been made.

It is important to realise that your residence and work permits are generally linked to your contract begin valid. Once your contractual period is at an end, these permits automatically become invalid.

If you are unsure about any of the details regarding your contract, speak to either your host or Herr Poprawa.

### **4.2 Your Work Permit (Arbeitserlaubnis)**

Non-Germans are not allowed to work in Germany without a valid work permit having been issued. The Institute will complete the applications on your behalf. The Institute generally organises most of the bureaucratic paper work regarding the stay of the guests automatically but the onus still always remains on the shoulders of the guests to ensure that permits are renewed in time, etc.

### **4.3 Acknowledgment (Anerkennung) of Your Qualifications**

The Max Planck Society acknowledges degrees obtained at foreign universities. Outside organisations including universities might require you to have your qualifications converted to German equivalents. This tends to be time consuming and at times difficult as it has to be done through the Ministry of Science and Research (Wissenschaft und Forschung) of Niedersachsen. Your application will involve a high volume of paper work and proof of your whole educational history; it is also costly. (Consequently the tip regarding bringing original or verified copies of documents along.)

## **5. WORKING CONDITIONS AND PREREQUISITES**

### **5.1 Hours**

The official working week in the Institute prescribes 38.5 hours. The Institute follows a flexi-time policy which means that employees can decide which hours are most convenient to their individual circumstances although they are expected to be present during the peak hours between 09:00 and 15:00.

Certain members of staff are required to keep a record of their hours. Guests and scientific staff members are exempted and consequently a trust situation exists which should under no circumstances be abused. Overtime facilities do not exist for scientists and no overtime claims can be made.

If you need to take time off for whatever reason, you need to ask the permission of your host beforehand and make sure that your secretary knows you will be absent.

## **5.2 Holidays (Feiertage)**

All general public holidays for Germany as listed in any official calendar, are adhered to by the Institute. These do not always include the catholic holidays which are adhered to in Lindau but not elsewhere in the immediate vicinity. For a list of the general holidays ask your secretary. Additional holidays for Institute employees are the Tuesdays after Easter and Whit Monday and the Fridays after Corpus Christi and Ascension Day. These days are not regarded as holidays elsewhere.

With regards to access to the Institute, after hours rules apply.

## **5.3 Leave Regulations**

In Germany a saying has it that there are only three reasons for not being at work. These are being on a business trip, being ill and being on leave.

If you are ill, notify your secretary that you will not be in the office. You are allowed to be absent for three working days without submitting a medical certificate. Thereafter you will be required to do so.

Normally employees are required to have been in the employ of the Institute for six months before they are allowed to apply for leave. This ruling is normally waived where guests and stipends are concerned. The number of annual leave days due to you will be stated in your work contract.

For any out of the ordinary arrangements, you need to speak to your host and the administrative manager. Ensure that you have notified your secretary that you will be on leave and if possible leave a contact number with either your secretary or a friend. All leave of any calendar year needs to be taken before the 1st of July of the following year, or the days are lost.

You will be handed a leave card (Urlaubskarte) with your particulars and the number of days' leave allotted to you on the front and space for you to state when you would like to take leave, on the back. Your choice(s) need to be signed and approved by your superior or host and submitted to the administration well in advance.

## **5.4 Betriebsausflug**

The Institute has a tradition of an annual work excursion (Betriebsausflug) which is widely publicised in the Institute's newsletter, on posters in the foyer, etc. The day is regarded as a normal work day and should you decide not to participate in the excursion planned by the Institute or by your group in particular, you will be expected to either work in your office or take a day's leave.

Guests are, however, strongly urged to participate in these events as it provides them with the opportunity to get to know their colleagues better and follows the principle that the Institute does not invite international guests to merely work with them but also to get to know them socially.

## **5.5 Security Card (Sicherheitskarte)**

Your secretary will help you to apply for a security card if your work would require you to be in your office after hours on weekdays and/or during the weekends. Normally you will be given a card for the front door only unless your work requires you to have access to any of the other entrances as well. Each card is linked to an individual Personal Identification Number (PIN) and is intended for the personal use of employees only.

To gain access with the card, type your security PIN number into the electronic reader situated to the right of the front door to the Institute; place your card in the gap of the reader; remove your card; and, when you hear a light click sound, push open the front door. You are for obvious reasons required to pull the door closed behind you.

If you should either have forgotten your number or have lost your card, contact Frau Hartung, W<sub>0</sub>6a, telephone 245 as soon as possible. If you need to have access to the Institute in the

meantime, you may ring for the watchman. (The bell is situated to the right of the electronic card reader.)

## **5.6 Office Space**

According to the Institute Regulations of 1988, the following points apply:

- Employees are to accept responsibility for the proper care of all Institute equipment and office space allocated to them and to report defects and damage immediately to either the administration or the caretaker
- Work in laboratories and workshops after hours are allowed only with the express permission of the responsible departmental head(s)
- Employees are not allowed to complete private jobs on the Institute premises
- Institute equipment, instruments and tools are not allowed to be used for private uses without the express permission of the responsible person(s)
- Dangerous work after hours is only permissible with the permission of the responsible departmental head(s) and with the proper attention to accident prevention regulations

Office space as such is generally at a premium and the chances are excellent that you will be required to share an office with a colleague.

## **5.7 Utilisation of Facilities**

If you are unsure as to whether a facility is accessible to you or not, it is at all times safer to ask. It again goes without saying that all facilities should be used with care and responsibility.

## **5.8 Office Equipment**

All reasonable requests regarding utensils can be directed to your host and/or secretary. Your secretary will be able to help you with stationary. For larger or out of the ordinary requests, you may be asked to motivate your need.

# **6. ACCOMODATION**

## **6.1 Organisation of the living quarters**

As the apartment blocks used to be office blocks, there is no real pattern to the individual units.

### **The Weißes Haus**

The club communal rooms, toilets and bicycle repair rooms are housed in the cellar along with the laundry room and communal freezer for the Weißes Haus. Some of the other rooms can be hired. (Contact Herr Bethe, A<sub>0</sub>4c, telephone 223/272 w.r.t. availability.) Outside the club room there is an internal phone (extension 216).

