Willkommen

Welcome

Bienvenido

欢迎

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स्वागत है

Välkommen

ברוכים הבאים

Hoş geldiniz

أهلاً وسهلاً

GUESTBOOK

JOHANNES GUTENBERG UNIVERSITÄT MAINZ

JOHANNES GUTENBERG UNIVERSITÄT MAINZ

Welcome

to the guest apartments of the International Office at JGU!
We hope you had a smooth journey and a safe arrival.
Please do not hesitate to contact us if you have any questions about your stay.

We have put together some information to help you settle in.
Please read the house rules as they are part of the rental agreement and will cover many common issues.

We wish you a pleasant stay!

Your Housing Team

Guesthouse address:
Stiftungshaus
Joh.-Friedrich-von-Pfeiffer Weg 2
55128 Mainz, Germany

housing@international.uni-mainz.de

ENTRANCE

Please remember to activate your transponder at one of the readers (outside of the entrance door or opposite the elevator on the first floor) every time you enter the building.

If you have any problems with the locking system, please contact Heidenreich, the building operator, using the QR code to the right.

If the key flashes red and beeps, please let Heidenreich know immediately. This means that the battery needs to be replaced.

If you lock yourself out, you will be charged a fee of 60 to 120 EUR. This must be paid in cash directly to the locksmith. You will also need to show your ID card.
If it doesn’t work right away, stay calm. Take a moment and try again, making sure the transponder is held directly against the symbol.

Please also take note of the reminder on your apartment door.

INTERNET

You need a university account to use the internet. Please talk to your institute about setting it up.

MAIL

Please have your incoming mail sent to your institute. We do not provide mailboxes.

MEANS OF TRANSPORTATION

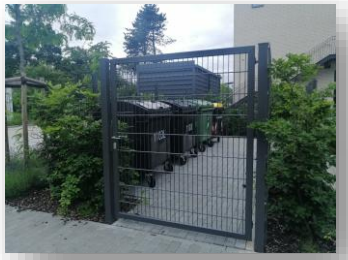
If you arrive by car, parking is available in the immediate vicinity of the guesthouse. To enter the campus of the University of Mainz by car, you will need an entry permit, for which a fee is charged. Further information can be found here (in German):
https://www.verwaltung.zentrale-dienste.uni-mainz.de/informationen-zur-parkraumbewirtschaftung/

If you have a bicycle, please park it in the designated covered parking area and not in the building. We do not assume any liability for parked bicycles.

Buses and trams stop at the Friedrich-von-Pfeiffer Weg stop, which is directly opposite the Stiftungshaus.
Current timetables and further information on purchasing tickets can be found here:
https://www.rmv.de/c/en/homepage/

DISPOSAL

If you wish to dispose of waste, you can do so in the bins provided. You can use the bins in the fenced-in area next to the building (here you can separate your waste by material) and the large bin ("Restmüll") on the opposite side of the street next to the parking area.
As you probably know, waste in Mainz is separated by material. We will provide you with a waste separation plan at the end of the guestbook.



LAUNDRY

If you would like to do your laundry, you may, at a cost, use the washer and drier located in the basement. Do not wash or dry laundry in the apartment, as this will cause damage to the apartment.

GROCERIES

There is a small shopping center within walking distance which has supermarkets, a bakery, a pharmacy, and a post office. Its address is Dr.-Martin-Luther-King-Weg 20. You can also find small shops and cafés in the immediate vicinity of the main station.

LIVING IN THE APARTMENT

Bathroom: Please note that the red light (heat light) in the bathroom will turn itself off if you have turned it on.

If the toilet flush beeps, please contact our housekeeping service. You can find the QR code below.

Before leaving your apartment, please make sure that all appliances and lights are turned off.

You are also required to allow our maintenance staff access to your apartment at any time in the event of an emergency or for routine maintenance.

Please air the room once a day and only turn on the heating with the windows closed. More information on correct heating and ventilation can be found at the end of the guestbook.

Please use the extractor hood when cooking.
On the day of your departure, please return your keys to the key box by the entrance.

