

Welcome to Münster!



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Dear guest,
the University of Münster welcomes you to the Edith-Stein-Kolleg.

The **Welcome Centre** of the WWU provides services for international academics and their host institutes. We support visiting academics and their families in managing their stay in Münster.

We wish you a pleasant stay!

Local Support Edith-Stein Kolleg

If you have any questions about your stay at the guesthouse, please contact Ms. Carmen Fleischmann or Mr. Hendrik Steinbach.

Administration and Support in the guesthouses

- **Ms. Carmen Fleischmann**
Alexander-von-Humboldt-Haus
Hüfferstraße 59
48149 Münster
Ph: +49-251-83-39951
Mail: carmen.fleischmann@uni-muenster.de
- **Mr. Hendrik Steinbach**
Alexander-von-Humboldt-Haus
Hüfferstraße 59
48149 Münster
Ph: +49-251-83-21520
Mail: guesthouse.support@uni-muenster.de

(OR)

hendrik.steinbach@uni-muenster.de

Office hours:

Mon - Fri: Appointments by arrangement

WWU Welcome Centre – Coordination / Consultation

Head of Welcome Centre

- **Ms. Maria Homeyer**
Welcome Centre
Hüfferstr. 59
48149 Münster
Ph: +49-251-83-22600 / -39949
Mail: maria.homeyer@uni-muenster.de

Concerning further information about e.g. childcare or visa, Ms. Audrey Busch at the Welcome Centre is happy to attend you.

Advice & support for international academics

- **Ms. Audrey Busch**
Welcome Centre
Hüfferstraße 59
48149 Münster
Ph: +49-251-83-39953
Mail: audrey.busch@uni-muenster.de

Open consultation hours:

Tuesday 9– 11 a.m.

Thursday 3 – 5 p.m.

Advice & support for international PhDs

Katarzyna Krukar
Graduate Centre

Mail: internationals.gc@uni-muenster.de

Useful Information

HEALTH

Emergency Numbers

- Police
Ph: 110
- Fire Department and Ambulance
Ph: 112

Pharmacy

- Phoenix-Apotheke
Von-Witzleben-Straße 12
Ph: +49-251-775121

Medical Care

- Search for different types of doctors:
http://www.aekwl.de/index.php?id=3000&no_cache=1
- Weekends and Holidays:
Ph: +49-116 117

Nearest busstops

- Sperlichstraße (Line: E10)
- Platz der weißen Rose (Lines: 3, 4, 10 and N83)
- <https://www.stadtwerke-muenster.de/privatkunden/busverkehr/startseite.html>

Taxi

- Ph: +49-251-60011
- www.taxizentrale-muenster.de

German Railways

- Service Hotline: +49-180-5996633
- By pressing 11, you will be connected to an English-speaking clerk.
- www.bahn.de

Airport Münster Osnabrück (FMO)

- Ph: +49-251-3360
- www.flughafen-fmo.de

Airport Shuttle

- Ph: +49-180-517011805171

TRANSPORT

University Pay Office

Röntgenstraße 17
Ground Floor, Room 05

Office Hours:

Mon, Thu: 09:00 - 12:00 a.m.

Ph: +49-251-83-22126

Laundry

There is a washing machine and a dryer in the basement of the building.

Garbage Containers

- The garbage containers are located along the property wall to the street (Koldering), to the left of the entrance.
- Containers for glass (white for clear glass, green for all other kinds) are in the proximity of Scharnhorststraße 100, a parallel street of Koldering, 350 metres from the guesthouse.

Supermarkets

The nearest supermarkets to the Edith-Stein-Kolleg are Edeka in the Aasee-Market (across the street), Netto on Weseler Straße 109 and Kaufpark/REWE on Geiststraße 2-10.

Cleaning Service

Once a month your apartment will be cleaned. You will be informed about the cleaning one day in advance.

Cash Machine (ATM)

- Koldering 21
- There are many other banks in the city centre of Münster.

Technical Emergencies

For technical emergencies after 4 pm, during the weekend and on holidays regarding the heating system, water supply or electricity in your apartment please contact:

- Ph.: +49-251-83-33333

EVERYDAY LIFE

We wish you a pleasant stay in Münster!