Living units W0.1, W0.2 and W0.3 are situated on the ground floor; units W1.1, W1.2 and W1.3 on the first floor and units W2.1, W2.2, W2.3, W2.4 and W2.5 along with the communal kitchen and communal freezer for the apartments on this floor are situated on the second floor.

### **The Giebelhaus**

Besides the laundry room and the communal freezer for the Giebelhaus which are situated in the cellar, there are some rooms which can be hired. (Contact Herr Bethe, A<sub>0</sub>4c, telephone 223/272 w.r.t. availability.)

Living units G0.1, G0.2 and G0.3 are situated on the ground floor; units G1.1, G1.2 and G1.3 on the first floor and units G2.1, G2.2, G2.3, G2.4 and G2.5 are situated on the second floor. On the second floor there is an internal telephone (extension 225).



## **The Axford Haus (Wohnhaus I)**

The cellar contains a laundry room and a storage room.

On the ground floor, the apartments WH01 and WH02 are located. They share a communal kitchen and have the use of the top compartment in the Giebelhaus communal freezer.

Unit WHI-1 is situated on the first floor and unit WHI-2 on the second.

## **Kantine Süd**

This unit is situated underneath the canteen and next door to the caretaker.

Appendix A contains a table stating the size of the rooms and the number of beds of the respective apartments/flats.

## **6.2 Rent**

The rent charged is based on size per m<sup>2</sup> and the number of tenants. A distinction is consequently made in the classification of the various living units. The units W0.1, W0.2, W0.3, W1.1, W1.2, W1.3, G0.1, G0.2, G1.2 and WH 1 are classed as flats (Wohnungen) and the remaining units (W2.1 - W2.5, G0.3, G1.1, G1.3, G2.1 - G2.6, WH01, WH02 and WH2) are classed as apartments. The Kantine Süd apartment is generally classed separately. The rent per m<sup>2</sup> is approximately €3,36 for flats, €3,62 for apartments and €2,99 for Kantine Süd.

Your rent payment will include services such as the hiring and licensing fee for your television set, and where applicable the fee for the cleaning of your apartment and the hire of a garage and/or cellar room. The amount will be fixed at the beginning of your stay and you will receive a written account including all relevant details at the end of your first month at the Institute. Thereafter you are expected to pay the same amount monthly without any further written reminders. Should any of the charges change for whatever reason, a new, updated account will be delivered to you in your office.

Other services such as your telephone and where applicable use of the sauna and private faxes and photocopying, will be charged for separately and you will receive regular written accounts for the amounts due. It is important to note that the accounts for the use of the sauna, private faxes and photocopying are normally issued every three months. You are therefore required to ensure that ALL your accounts have been paid before the end of your stay at the Institute. For shorter periods of occupation (i.e. less than a full calendar month), the amount of rent due is normally calculated on a different scale. Discuss the matter with your host or designated secretary to find out the specifics.

All accounts can be paid in one amount and either in cash to Herr Bethe, A<sub>0</sub>4c, telephone 223/272 or be transferred into the Institute Account: Deutsche Bank Göttingen; Account Number 11 54 400; BLZ 260 700 72. Accounts should be paid before the 15th of the month.

(The BLZ code referred to above refers to the branch number of the bank or the so-called Bankleitzahl.)

Should you have guests (whether one or more) staying with you in your apartment for longer than two weeks, you are expected to notify Herr Bethe, A<sub>0</sub>4c, telephone 223/272 NO LATER THAN ON THE DAY OF THE ARRIVAL OF THE GUEST(S) as many of the overhead costs are calculated per person living in a unit.

The checklist of contents of your living unit will be handed to you when you visit Herr Deisel, Kantine Süd, bleeper number 94120 + (your extension number) and should be completed within 48 hours of your arrival. It lists the items which should be present in your apartment/flat. Should one or more of these items not be present or not in good working order/condition, it is imperative that you state this on the checklist as you are accepting responsibility for the proper maintenance of your apartment/flat. Damages will be charged for

towards the end of your stay. Should you have any questions, contact Herr Deisel or one of your neighbours for advice. Once completed, hand the checklist to Herr Deisel. He will give you a copy which you should file here for future reference.

### **6.3 General Rules**

#### *Storage of Bicycles (Fahrrad abstellen)*

BICYCLES ARE NOT ALLOWED IN THE HALLWAYS AND ENTRANCES TO THE APARTMENT BLOCKS AS THEY MAY CAUSE A SECURITY HAZARD IN THE EVENT OF EMERGENCY SITUATIONS SUCH AS FIRE. THE INSTITUTE PERSONNEL HAS THE RIGHT TO REMOVE SUCH BICYCLES WITHOUT FURTHER NOTICE.

There is an open bicycle shed in front of the Weißes Haus; they can be stored in the cellars of the apartment blocks (care should be taken that the cellar walls are not damaged or dirtied) or they can be stored in the garage attached to Axford Haus (care should be taken that the door is kept closed). For your own protection, bicycles should always be kept locked, ideally fixed to a pole etc., as it has happened on a number of occasions that bicycles have been stolen from the premises.

Prams and other such items should for the same reasons also not be stored in the hallways and corridors. If you are unable to keep these items in your apartment, store them in the communal storage areas in the cellars.

#### *Care of your Apartment*

Each tenant accepts responsibility for the proper care and upkeep of his/her apartment. You should ensure that the wall, bathroom (and kitchen where applicable), floor/carpet and furniture surfaces are kept clean and unblemished. Your apartment should be aired (fresh air let in) at least once a day - even in winter - to avoid a stuffy smell in the apartment.

Pieces of food should not be rinsed down the wash basins or toilets. Should it seem as if a drain in your apartment is blocked and you cannot solve the problem yourself, call for help as soon as possible to facilitate easy repair.

German style bowl toilets, pedestal hand basins (have in exceptional cases been confused with a pissoir, but please don't), baths and/or cubicle showers are installed in the bathrooms. As it is appreciated that different styles of bathroom furnishings are used all over the world, it is again up to you to ensure that you ask someone should you be unsure as to the purpose of an item.

#### *Communal Areas (Gemeinschaftsfläche)*

Keep these clean and tidy at all times. It is up to each tenant who makes use of these areas to maintain them. Should something need attention and you cannot solve the problem yourself, report it to the appropriate person.