If you move out earlier than agreed, please inform our operator Heidenreich.

You are welcome to use our lounges located on each floor.

The following are not allowed in the building:

Pets

Smoking

Overnight guests without permission

SERVICES

The cleaning service will clean the apartment on a regular basis. If you are in the apartment when they arrive, please allow them access and keep floors clear.

Bed linen and towels are also changed regularly. For any issues with cleaning or linen changes, please contact the Heidenreich company.

EMERGENCY NUMBERS

Police: 110

Emergency Call: 112

Emergency calls are free of charge from any phone. When calling 112, provide clear and precise information.
The following questions may help:

Where did the emergency happen?
What happened?
How many injured people are there?
What kind of injuries?
Who is reporting the emergency?

Poison Emergency Number: 06131 19240
Available 24/7 for cases of poisoning from chemicals, drugs, or plants.

Medical On-Call Service and/or Emergency Assistance: 116117
For urgent medical care outside regular consultation hours, call 116117 to be connected to the nearest on-call service.
Always call 112 in life-threatening situations!

A first aid kit is available in every corridor.
Please review the escape route plan, displayed on each floor opposite the lounges.

We invite you to explore the campus and the city! Here are some useful links for up-to-date information on campus life and events in Mainz:

https://www.international-office.uni-mainz.de/living-in-and-around-mainz-culture-sport-leisure/

https://newemployees.uni-mainz.de/new-employees/first-steps-in-mainz/

You are also welcome to browse through our Welcome center info brochure, which you can download using the following QR code.

Brochure

JOHANNES GUTENBERG UNIVERSITÄT MAINZ

CAMPUSMAP

JOHANNES GUTENBERG UNIVERSITÄT MAINZ

Disposal of Refuse in Mainz

Please separate your garbage into the following groups:

In the gray-black **General Garbage Container**	In the green **Bio Container**	In the yellow **Recyclables Bag**	In the green **Paper Container**	As **Bulk Waste**
collected weekly/every fortnight	collected weekly	collected every fortnight	collected every fortnight	pls. contact Tel. 12 34 34
for example: ▪ old wallpaper ▪ baby diapers ▪ full vacuum cleaner bags ▪ street dirt ▪ cigarette stubs ▪ hygiene articles/ toiletries ▪ porcelain, ceramics ▪ rubber ▪ adhesive tapes ▪ leather ▪ carpet remnants (small amounts) ▪ dish sponges and rags KAW Mainz | Bingen	for example: ▪ fruit- and vegetable peelings ▪ food leftovers ▪ coffee grounds and tea leaves ▪ egg shells ▪ cut flowers and potted plants ▪ citrus fruits ▪ gardening waste ▪ leaves and hedge cuttings ▪ lawn cuttings ▪ paper towels ▪ kleenexes ▪ weeds Please wrap cooked food and wet garbage in several layers of newspaper! **No** plastic bags, textiles, animal litter products.	for example: Metal: ▪ cans, metal lids, aluminium foil Composite material: ▪ Beverage cartons, juice and milk bags, coffee-vacuum wrappers Plastics: ▪ foil, bags, yoghurt cups, plastic bottles, polystyrene **Do not deposit the following** in yellow bags: Paper, cardboard, glass - regardless whether marked „Green Dot“ or not. Put your yellow bag on the side of the road on pick-up date by no later than 6 a.m.	for example: ▪ newspapers ▪ magazines ▪ catalogues ▪ writing paper ▪ paper and cardboard wrappers **No** wallpaper, hygiene articles etc. In the black **Glass Container** collected every four weeks for example: ▪ deposit free throwaway bottles without tops ▪ glass jars **No** porcelain, window panes or mirrors	Furniture and other large household items which do not fit in your trash can: ▪ furniture ▪ mattresses ▪ bicycles ▪ large electrical items (refrigerator, washing-machine, TV, etc.) Simply call Tel. 12 34 34 and make an appointment for pick-up. Then put the items on the side of the street before 6 a.m. It is free of charge – there are not more than four contacts per annum.