Dear guest,
please pay attention to the following issues:

Ventilation of the apartment in order to prevent mould infestation

We would like to ask you **to air** your apartment **regularly**, especially in the period between September and March.

Please turn down the heater during your absence.

When you see water on the window or on the glass of the front door, we would be grateful if you would wipe it off.

Deficient ventilation in your apartment can lead to **mould** on the walls, in particular during the winter months. This will have an impact on your health.

Installed smoke detector

A **smoke detector** was installed in your apartment. In case of a false alarm, to turn off the detector, **press the centre**.

Thank you in advance! Please do not hesitate to contact me if you have any questions.

C. Fleischmann

How to use the WiFi Hotspot „GuestOnCampus“



HOTSPLOTS Deutsch

Universität Münster

Gratis WLAN

Ich akzeptiere die [Nutzungsbedingungen](#) von HOTSPLOTS
Pro Kalendertag und Nutzer stehen Ihnen 1000 MB zur Verfügung.

kostenlos einloggen

[Impressum](#) [Datenschutz](#) [AGB](#)

You can use the WLAN hotspot (radio cell) „**GuestOnCampus**“ in every building of the university. Consequently, you can use “GuestOnCampus” in our guesthouses as well. There is **no password** required to use the service.

1 GB is available per terminal and per day for each user.

In order to use the hotspot you need to connect your device (mobile phone, computer, tablet, etc.) with the SSID “GuestOnCampus”. After that, you have to start your preferred web browser. When you start your browser (depending on your device also only when you call up a website), you will be automatically redirected to the login page:

After checking the terms of use (“Nutzungsbedingungen”), you can log in free of charge (“kostenlos einloggen”).

Please note, that the radio cell is **unencrypted** and the data traffic can therefore be intercepted. If you are a member of a university participating in the "eduroam", you should use the "eduroam" radio cell. As the WWU is participating, you can use the username and password you receive from your institute in order to connect with either “eduroam” or the WLAN network “wwu”.

Foreigners' Registration Office (Amt für Ausländerangelegenheiten)

Stadthaus 2
Ludgeriplatz 4
(entrance Südstraße)
48151 Münster

Postal address:
48127 Münster

Tel. +49 (0)2 51/ 4 92-36 36
Fax +49 (0)2 51/ 4 92-79 71

auslaenderamt@stadt-muenster.de

Office hours/ opening times:

Mondays to Fridays:
8 am – 12 pm

Thursdays:
3 pm – 6 pm

Bus numbers:

1, 2, 3, 7, 9, 10, 11,
12, 15, 16, 19 and 34

Bicycle rental

Radstation Münster Hundt KG

Berliner Platz 27a (am Hauptbahnhof)
48143 Münster

Tel. +49 (0)2 51/ 4 84 01 70
Fax +49 (0)2 51/ 4 84 01 77

www.radstation-ms.de

ADFC-Radstation Münster Arkaden

Königsstr. 7
48143 Münster

Tel. + 49 (0)2 51/ 7 03 67 90
Fax + 49 (0)2 51/ 7 03 67 91

E-mail: info@radstation-ms-arkaden.de

Swapfiets Münster

Aegidiistraße 46
48143 Münster

Tel. +49 322 210 98 175

<https://swapfiets.de/en/>

TV/Radio licence fee

ARD **ZDF** **Deutschlandradio**

BEITRAGSSERVICE

P DV 06 0,25 Deutsche Post  Infopost

Sie erreichen uns unter
Telefon 018 59995 0870
Telefax 018 59995 0105
(6,5 Cent/Min. aus dem dt. Festnetz, abweichende Preise für Mobilfunk)

Servicezeiten
Montag - Freitag 7 - 19 Uhr

Postanschrift
ARD ZDF Deutschlandradio
Beitragsservice, 50439 Köln

Web antworten.rundfunkbeitrag.de

Datum 17.06.2013

Aktenzeichen 465 096 933 8
bitte immer angeben!