#### *The Garden (Garten)*

The gardens are cared for by the team of Institute gardeners. As the area of lawns which they have to tend is extremely large, it helps them if tenants refrain from leaving especially metal objects lying on the grass as these can damage the mowers.

#### *Garden Furniture (Gartenmöbel)*

The Institute erected a matching table with two benches in the garden between Giebel and Weißes Haus. Common sense where the proper use of these is concerned should go without saying.

A sandpit is situated next to the garden furniture. For obvious reasons no sharp objects should be left in or close to the pit and the sand should be kept as clean as possible.

Large garden tables and matching long garden benches are housed in the cellar of the Weißes Haus and can be used outside by the tenants during the warmer months. The care of these pieces of furniture is the responsibility of the tenants. They should under no circumstances be left outside after use, especially in the rain.

A communal grill unit is housed in the cellar of the Weißes Haus. This should be replaced in the cellar and cleaned thoroughly after each use.

#### *Home Improvements in Your Apartment (Eigenes Einrichten)*

All improvements and/or changes to the living units and communal areas should first be discussed with and approved by the Institute Maintenance Department.

#### *Keys (Schlüssel)*

ENQUIRIES : HERR BETHE, A<sub>0</sub>4c, TELEPHONE 223/272

The keys used for the apartments and flats are of a special security type and cost €15 each. Where more than one person live in an apartment, two keys can be obtained. If you should lose your key(s), you will be charged replacement costs. All keys must be returned at your departure. If you should depart after hours, ask a colleague or a neighbour whether you can hand your keys to them to return on your behalf. If this is the case, you will be expected to advise Herr Bethe, A<sub>0</sub>4c, telephone 223/272 accordingly.

#### *Noise (Lärm)*

After 22:00 noise should be kept to a minimum and consideration is the key word in all other instances.

#### *Parking (Parken)*

The loading bays in front of the Weißes Haus and Giebelhaus are intended for loading and emergency purposes only and vehicles should be removed as soon as possible. Tenants have free access to the demarcated parking bays between Axford Haus and Giebelhaus and in front of the Weißes Haus. These parking bays are, however, not booked and tenants share these with the employees of the firms occupying the office blocks. It is not allowed to park vehicles which have been deregistered in these areas nor for people who do not live in the Wohngemeinschaft to park their vehicles there for longer periods of time without permission. There are six lock-up garages available for hire at €20 per month. Should you be interested in placing your name on the waiting list, contact Herr Bethe, A<sub>0</sub>4c, telephone 223/272.

#### *Plants (Pflanzen)*

There is no ruling against the placing of plants in the communal areas - or within your apartment, for that matter - but whoever does so, has to accept full responsibility for their upkeep and should clean the area if the plants drop leaves, etc. Plants will not be allowed in areas where they restrict traffic, especially where this could cause a security risk, and where they could be overturned by playing children. Should you go away for a longer period, ask one of your neighbours to look after your plants. It goes without saying that you should make arrangements for your plants when you move out of the community and cannot take them with you. **DO NOT SIMPLY LEAVE THEM BEHIND FOR SOMEONE ELSE TO TAKE CARE OF WITHOUT ASKING.**

#### *Wild Animals (Wilde Tiere)*

The Wohngemeinschaft lies surrounded by forests and farm fields. It is, therefore, only to be expected that some of the animals and creatures - such as hedgehogs, toads and field mice -

might from time to time stray into the Wohngemeinschaft living area. There are no dangerous animals in our area.

#### *Complaints (Beschwerden), Requests (Bitten), Questions (Fragen)*

If you are unsure as to how to go about directing your complaint, ask your host for help. It is often a good idea to hand in your complaint in writing.

Requests could include any number of possibilities such as an oven-proof baking form, an extra chair in the apartment, a reading lamp, etc. Most requests pertaining to the contents of the living units, would be directed to Herr Deisel. For others, you need to refer to your checklist to find the most likely person to speak to or ask your designated secretary or your neighbours. Tenants have in the past found that the Institute personnel have been more than forthcoming when approached with reasonable requests but it should still be noted that all requests cannot be fulfilled, and often not immediately.

Always refer back to the checklist you completed on your arrival to find the appropriate person to ask. If you are still unsure, ask one of your neighbours or your host.

### **6.4 Further Facilities**

#### *Electricity, Water and Heating*

ENQUIRIES: HERR HEISE, BLEEPER NUMBER 94210 + (YOUR EXTENSION NUMBER)

#### *Electricity (Elektrizität)*

220 Volt alternate current is used. Wall plugs are compatible with most European systems. Your electricity consumption is read off regularly and your account will be included in your monthly rental account.

#### *Water (Wasser)*

Tap water in whole Germany is very carefully supervised and it is therefore very safe for drinking. The local drinking water is high in calcium content and appliances such as kettles, coffee machines and irons as well as bathroom and kitchen surfaces and taps, shower heads etc. will have to be decalcified from time to time. There are several products (Entkalkungsmittel) readily available in general supermarket stores for this purpose, normally housed amongst the household cleaning products.

Hot water to the various units are supplied by communal water heaters (geysers) housed in the cellars. The availability of warm water will, therefore, always depend on how many people have made use of it at any given time.

A flat fee is charged for water consumption dependent on the number of persons staying within the apartment.

Once a year, the Institute conducts a settlement of the accounts and those tenants who stay longer than a year will either receive a refund or be required to pay in the difference still due. Guests who stay less than a year, pay the flat fee only.

The payment for your water used, is included in your monthly rental payment.

#### *Heating (Heizung)*

Heating for the entire Institute complex is switched on and off centrally but most units can be regulated individually by turning the control knob to the desired setting (1 = lowest setting and 5 = highest setting).

A flat fee is charged for the heating as well and is calculated per m<sup>2</sup>. The payment for the amount of heating used, is included in your monthly rental payment.

### ***Freezer (Tiefkühlschrank)***

Each living unit, except the Kantine Süd apartment, has an allocated space within the communal freezers situated in the cellars of the Weißes Haus and Giebelhaus. The Kantine Süd unit has been fitted with its own freezer unit. A diagram on each freezer shows the allocation of the drawers. The care of the freezers (including the defrosting thereof) is the responsibility of the tenants who make use of the facility. The doors should for obvious reasons not be left open for longer than absolutely necessary. Hot and luke warm foodstuffs should at all times first be allowed to cool to room temperature before being placed in the freezer. If you spill or mess something, clean it up immediately.

