



Welcome to Gradia Residence Halls in Jämsä!

The Residence Halls are maintained by Gradia Jämsä. There are two of them:

Myllymäki Residence Hall (Metsäoppilaitoksentie 13, Jämsänkoski)
Jämsänkoski Residence Hall (Konilannotkontie 2, Jämsänkoski)

Important and useful telephone numbers - please, save them on your mobile phone.

Mr. Pentti Savela, Dormitory Supervisor Tel. +358 40 341 4454

Ms. Maarit Harjula, Dormitory Supervisor Tel. +358 40 341 4330

Security Guard Tel. +358 50 596 0060

Dormitory Supervisors' working hours Monday - Thursday 16.00-24.00

Friday 8.00-14.00

Sunday 17.00-01.00

General Emergency Number 112

Ms. Aino Malin, International Affairs Specialist (office in Jyväskylä),

Tel. +358 40 341 5147



Please read these practical instructions and rules carefully!

General Information

Arrival and Departure

It is advisable to contact your Tutor Teacher in Gradia Jämsä to agree upon the times of arrival and departure.

Check-in times to the dormitory are mainly from Sunday to Thursday from 16.00 a.m. to 24.00 p.m. and on Friday from 8 a.m. to 14.15 p.m. Check-out is possible also in other times. Please, contact the Dormitory Supervisor. By check-out, you can also leave the key in a locked mail box. This has to be settled with the Dormitory Supervisor.

The dormitory is closed during the official national and school holidays. Please, check this prior to your arrival.

Rent

The rent is 120 eur per week in a twin room and it is paid to the Dormitory Supervisor. The rent is paid on arrival with the help of your Tutor Teacher. Payments can be made in cash or by a debit / credit card.

The price for one night is 25 eur. A student breakfast and lunch are included. Breakfast is served in the Cafeteria Kahveli at 7.30 to 8.15 a.m. It consists of porridge, bread and milk. The Cafeteria is reserved to other customers at 8.30.

Keys

On arrival, you will receive a key, which opens both the entrance door to the Residence Hall and the door to your room. If you lose the key, you will have to pay the cost of the programming of the key system in all doors. **This costs ca. 350 eur. Be careful not to lose your key!**

Furnishing

All the rooms are twin rooms. Each room has two beds with a mattress, a blanket, a pillow, bedlinen and towels. There is also a table, two chairs and a wardrobe. Extra blankets are available. If you need one, please, ask the Dormitory Supervisor.

There is a kitchen equipped with a fridge/freezer, a stove, a microwave oven, a coffee maker and necessary dishes. In the common area, there is also a laundry room with a washing machine, drying cupboard and a tumble dryer.

Visitors

You may invite visitors to the Residence Hall but they are not allowed to stay overnight. Silence starts at 22.00 p.m.

Entrance to the Residence Hall

You should always use the entrance door to enter the Residence Hall. Remember to make sure that the doors and windows are closed always when leaving the Residence Hall. Always make sure that the electric devices (coffee maker, stove etc) are turned off, too.

If you forget your key in your room, the Dormitory Supervisors (tel. +358 40 341 4454) or (tel. +358 40 341 4330) will open the door for you. He/She works from Sun to Thurs from 16.00 p.m. to 24.00 p.m. and on Fri from 8.00 a.m. to 14.15 p.m.

At other times (during the weekends and the weekdays from 24.00 p.m. to 8.00 a.m.), you shall call the Security Guard (tel. +358 50 596 060) and **pay the cost of opening the door (40 eur).**

Kitchen

Remember to clean the kitchen after use. Make sure the stove, coffee maker etc. is switched off after use. Always wash your own dishes.

When you check out, make sure you do not leave any food items in the cupboard or fridge/freezer.

Alcohol, Drugs and Smoking

The use of alcohol and drugs is forbidden in the Residence Hall and the campus area. The possession of drug utensils is forbidden in the Residence Hall and the campus area. The breach of these rules leads to a warning or immediate dismissal from the Residence Hall. The campuses of Gradia Jämsä are smoking free areas, which means that smoking is absolutely forbidden in the Residence Hall, too.

Silence

Silence must be observed in the Residence Hall between 22.00 p.m. and 06.00 a.m.

Laundry

The washing machine and tumble dryer in the laundry room can be freely used by the residents. You can reserve a time for your laundry in the reservation book, which you will find next to the washing machine. Remember to unload the washing machine / tumble dryer. Also, remember to empty the water container of the tumble dryer and clean the filter (it easily accumulates flint and fluff). Always turn off the tap (faucet) after you have used the washing machine.

Sauna and Free-time Activities

There is a sauna which you can reserve for your own use. Please, contact the Dormitory Supervisor. There is also a TV room for the residents' use.

Cleaning

The residents are required to clean their rooms once a week. The Dormitory Supervisor may check the rooms, if needed. Every resident is also responsible for the tidiness of the common areas at all times. There is a cleaning cupboard with cleaning instructions and all the necessary utensils. Please, clean the room carefully before you check out. The room should be clean and ready the day before you leave so that the Dormitory Supervisor can check it. Also, follow the waste recycling and disposal instructions carefully.

A penalty fee of 350 eur will be sent to the resident / resident's college in case the room has been left untidy.

Maintenance and Repairs

If you notice that something needs repairing in your room or in the common area, contact the Dormitory Supervisor immediately (phone number on the front page).

Fire Extinguishers

If there is a fire, immediately call the **general emergency number 112**. In the kitchen, there is a fire blanket for extinguishing small fires. In the corridor next to the entrance door, there is another fire extinguisher.

Rescue Plan

Please familiarize yourself with the Rescue Plan. You will find it in the folder in your room.