Für alle - von allen: Der neue Rundfunkbeitrag

Sehr 

ARD, ZDF und Deutschlandradio bieten Ihnen täglich ein hochwertiges, unabhängiges und vielfältiges Programm rund um Politik, Wirtschaft, Kultur und Sport. Dieses Angebot lässt sich heute auf unterschiedlichsten Wegen empfangen - ob über Radio, TV, Computer oder Smartphone. Deshalb hat der Gesetzgeber die Rundfunkfinanzierung zeitgemäß gestaltet:

Seit 1. Januar 2013 gibt es den geräteunabhängigen Rundfunkbeitrag. Das heißt: Es ist nicht mehr entscheidend, ob und wie viele Rundfunkgeräte vorhanden sind. Pro Wohnung ist ein Rundfunkbeitrag zu zahlen.

Auf Basis gesetzlicher Bestimmungen haben wir die Adressdaten der Einwohnermeldeämter mit den bei uns angemeldeten Beitragszahlern abgeglichen. Unter Ihrem Namen konnten wir für diese Wohnung kein Beitragskonto finden.

Dear Guest,

If you receive a letter from **ARD ZDF Deutschlandradio Beitragsservice**, please do not respond to it, but bring the letter (including the answer envelope) to Ms. Fleischmann's office (Hüfferstraße 61). You can also send it per Hauspost from your institute. As a guest in one of our guesthouses, you don't have to pay the "Rundfunkgebühr", because it is already included in your rent.

IMPORTANT: This English-language helpful information regarding the rental contract has been drawn up in order to help you understand the contents of the German original. However, only the German contract is legally binding.

Apartment No.:

(Please use in correspondence)

**Rental Contract for a guest apartment at the
Edith-Stein-Kolleg, Koldering 60, 48151 Münster**

The Federal State of North Rhine-Westphalia, represented by the Westfälische Wilhelms-Universität (WWU), in turn represented by the Rector, Schloßplatz 2, 48149 Münster

hereafter "Landlord"

and

hereafter "Tenant"

enter into the rental contract stated below:

§ 1

Scope of Contract

- (1) The Landlord provides the Tenant with apartment no. ____ at the Edith-Stein-Kolleg in Münster, Koldering 60, for residential purposes only (in the case of one-room apartments: to be used by one person only).
- (2) The apartment consists of:
____ room(s)
1 kitchen / kitchenette
1 shower and toilet

The apartment has a wifi connection.

- (3) All guest apartments at the WWU are non-smoking.
- (4) The Tenant receives the following keys:
Apartment key no. _____

The Tenant has to replace lost keys at his/her own expense.

§ 2

Length and Ending of Rental Period

- (1) The Tenant is aware of the fact that the apartment serves as a furnished guest apartment especially meant to be used by foreign guests of the WWU. Therefore, the length of the rental period cannot exceed the time span during which the Tenant is a guest at the WWU.
- (2) The contract comes into effect on _____ and ends on _____, thereby allowing the WWU to provide other foreign guests with accommodation.
- (3) During this time, the Tenant can end the contract giving notice until the third working day of the month, which the contract should be terminated to. The contract can end on either the 15th or the last day of a month.
- (4) Regardless of any other agreements, the Landlord has the right to end the contract without notice – within statutory regulations – if the Tenant does not fulfill his or her contractual obligations (for example, by not paying the full rent on time or by displaying considerable anti-social behavior, by using the apartment for purposes other than those stipulated in this contract, or by allowing a third party the use of the apartment without permission to do so).
- (5) A renewal of this contract is generally possible, as long as the house is not fully occupied. The maximum rental period is one year, however.

IMPORTANT: This English-language helpful information regarding the rental contract has been drawn up in order to help you understand the contents of the German original. However, only the German contract is legally binding.

§ 3

Rent, Costs for Utilities and Additional Services

- (1) The monthly rent is _____ EUR, all costs for heating, water and electricity are included. The amount has been calculated as an average based on past monthly costs.
- (2) The monthly rent has to be paid in advance at the beginning of each month no later than by the 3rd day of the month.