Don't throw ANY foodstuffs in the waste paper basket placed next to the drier and washing machine in the Weißes Haus, as it is not cleared that regularly.

#### *Some Tips for Tenants who have not Used a Freezer Before*

- Freeze foods in portions which can be consumed in one sitting as you cannot re-freeze something in the same state once it has been thawed (it is a health hazard to do so) and it is extremely difficult portioning food once it has been frozen
- Use sturdy freezer bags or containers, especially for liquids or foods with sauces, to prevent any spillage (Should any spillage occur, clean immediately)
- Ask your neighbours for directions on the preparation of foods to be frozen
- Most grocery shops offer a selection of pre-frozen foods which can be stored in the freezer in their packaging
- Take into consideration the maximum time food can be stored in the freezer. If you are unsure about this, ask your neighbours

### ***Laundry (Wäsche)***

The Institute has a central laundry facility housed within the Institute complex as well as communal washing machines and driers situated in the cellars of the respective apartment blocks. If you live in an apartment or have made arrangements for your flat to be cleaned, your linen, towels, etc. will be laundered for you by the Institute laundry staff in the central facility or where applicable be cleaned and ironed professionally elsewhere.

If your flat is not cleaned, you are responsible for the maintenance of your linen etc. All other (personal) laundry is the responsibility of the tenants and can be done in the communal laundry rooms.

The cleaning of the laundry rooms is the responsibility of the tenants and work parties might have to be organised by the tenants from time to time to give it an once-over. It is important to accept responsibility and clean out the waste paper baskets in the laundry rooms as soon as they are full.

### ***Reporting Defects***

Should you notice any defects in the running of the appliances, call Herr Deisel, Kantine Süd, bleeper number 94120 + (your extension number) as soon as possible. Ask one of your neighbours to help you if necessary. **DO NOT SIMPLY IGNORE THE FAULT.** Use your common sense and do whatever you can to alleviate the problem until Herr Deisel can see to it.

### ***Wash (Waschen)***

There are detailed directions on how to use the washing machines (Waschmaschine) fixed to the wall above the machines and are enclosed in your checklist package. Should these not be clear to you, ask a neighbour for help.

Some tips on using the machines :

- Items which might not be colourfast, should be washed separately at a low temperature (no higher than 40°)

- Pure wool items should rather be washed by hand or by choosing the programmes for delicate/wool items
- Fine items such as those with delicate elastic or lace, should be washed at low temperatures - preferably choosing the programmes designed for delicate wear - or washed by hand
- Remove all coins and other loose items from the pockets as well as tissues and pieces of paper as these could damage and/or clog the machines
- Never wash heavy items such as down articles in the machines as the weight damages the suspension and bearings
- Decide on your desired setting BEFORE you switch on the machine
- The loading door of the machine cannot be opened once the programme has been started and should never be forced
- The loading door remains locked for a short time after the completion of the programme and releases with a click sound
- The machines are automatic and will wash, rinse and spin dry all as part of a single programme, unless exceptional programmes (mainly those designed for delicate wear) have been chosen
- When you remove your washing, make sure you remove everything
- Should you find a previous user has not removed all his/her washing, place the remaining items in clear sight on one of the work surfaces or in the basket which had been left in front of the machine
- The machines are at all times used on a first come first served basis. Should you not be able to collect your washing at the end of the cycle, leave a laundry basket (or other suitable receptacle) in front of the machine so that your washing can be removed easily by the next user
- Should you not be able to wait until the end of a cycle to insert your washing yourself, leave your washing in a laundry basket or suitable receptacle with your washing powder and softener (if applicable) with written instructions as to your required programme and temperature and the current user will insert your washing on your behalf when removing his/her washing
- **DO NOT ADVANCE THE PROGRAMME TO WHICH THE MACHINE HAS BEEN SET, REGARDLESS OF HOW MUCH IN A HURRY YOU MIGHT BE :** besides possibly damaging the machines, it is hardly considerate to your fellow tenants should their washing still be in the machine! The same obviously applies to changing temperature and programme settings
- Every user of the machine is responsible for the care of the appliance. This involves the regular cleaning of the draining pump and the cleaning of the washing powder receptacle as well as the continual cleaning of the machine surfaces
- Try and remove your washing as soon as possible from the laundries as space is at a premium

### *Dry (Trocknen)*

There are detailed directions on how to use the driers (Trockners) fixed to the wall above the driers and are enclosed in your checklist package. Should these not be clear to you, ask a neighbour for help.

Some tips on using the driers:

- Very fine items, items with delicate elastic or lace and wool items should not be dried in the driers or only with one of the delicate wear programme cycles
- When you remove your washing, make sure you remove everything

- Should you find a previous user has not removed all his/her washing, place the remaining items in clear sight on one of the work surfaces or in the basket which had been left in front of the machine - preferably folded up to prevent the clothes creasing
- The driers are at all times used on a first come first served basis. Should you not be able to collect your washing at the end of the cycle, leave a laundry basket or other suitable receptacle in front of the drier so that your washing can be removed easily by the next user
- Should you not be able to wait until the end of a cycle to insert your washing yourself, leave your washing in a laundry basket or other suitable receptacle and the current user will insert your washing on your behalf when removing his/her washing
- Every user of the drier is responsible for the care of the appliance. This involves the cleaning of the fibre sieve after each drying cycle as well as the continual cleaning of the drier surfaces

### *Hang (Aufhängen)*

Should you not wish to machine dry your washing, a revolving wind-drier is situated between Giebel and Weißes Haus. There are also communal washing lines in the Giebelhaus laundry room. Should you decide to make use of these, remove your washing as soon as possible after it has dried.

### *Sauna*

ENQUIRIES : HERR DEISEL, KANTINE SÜD, BLEEPER NUMBER 94120 + (YOUR EXTENSION NUMBER)

The sauna is housed below the canteen area in the Institute complex and tenants and employees of the Institute are able to make use of this facility at €1,50 (for non-employees €2,50) per person per visit. To book a time, enter your name in the sauna reservation book kept in the cupboard near the public toilets on the way to the canteen in the Institute complex. The key to the sauna can also be collected from - and returned to - this point. An account will be delivered to your office for your use of the sauna and can be paid along with all your other payments to the Institute.