Reference number:

- The rent can be paid via credit card or Maestro card at the office at Hüfferstraße 61, 48149 Münster
- Giving the reference number the payment can also be made in cash or via Maestro card, EC card, or credit card at the Universitätskasse Münster, Röntgenstraße 17, Room 05, on Mondays and Thursdays between 9.00 and 12.00,
- Stating the reference number the amount can also be transferred to the University bank account:

WWU Münster
IBAN: DE 22300 5000 000 000 66027
BIC: WELADED

§ 4

Use of the Apartment Rooms

- (1) The Tenant undertakes to live together with the other tenants at the guesthouse on the basis of mutual trust, respect and consideration.
- (2) During the rental period, the Tenant can use the communal laundry room shared by all tenants. The use of this room is regulated by the *Regulations for Use* on display in the room. The fee to be paid for the use is included in the rent.
- (3) The Tenant undertakes to treat the apartment and the furnishings with care and keep them in good condition, in particular with regard to sufficient heating and ventilation. Details are in the house rules which are part of the rental contract.
- (4) The Tenant is not permitted to use the apartment for any other purposes than those described in this contract. Subletting the apartment or single rooms is forbidden.
- (5) The keeping of animals is not allowed.

§ 5

Maintenance, Repairs, and Liability for Damage

- (1) During the rental period, the Landlord will pay for all minor repairs unless these are necessary because the Tenant used the apartment in a way not permitted by this contract.
- (2) The Tenant is obliged to inform the Landlord immediately if the apartment is damaged in any way. Once he/she has moved in, the Tenant will be held liable for all damage caused by him/herself, by family members, visitors, maid or similar persons. The cost for any self-induced damage to the apartment as well as missing furnishings have to be paid for by the Tenant. The Tenant is in particular liable for damage caused by lack of care concerning water pipes, electrical wiring, toilets and heating system. This includes damage caused by open windows and doors.
- (3) In the case of damage, the Tenant will have to prove that he/she was not responsible for causing it; the burden of proof will lie with the Tenant.
- (4) Conversion and extension of the apartment as well as installations and substantial changes to the apartment are forbidden under all circumstances.

IMPORTANT: This English-language helpful information regarding the rental contract has been drawn up in order to help you understand the contents of the German original. However, only the German contract is legally binding.

§ 6

Landlord's Access to the Apartment Rooms

The Landlord or his representatives have the right to enter the apartment rooms during normal daytime hours; the Landlord is obliged to announce such a visit to the Tenant. In case of imminent danger entering the apartment rooms is permitted at all times.

§ 7

End of Rental Period

- (1) At the end of the rental period, the Tenant is obliged to hand over the apartment rooms together with all furnishings, appliances, and keys – including any he/she may have had made – in the condition described in this contract. The rooms must be swept clean.
- (2) The Tenant is permitted to remove all fixtures (e.g., shelves or other objects fixed to the apartment walls, floor, or ceiling) he/she has added to the apartment but is obliged to pay for all costs if removing them causes any damage to the rooms.
- (3) On departure of the Tenant, the apartment will be inspected by the Building Administrator. Should the apartment be extremely dirty, the Tenant will have to pay an extra charge for the final cleaning.

§ 8

Modifications and Additions

Later modifications and additions affecting this rental contract will only come into effect if presented in written form.

§ 9

Supplementary Clause

If individual provisions of this contract prove to be partly or in total null and void unfeasible or become null and void or unfeasible because of the legislation, the remaining contractual provisions and the contractual force of the contract remain untouched by this. The null and void or unfeasible provision shall be replaced by the feasible or valid provision that comes closest to the objectives of the null and void term.

Regarding all aspects not covered by this contract, the usual statutory regulations apply.

Münster

Münster

Date: _____

Date: _____

University of Münster

the Chancellor on behalf of the Rector

pp _____

(Landlord)

(Tenant)

Departure

If you know the exact date of your departure already, please advise us. We also need to make an appointment for the apartment check-out the last working day before you leave. Therefore please suggest a date and time.

Please make sure that you paid the total of your rent.

Furthermore I would like to ask you to carry out the following procedures on the day of your departure:

- leave the keys on the desk in your apartment
- close the windows and turn off the heater
- put the sheets and towels on the floor
- sweep the apartment
- If you have items that you cannot take back to your home country and don't want to throw away, please ask your neighbors or someone from the office if they could use them.

Please do not leave food, empty bottles or waste in your apartment.

Please leave the apartment until 10 am, if you leave on the 15th or the last day of the month.

In case you forget something accidentally inside the apartment, we are going to contact your host institute.

Please also note the following suggestions:

Mail - Before you move out from the guesthouse you should request to forward your mail to your new postal address, so you can keep receiving letters and parcels without any problems. The Deutsche Post offers a form that you can fill in on this website:

<https://www.efiliale.de/efiliale/nachsenden-lagern/nachsendeservice.jsp>

If you don't carry out this application, your mail will be returned to the Deutsche Post with the note "Addressee moved". In any case, please remember to inform the senders of the forwarded mail about your new address.