The sauna can comfortably seat five people and offers a hot room, a cold room with deep bath (no longer in use) and shower, a rest room with benches and table, wall plugs for hair driers (a fixed hair drier is also available) and a toilet. The sauna should be switched on to the required temperature some 60 minutes beforehand. Should you be unsure as to how to do this, ask a neighbour to help you.

### *Storage Space (Lagerplatz)*

ENQUIRIES : HERR DEISEL, KANTINE SÜD, BLEEPER NUMBER 94120 + (YOUR EXTENSION NUMBER)

The communal cellars of the apartment blocks offer free storage space for items such as seasonal tyres, packing cases, bicycles, etc. All items should be marked clearly with the owner's name, living unit and extension numbers to prevent any misunderstandings. Items should never be left in such a way as to cause a nuisance or a hazard and should be kept in order.

### *Telephone (Telefon)*

All units have access to individual telephones each with its own extension number. Lists with an update of all the Institute extension numbers are distributed from time to time to the various offices. You should have received a current copy in your checklist package. As this guide is included in the World Wide Web system and the internal list is updated as part of the guide, you can also double-check accuracy yourself.

Refer to the table below for directions on how to make full use of all the telephone functions available to you. Local area telephone directories are available from Frau Heitkamp, reception, telephone 91 (mornings only) and larger area directories can be bought at any post office. Some directories of the larger centres in Germany can be borrowed from the reception - BUT ARE NOT TO BE REMOVED.

The communal telephone on the second floor of the Giebel Haus and in the cellar of the Giebel- and Weißes Haus can only be used to dial internal numbers and to receive calls.

All calls are individually noted on the account which you will receive monthly. The living unit extensions are linked to the main Institute exchange and consequently calls to other Institute extensions (including to all Wohngemeinschaft extensions) are free of charge. For the same reason, you would have to dial a prefix before dialing a non-Institute number. You have a choice of dialing 0 (for business calls) and 8 (for personal calls).

Whenever you dial from your apartment, you should use the prefix 8. In other words, should you need to make a business call, you have to do it from your office.

All non-Institute calls are measured in terms of units, each costing €..... but allowing more or less time for each unit depending on the distance and time of the call. The time of the call makes a significant difference where local calls and calls within Germany and to neighbouring and/or EC countries are concerned. The peak or more expensive periods last from 08:00 to 18:00 on weekdays and the slow or less expensive periods from 18:00 to 08:00 on weekdays and all the time during weekends and public holidays.

#### *Telecommunication Facilities*

With a computer modem you are able to make use of the German Telecommunication network which will enable you to do computer banking, tele-shopping, utilise various information facilities and log into the Institute computer system. You can also speak to Dr. Pardowitz, S<sub>0</sub>19, telephone 301/302 for further advice on how to implement this.

#### *Television (Fernsehen)*

HERR DEISEL, KANTINE SÜD, BLEEPER NUMBER 94120 + (YOUR EXTENSION NUMBER)

Each apartment is supplied with its own television set. Rental of €13,27 for the monthly, compulsory licence fee are included in your monthly rent account.

The Institute installed a satellite television reception dish which services the three apartment blocks and a separate installation for the Kantine Süd unit. This means there are usually a selection of up to 14 channels available. The menu of available channels change from time to time. The most current selection is included in your checklist package

Most TVs in the flats should already be set up correctly, but there may be changes to the channel selection from time to time. Some of the Channels are in english (CNN and EUROSPORT) while there are some programs on the public TV stations (ARD, ZDF and the so-called 3rd Programme, in our case N3, normally on channels 1, 2, and 3 on your set, respectively) which can broadcast dual-sound. This means that one stereo channel carries the dubbed german soundtrack and the other the original language soundtrack. Any TV guide which you can buy at a magazine stand will indicate next to the program by symbols if the program is in black&white, stereo or dual sound.

#### *Video Recorders (Videorekorder)*

The Institute administration has bought the community a video recorder which is housed in the club room. For obvious reasons, it may under no circumstances be removed from the club room. Video evenings are from time to time arranged by the community where videos of special interest or language groupings are shown.



### *Radio (Rundfunk)*

The living units are not supplied with radios. Should you have one or decide to buy one in Germany, you are required by law to obtain a licence for every radio set - including the one you might have in your car - from the Post Office.

## **6.5 SERVICES (Dienste)**

### *Bedding and Towels (Bettwäsche und Handtücher)*

These are provided by the Institute and are - should your living unit be serviced - laundered by the Institute. Three sets of bed linen (consisting of a fitted sheet which encloses the mattress directly, a duvet cover which encloses the duvet directly and pillow cases which cover the pillows directly) are provided per bed. Blankets are readily available on request from either the cleaning ladies or Herr Deisel when not supplied. Three hand towels and one bath towel per person are supplied.

### *Cleaning (Putzen)*

ENQUIRIES : HERR DEISEL, KANTINE SÜD, BLEEPER NUMBER 94120 + (YOUR EXTENSION NUMBER)

The Institute contracts a cleaning firm to clean the communal hallways and corridors. The cleaners will also from time to time clean the other communal areas but these areas remain the responsibility of the tenants who make use of them.

If you live in an apartment, i.e. in any of the units on the second floors of the Weißes Haus and Giebel Haus; in the apartments 0.3, 1.1 or 1.3 in Giebel Haus or the attic apartment in Axford Haus, your apartment will be cleaned by the contracted firm, whether you have requested it or not. Bedding will be changed and cleaned every three weeks.

(Because of the rather erratic housekeeping habits of some single tenants in the past, the Institute has decided to have these apartments professionally cleaned, whether the current tenant would like it or not.)

As the cleaning ladies have a set, limited time at their disposal to complete the cleaning, they need to be able to enter and clean your apartment at no later than 09:00 or 09:30 depending on the building you live in. You will, therefore, have to ensure that you are awake and either ready to receive them or that you have already left your apartment by that time.

Should you live in any of the other units and wish to have your flat cleaned, contact Herr Deisel to arrange this. Contact Herr Bethe, Ao4c, telephone 223/272 for the individual cost involved.