Cancellation of registration at the Stadt Münster

If you are registered at the municipality (Stadt Münster), do not forget to cancel your residence: [http://www.stadt-](http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html)

[muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html](http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html)

The form "Wohnungsgeberbestätigung", which you need to request your residence can be retrieved in our office on demand.

Sent the documents by Post to the address of the townhall:

Stadt Münster
Amt für Bürger- und Ratsservice
48127 Münster

Use of your data - We have saved the data that you indicated for your registration at our guesthouse for the time of your stay. If you do not agree with a further use, please write an email to support.academics@uni-muenster.de. If you stay in Münster after leaving our guesthouse and if you would like to be informed per email about internal events as the "Monthly Academics", please let us know, too.

Useful applications



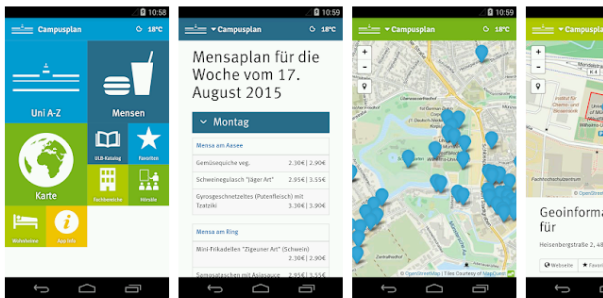
WWU Campusplan

ifgi Institute for Geoinformatics Münster Lifestyle ★★★★★ 86

USK ab 0 Jahren

Zur Wunschliste hinzufügen

Installieren



New to the University of Münster? Or just never heard of this or that institute?

What's the best way to the administration at the castle? Which cafeteria is closest to my position and what is on today's menu?



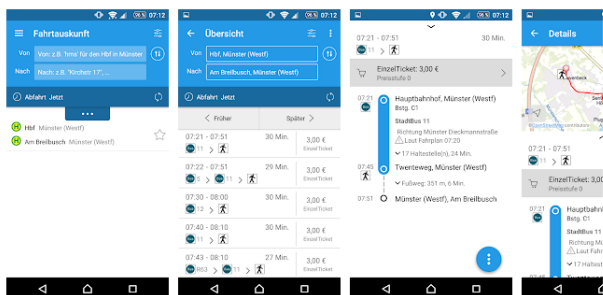
Fahrplan MS

Stadtwerke Münster GmbH Reisen & Lokales ★★★★★ 876

USK ab 0 Jahren

Zur Wunschliste hinzufügen

Installieren



When exactly does the bus depart? Is it too late or on time? Timetable MS knows the answer. The convenient timetable App Stadtwerke Münster is the timetable for mobile smartphones. Displayed is the exit for the city of Münster in real time. For example, for the nearest bus stop from their own location.



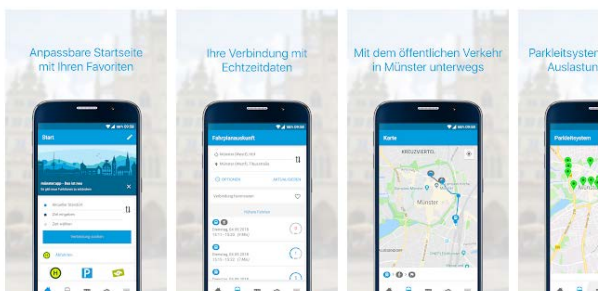
münster:app - Fahrplanauskunft & mehr für Münster

Stadtwerke Münster GmbH Reisen & Lokales ★★★★★ 291

USK ab 0 Jahren

Zur Wunschliste hinzufügen

Installieren



The Münster: app that makes life easier in Münster. Transport links, parking capacities, Münster services for citizens and tourists, pharmacies emergency services, construction sites - all the information at hand in one app.

When comes the next bus?
When do I put out the garbage?
Where can I find a parking space?