### *Globes/ Light Bulbs (Glühbirnen)*

German light fittings are generally of the screw-on type - in fact, bayonet fittings are difficult to obtain and globes almost impossible. There is a small stock of spare screw-on globes available in the storage cupboard in the club room; otherwise also obtainable from one of the electricians housed in the Heizhaus.

The globes are free of charge but you would - for obvious reasons - be expected to fit them yourself. Should you have a problem with this, ask a neighbour to help you. The Institute does, however, prefer to have neon lightbulbs changed by one of the Institute electricians. Contact Herr Heise, bleeper number 94210 + (your extension number) if you need to have this done.

### *Delivery of Mail (Postlieferung)*

All mail directed to tenants is distributed to the offices in the Institute complex regardless of whether the postal or street address appears on the envelope. The reason for this is the rapid change-over of tenants and that the mail for past tenants can more readily be re-directed from

within the Institute complex. (Ensure that you leave a forwarding address at your departure to ease the re-directing).

When you arrive, ensure that the internal postman is aware of all addressee names which might appear on your mail. This is especially important for multi-name families.

## **6.6 Rubbish (Müll)**

### *Collection of Rubbish (Müllabholtermine)*

The local authorities publish an annual schedule of collection dates for the various types of waste. You should have received a current copy in your checklist package. Organic refuse is collected once a week; household rubbish once every two weeks; glass, paper and cardboard once a month; and recycleables when the communal container is full.

### *Sorting (Sortieren)*

Your household rubbish should be sorted into a) glass (Altglas); b) clean sheets of paper (ie. not dirtied with food, etc.) such as newspapers and magazines and cardboard (including boxes)(Altpapier); c) organic rubbish such as vegetable peels etc (Organischer Müll); d) packaging etc. which can be recycled (the so-called Grüne Punkt articles including plastics, metals and small and/or crumpled pieces of clean paper : Wiederverwertbarer Müll or, colloquocally, Gelbe Scke)and e) all other bits and pieces (Sonstiger Haushaltsmüll).

### *Storage (Lagerung)*

To facilitate the division of the various kinds of rubbish, separate storage points and containers have been organised and tenants are requested to follow the instructions below meticulously.

#### **Glass (Altglas)**

Each apartment is supplied with a container (a grey plastic basket) for the purpose of storing glass. These containers should be kept within the living units until the official collection date. On the due collection dates, the containers with glass can be placed next to the large grey flip-top refuse containers. (Please remove these containers again once they have been emptied!)

If you leave the Wohngemeinschaft before the next collection date, arrange with one of your neighbours to put your glass refuse out along with theirs. **DO NOT SIMPLY LEAVE YOUR GLASS ARTICLES STANDING SOMEWHERE IN THE HOPE THAT SOMEONE WILL DISPOSE OF THEM FOR YOU.** The same applies should you be away on holiday or a business trip.

No glass should be included with the recycleables as the recycleables are collected in plastic bags and glass shards could cut the hands of the refuse collectors. Seeing as glass is only collected once a month, the items should be at least rinsed out before being placed in the grey basket to prevent unsavoury smells.

#### **Paper and Cardboard (Altpapier)**

All paper and cardboard should be stored in the living units or in the cellars until the official collection date when they can be placed next to the grey flip-top refuse containers. Tenants are requested not to leave these items outside before these dates as they could be blown away by the wind or be damaged by rain or snow. For the same reason, paper sheets such as newspapers should be weighted down when put out for collection.

#### **Organic Rubbish (Organischer Müll)**

Each apartment is provided with a silver bin in which the organic refuse can be stored temporarily. Organic refuse can be deposited in the black refuse container between Giebel and Axford Haus or in the container situated at the entrance to the Gelbes Haus opposite Giebel

Haus. It is for obvious reasons advisable not to keep organic refuse in your apartment for too long.

To facilitate the easy cleaning of your silver refuse bin, you could use plastic bin liners. These are, however, not organic and when transferring your organic refuse to the black containers, you should empty the bin liners and dispose of these separately, i.e. in the grey flip-top refuse container.

**(IT DEFEATS THE WHOLE OBJECT OF COLLECTING ORGANIC REFUSE SEPARATELY, IF THE ORGANIC REFUSE IS DISPOSED OF IN A PLASTIC COVERING!)**

#### **Recycleables (Wiederverwertbarer Müll)**

Each kitchen is provided with a holder for the yellow bags (Gelbe Säcke) provided by the local municipality for the storage and disposal of recycleable rubbish. Tenants are requested to never place glass in these bags as the shards may cut the hands of the refuse collectors.

The bags are available free of charge from the local authority (Gemeindeverwaltung), Room 10, Bahnhofstraße, Katlenburg. There is also a small stock in the club room which has to be replenished by a member of the community and they are also available on request from the refuse collection truck drivers.

(It is important to note that these bags should not be used for any purpose other than the disposal of recyclable refuse, i.e. don't use these bags to collect your normal household refuse. The municipality can refuse to empty ordinary household refuse bins if they contain yellow bags.)

The bags should be placed in the large orange container situated in the parking area in front of the Weißes Haus. They should not be placed anywhere else. As these bags are collected only once the container is full, tenants are required to rinse all tins, plastic containers, etc. before placing them in the bags to prevent unpleasant smells.

#### **Other Household Rubbish (Sonstiger Haushaltsmüll)**

Each kitchen is provided with a bin for this purpose. Because of new legislation, each household is allowed only 20 liter of rubbish (excluding the abovementioned types of refuse) per week. It is imperative to keep the volume down as excesses will be charged for. It is advisable to make use of bin liners (available in all supermarkets). Should something have leaked into the bin itself, clean it immediately for the sake of hygiene and to prevent unpleasant smells. These bins can be emptied in the grey flip-top refuse containers situated respectively between Axford and Giebel Haus and in front of the Weißes Haus. Care should be taken when emptying the bins and any spillage should be cleaned up immediately.

#### **Dangerous Waste (Giftmüll)**

Dangerous waste such as batteries which still contain a charge, broken thermometers, etc. should not be included in any of the abovementioned waste receptacles, but be disposed of separately. Batteries can be taken to the collection point at the Institute, situated on the right next to the entrance to the laboratory building opposite Room Lo12.

Care should obviously be taken in the disposal of hazardous substances and it is advisable to contact Herr Thiel, Wo6, telephone 381/245/ bleeper number 94320 + (your extension number) or Herr Heise, bleeper number 94210 + (your extension number) for help and advice if, for example, a thermometer has broken in your apartment and some of the mercury has spilled. On the refuse calendar certain dates have been set aside for the collection of hazardous substances. These substances can be brought to a collection truck which is parked on the Lindau market place on the designated dates.

### **Clothing, Toys, etc (Kleider, Spielzeug, usw.)**

There are various welfare organisations who from time to time advertise collection points for old clothes and toys. Collection of mainly clothes by commercial companies are normally advertised through leaflets.

## **6.7 SOCIAL ACTIVITIES (Gemeinsame Aktivitäten)**

### *Information and General Interest*

Shelves have been erected in front of the Club Room where various bits and pieces of information, brochures, maps of the area, timetables and anything of general interest to the community are displayed. Tenants are encouraged to add to the collection. There is also a pin-board and a light. Newspapers are placed there from time to time and tenants often place their old magazines there so that other tenants can also have the use of them. This area should be kept tidy at all times by the tenants who make use of it. Once you have finished, switch off the light.

### *Basketball*

A basketball ring has been donated to the community and is erected outside the Weißes Haus and the ball is housed within the club room. The ball should at all times be returned to the club room immediately after use and never be left outside. Tenants should be aware that the ring is placed in such a way that the playing area remains on a portion of the street and that due care should always be taken, especially where small children are concerned.

### **15.2 Club Room (Klubraum)**

The Legal Alien's Club rooms are housed in the cellar of the Weißes Haus. The keys are kept by an appointed member of the community. The rooms can be used for parties, communal festivities and/or meetings as long as the responsible parties ensure the rooms are left in good order.

### *Library (Bücherei)*

A selection of books - left to the community by previous tenants and friends of the community - is housed in the multi-purpose room and is available to all. The library operates and depends on honesty and consideration. Books should always be replaced properly and the library area should be kept tidy at all times. All further donations of books are obviously welcomed.

### *Communal Room (Gemeinschaftsraum)*

The multi-purpose room is situated adjacent to the club room and is kept deliberately as bare as possible of furnishings to facilitate as many uses as possible. The communal library is situated here. A black board has also been fixed to the wall as foreign language courses - organised by one or more tenants - have taken place here. As with all other communal facilities, the Wohngemeinschaft has to accept own responsibility for the maintenance and upkeep thereof.

### *Communal Parties (Gemeinschaftliche Feiern)*

There could be any number of grounds for a communal party. It might be someone's birthday, a long-standing resident might be leaving the Wohngemeinschaft, someone might have decided to organise a communal Easter or Christmas or whatever party or it might even simply be excellent weather and someone might have decided to organise a get-together outside.

If the party is communal - this fact will be advertised through the normal channels, usually by means of electronic mail - everyone is welcome. You would normally be told what you are expected to bring in the line of food and/or drink.

If you would like to organise a party and are unsure as to what is required, speak to your neighbours. All participants are of course expected to help clean up at the end of the party and remember - the garden furniture and grill are not to be left outside.

#### *Piano (Klavier)*

The community acquired a piano which stands in the Club Room. It goes without saying that all who make use of this facility should treat it as they would their own, i.e. lovingly!

far paid for amongst others the spot lights, piano and the music centre used in the club room.)

#### *Slide Shows (Dia-Veranstaltungen)*

Anyone can arrange to have a slide show. Are you planning a trip to some picturesque and/or interesting spot? Consider taking some slides in view of a future slide show. Or you might already have some slides available. Slide shows also provide an excellent opportunity to involve non-residents in the communal activities and some widely popular shows have been organised in the past.

#### *Table Tennis (Tischtennis)*

A table for table tennis was donated to the community and is housed in the foyer in front of the club rooms in the Weißes Haus. There are normally two bats and some balls housed within the club room which can be loaned. Contact the person(s) responsible for the club room in this regard.

#### *Toy Collection (Spielsachensammlung)*

A toy collection has been started (housed in the multi-purpose room) and children are welcome to loan toys in much the same way as the library operates. For obvious reasons, it is important to keep the toy cupboard tidy. (Parents : Please note!)

#### *Video Evenings (Video-Abende)*

Video get-togethers are organised from time to time by members of the Wohngemeinschaft. Notice of forthcoming events are normally distributed via electronic mail so make sure that your e-mail address has been included in the distribution list, or you can double-check in the MP Ae home page on the World Wide Web.

## Appendix A: Address and Phone

Max-Planck-Institut Wohngemeinschaft:

Max-Planckstraße 1 (Axford House)  
3 (Giebel House)  
5 (Weißes House)  
37191 Katlenburg-Lindau  
Germany

As all your mail will automatically be delivered to the Institute, the normal Institute address suffices, i.e.

Max-Planck-Institut für Sonnensystemforschung  
Max-Planck-Straße 2  
37191 Katlenburg-Lindau  
Germany

Phone:

From within Germany: 05556 - 979 - EEE where 05556 is the Lindau prefix, 979 is the Institute prefix and EEE is the Institute personal extension in question.

From elsewhere: FF - 49 - 5556 - 979 - EEE where FF is the foreign call dialing code of the country where you are calling from; 49 is the international prefix for Germany; 5556 is the prefix for Lindau - NOTE : the 0 is dropped - 979 is the Institute prefix and EEE is the Institute personal extension you are trying to reach.

Should you not know the extension of the person whom you are trying to reach - or need to give someone your contact number before you have been allocated a personal extension - the Switchboard at the Institute can be reached directly from outside of the Institute by dialing the appropriate prefixes as detailed above and the Institute number 9790. The full number from outside Germany would then be:

FF 49 5556 9790

Dialing from within the Institute, you can reach the Switchboard on extension 91.

(Bear in mind that the switchboard is manned between 08:30 and 16:25 only.)

Faxes to you, whether private or business, can also be send to the central Institute fax which is situated behind the reception. The full number from outside Germany is:

FF 49 5556 979 240

(Notrufnummern)

Alarm Call (Notruf) internal .....	222
Alarm Call (Notruf) external .....	0-112
First Aid (Erste Hilfe) internal .....	94359 + your extension number
Fire (Feuer) .....	0-112
Medical Emergency and Ambulance (Notarzt und Krankenwagen) .....	0-112
Police (Polizei) .....	0-110
Telephone Directory National Telefonauskunft National) .....	11833
Telephone Directory International Telefonauskunft International) .....	11834

There are also numerous service numbers which appear in the front of the telephone directory, including services such as weather reports, traffic conditions etc.

## **Appendix B: Emergency Information**

ENQUIRIES : HERR DEISEL, KANTINE Süd, BLEEPER NUMBER 94120 + (YOUR EXTENSION NUMBER)

An emergency button (Alarmknopf) is situated at the back entrance to the Gelbes Haus which activates the fire alarm when pressed. For obvious reasons this facility should never be abused and damages will be charged for.

### ***Fire Extinguishers (Feuerlöscher)***

Each apartment block floor, excepting the Axford Haus cellar, has access to its own fire extinguisher. For obvious reasons no unauthorised person is allowed to touch these, other than in the case of an emergency, and damages will be charged for.

### ***What to do in case of fire or any other emergency***

(Fire is Feuer in German and Emergency is Notfall) (See also [3](#) for useful phrases)

- Give the alarm immediately!
- Dial 222 (internal) or 0-112 (external)!
- Give clear directions!
- Don't make unnecessary calls thereby blocking the inside and outside lines!
- Shut windows and doors before leaving the building!
- Walk, don't run!
- Leave the building in a calm and orderly fashion!
- Ensure that your neighbours realise they have to vacate the building!
- Congregate with your fellow residents at a safe distance from the building!
- Ensure none of your neighbours are missing!
- Remember : Saving lives is more important than saving possessions!
- First Aid Boxes are kept in the Club Room and with the caretaker, Herr Deisel, Kantine Süd, bleeper number 94120 + (your extension number) .

## Appendix C: List of flats/apartments

Apartment	m <sup>2</sup>	Beds	Bedroom(s)	Kitchen	Bathroom	Lounge	Verandah
G2.1	19,51	1	Bedsitter	yes	WC, shower	Bedsitter	no
G2.2	19,93	1	Bedsitter	yes	WC, shower	Bedsitter	no
W2.1	23,09	1	Bedsitter	Communal	WC, shower	Bedsitter	yes
G0.3	23,46	2	Bedsitter	yes	WC, shower	Bedsitter	no
G2.3	23,74	2	Bedsitter	yes	WC, shower	Bedsitter	no
G2.4	23,74	2	Bedsitter	yes	WC, shower	Bedsitter	no
G2.5	23,74	2	Bedsitter	yes	WC, shower	Bedsitter	no
WHI-2	25,21	1	Bedsitter	yes	WC, shower	Bedsitter	no
G2.6	25,88	1	Bedsitter	yes	WC, shower	Bedsitter	no
W2.4	27,21	2	Bedsitter	Communal	WC, shower	Bedsitter	no
W2.5	28,34	2	Bedsitter	Communal	WC, shower	Bedsitter	no
W2.3	28,66	2	Bedsitter	Communal	WC, shower	Bedsitter	no
G1.3	33,78	2	Bedsitter	yes	WC, shower	Bedsitter	no
WHI-02	35,94	2	yes	Communal	WC, shower	yes	no
W2.2	37,17	2	Bedsitter	Communal	WC, shower	Bedsitter	yes
G0.1	41,11	2	yes	yes	WC, shower	yes	no
WHI-01	44,39	2	yes	Communal	WC, shower	yes	patio
G1.1	46,00	2	yes	yes	WC, shower	yes	tiny
W0.2	52,20	3	Bedsitter	yes	WC, shower	Bedsitter	yes
WHI-1	73,00	2	yes	Communal	WC, shower	yes	yes
W0.3	75,93	3	yes	yes	WC, shower	yes	no
W1.3	75,93	3	2	yes	WC, shower	yes	no
G0.2	84,78	2	2	yes	WC, bath, Shower	yes	no
Kantine Sd	86,00	4	3	yes	WC, shower	yes	patio
W1.2	94,45	3	yes	yes	WC, bath, shower	yes	yes
G1.2	96,80	3	2	yes	WC, shower	yes	tiny
W1.1	103,06	3	2	yes	WC, shower	yes	no
W0.1	128,81	6	3	yes	WC, shower	yes	yes



## Appendix D: Some useful German phrases

Help!	Hilfe!
This is an emergency	Dies ist ein Notfall
I need a doctor	Ich brauche einen Arzt
There is a fire	Es brennt
Good day	Guten Tag
Good afternoon	Guten Mittag
Good evening	Guten Abend
Good morning	Guten Morgen
Goodbye	Auf Wiedersehen
How are you	Wie geht es Ihnen (formal)/ Dir (informal)
My name is ***	Ich heie ***
I/we live in ***	Ich/wir wohne/wohnen in ***
I/we come from ***	Ich/wir komme/kommen aus ***
I understand	Ich verstehe
I don't understand	Ich verstehe nicht
I unfortunately don't speak German	Ich kann leider kein Deutsch
Do you speak English?	Knnen Sie English?
I/we need help	Ich/wir brauche/brauchen Hilfe
I live in the Max Planck Wohngemeinschaft in Lindau	Ich wohne in der Max-Planck-Wohngemeinschaft in Lindau
I would like (to buy) ***	Ich htte gerne ***
milk	Milch
bread	Brot
eggs	Eier
stamps	Briefmarken
How much does that cost?	Wieviel kostet das?
Please	Bitte
Thank you	Danke
It's a pleasure	Keine Ursache/Bitte sehr
Pardon me, I didn't understand/didn't hear...	Entschuldigung, ich habe nicht verstanden/ich habe akustisch nicht verstanden
My apologies	Es tut mir Leid
When?	Wann?
Why?	Warum?
Where?	Wo?
How?	Wie?
Who?	Wer?
Where to?	Wohin?
Which?	Welche?
I don't know	Ich wei nicht
Could you please direct me to ***?	Knnen Sie mir bitte den Weg nach *** erklren?
Left	Links
Right	Rechts
Straight ahead	Gerade aus
Where is the rest room please?	Wo ist das Klo bitte?
What is the time please?	Wieviel Uhr ist es bitte?
Please wait a moment	Warten Sie bitte ein Moment
Leave me alone!	La mich in Ruhe!
I am looking for ***	Ich suche ***