Useful links

University of Münster

<http://www.uni-muenster.de>

International Office

<http://www.uni-muenster.de/InternationalOffice>

City of Münster

<http://www.muenster.de>

Busses & timetables Münster

<https://www.stadtwerke-muenster.de>

German Railways

<http://www.bahn.de>

Intercity Bus

<https://www.flixbus.de/>

Airport Münster Osnabrück (FMO)

<http://www.flughafen-fmo.de>

Bicycle rental

<http://www.radstation-ms.de>

<https://swapfiets.de/en/>

Sale of used bicycles (once monthly)

<http://fietsenboerse.de/muenster/>

Münster Information:

Heinrich-Brüning-Str. 9
48143 Münster
Mo - Fr 10 - 18 Uhr,
Sa 10 - 13 Uhr
Tel. 0049 (0)251 - 492 - 2710
Fax 0049 (0)251 - 492 - 7743
info@stadt-muenster.de

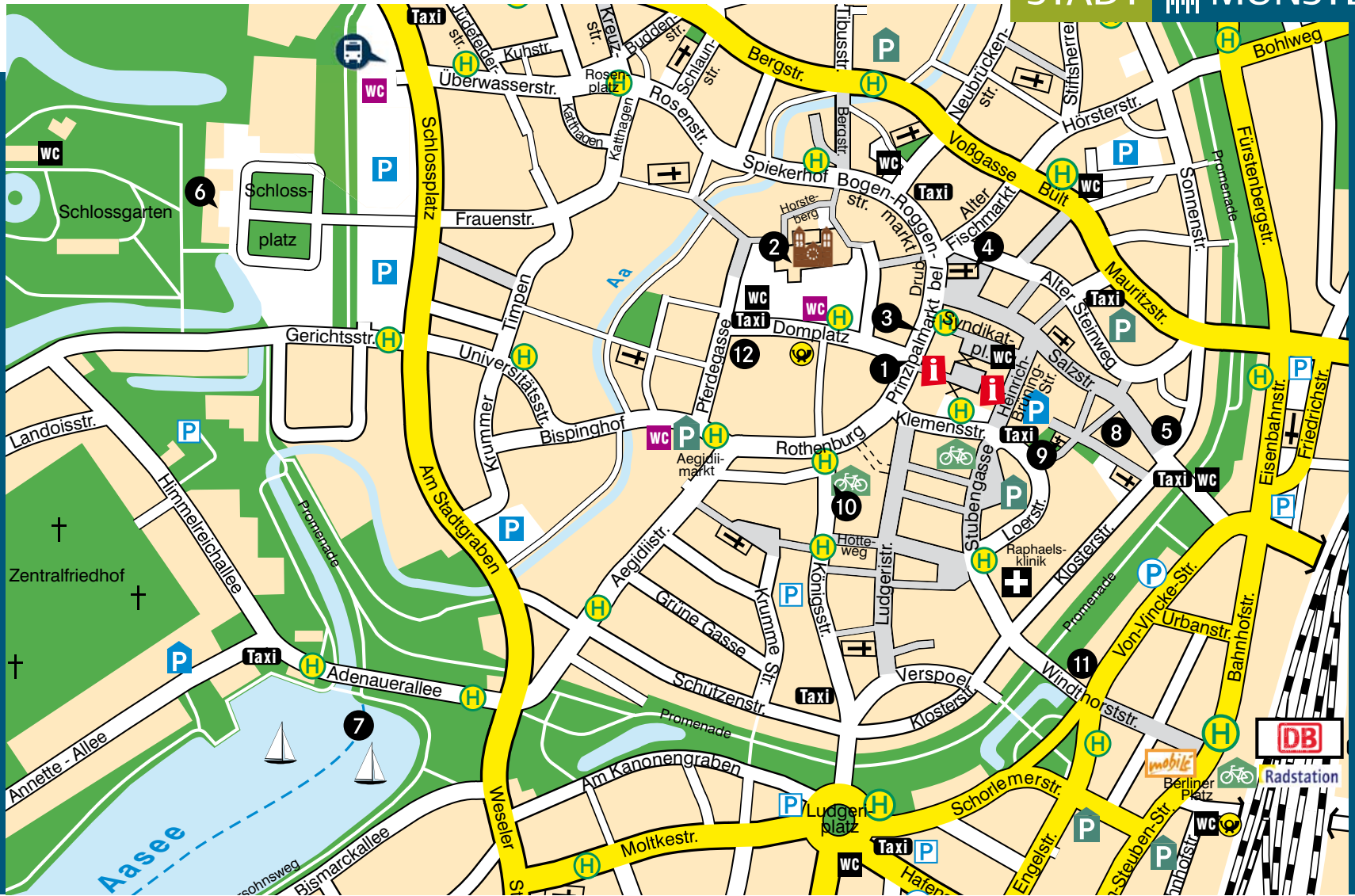
Information im Historischen Rathaus:

Prinzipalmarkt 10
48143 Münster
Di - Fr 10 - 17 Uhr,
Sa, So, feiertags 10 - 16 Uhr
Tel. 0049 (0)251 - 492 - 2724
friedensaal@stadt-muenster.de

www.tourismus.muenster.de



Fotos: Air-Klick (1/3), E. Deiters-Keul (12),
R. Emmerich (4/5/7), Münster Marketing
(2/6), Presseamt Münster/ B. Fischer (10)
/A. Klausner (9), D. Wirlitsch (8/11)



1 Historisches Rathaus (Historic Town Hall) 2 St. Paulus-Dom (Cathedral) 3 Prinzipalmarkt 4 St. Lamberti (Church) 5 Stadtmuseum 6 Schloss (Residence) 7 Aasee 8 Erbdrostenhof 9 Clemenskirche (Church) 10 Kunstmuseum Pablo Picasso 11 Museum für Lackkunst 12 LWL-Museum für Kunst und Kultur

über Steinfurter Straße

BAB 1 Osnabrück/Bremen
Münster Nord (77)
MS-Nienberge
B 54 Gronau, Niederlande
MÜNSTER OSNABRÜCK
INTERNATIONAL AIRPORT

- Parkplatz
- Parkplatz mit geringerer Kapazität
- Parkhaus
- Parkhaus mit Behindertenparkplatz (kostenpflichtig)
- Park + Ride-Parkplatz
- Reisebusparkplatz
- Haltestelle für Reisebusse (nur Ein- und Ausstieg)
- Fernbushaltestelle
- Bushaltestelle
- Taxi-Haltestelle
- Tourist-Information
- Krankenhaus
- Barrierefreie, öffentliche Toilette
- Öffentliche Toilette
- Radstation mit Fahrradvermietung
- Campingplatz
- Post
- St.-Paulus-Dom
- Fußgängerzone
- Umweltzone

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Grafik: Vermessungs- und Katasteramt



Münster Süd (78)
BAB 1 Dortmund
BAB 43 Recklinghausen

MS-Hiltrup
MS-Amelsbüren

B 54 Hamm
Dortmund

MS-Gremmendorf
MS-Angelmodde

MS-Handorf
MS-Gelmer

MS-Handorf
MS-Gelmer

MS-Wolbeck

Telgte Warendorf

MÜNSTER FÜR JEDEN

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www.muenster-souvenirs.de

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Infotelefon: 0251 - 1 432 517 www.k3.de

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Buchungen unter (02 51) 4 84 01 70
oder per Fax unter (02 51) 4 84 01 77

Mo - Fr 5.30 - 23.00 Uhr · Sa/So 7.00 - 23.00 Uhr
Berliner Platz 27a · 48143 Münster · www.radstation-ms.de

Welcome Willkommen

Thank you for separating your waste and disposing of it correctly.



awm Saubere Lösung

Bio-waste

Collection: every week refer to the disposal calendar



These come in the brown bin:

- Flowers
- Bread and cake
- Egg-shells and bones
- Fish and meat (cooked)
- Cheese and cold meats
- compostible waste (e.g. fruit bags, paper handkerchiefs and napkins)

- Fruit
- Vegetables and salad
- Food left-overs
- Tee bags and coffee filters

These do not belong there:

- Potting soil
- Woody waste
- Cat litter
- Plastic bags
- Straw



Recovered Paper and Cardboard

Collection: every 14 days refer to the disposal calendar



These come in the blue bin:

- Cardboard files
- Paper and envelopes
- Books and booklets
- Computer paper
- Egg-boxes and folding boxes

- Wrapping papers
- Catalogues and brochures
- Boxes
- Packing paper and corrugated cardboard
- Magazines and newspapers

These do not belong there:

- Photographs
- Drinks packaging
- Wallpaper



Yellow Sack

Collection: every 14 days refer to the disposal calendar
Toll-free hotline about the yellow sack: 0800/1223255



These come in the yellow sack:

- Aluminium foil
- Wrapping foil
- Drinks packaging
- Yoghurt pot
- Cans
- Margarine tubs
- Fruit and vegetable nets

- Screw-on caps and crown caps
- Shampoo bottles
- Washing-up liquid bottles
- Polystyrene
- Metal, plastic and composites packaging
- Toothpaste tubes

These do not belong there:

- Glass
- Paper
- Toys
- Pots and pans
- Nappies



Residual Waste

Collection: every 14 days refer to the disposal calendar



These are for the grey bin:

- Ash and sweepings
- Sanitary towels and tampons
- Baking paper
- Felt-tip pens and ball point pens
- Residual fish and meat (raw)
- Gypsum and rubber
- Electric bulbs
- Cat litter and bird sand
- Ceramic and porcelain
- Candles
- Adhesive labels
- condoms
- Cleansing tissue
- Leather cuttings
- Plaster and dressing materials
- Cleaning cloths
- Vacuum cleaner bag

- Stockings
- Wallpaper
- Nappies
- Cotton wool
- Toothbrushes
- Cigarette ends and ash

These do not belong there:

- Rubble and stones
- Electrical appliances
- Problem waste

Recovered Glass

Disposal times: Mon. - Sat. 7.00 a.m. - 8.00 p.m.
Locations: Telephone 02 51/60 52-53



These are for the recovered glass containers:

(Sorted into white and coloured glass)

- empty glass bottles (without caps)
- empty glass receptacles (e.g. large pickled cucumber jars)



These do not belong there:

- Fireproof glass
- Window panes
- Glass bricks
- large glasses -> recycling centre
- full bottles

Bulky Waste

Collection: 1 x per month (Only for private households)

My bulky waste collection appointment under telephone 02 51/60 52-53



These can be placed at the roadside

- Furniture and household: Beds, mattresses and slatted bases
- Ironing boards and brooms
- Three-piece suite
- Pets' cages
- Prams and pushchairs
- Suitcases (empty)
- Ladders
- Cupboards and shelving
- Airmchairs, couches, tables and chairs
- Pieces of sporting equipments
- Carpets/floor coverings (rolled or bundled)
- Clothes horses

- Garden and Balcony: Flower boxes, garden appliances
- Garden waste (in municipal sacks)
- Garden furniture
- Shrub clippings (bundles)
- Other Bulk Waste: Bicycles (with "bulk waste" note)
- Blinds and roller blinds (inside)

These will not be taken away:

- Car parts
- Bathtubs
- Electrical Appliances
- Mirrors
- Lavatories

The pickup of large electrical appliances must be registered by card. AWM will then pick them up after an appointment has been made. Small electrical appliances should be taken to the recycling yard.

Used Clothing

Locations: Waste telephone 02 51/60 52-53



These can be placed in the used clothing container:

- Used clothing in sacks or bags
- Bedclothes
- Trousers
- Jackets
- Coats
- Bed coverings
- Pullovers
- Shoes (in pairs)
- Table-cloths

These do not belong there:

- Residual waste
- Other waste

Organic Waste

Collection: 1 x per month with bulky waste

My bulky waste collection appointment under telephone 02 51/60 52-53



These come in the garden waste sack:

- Garden and organic waste (in municipal sacks)
- Foliage and plants
- Lawn clippings
- Shrub clippings (bundled)

max. 25 kg

These do not belong there:

- Logs
- Roots

Problem Waste and Pollutants

Times for handing-in at locations of the 10 recycling-centres: Waste telephone 02 51/60 52-53



These are for the recycling centre:

- Used oil
- Batteries
- Chemicals
- Paints and varnishes
- Fluorescent tubes
- Medication
- Pesticides and poisons
- Cleaning agents

- Edible oils
- Aerosols

These will not be accepted:

- Infectious waste
- Radioactive waste
- Explosives and munition

Thank you!
Danke!

More questions?
Waste telephone 02 51/60 52-53
www.awm.muenster.de

Herausgeberin
Stadt Münster
Presse- und Informationsamt
Abfallwirtschaftsbetriebe Münster
Rösnerstraße 10
48155 Münster
Mai 2017

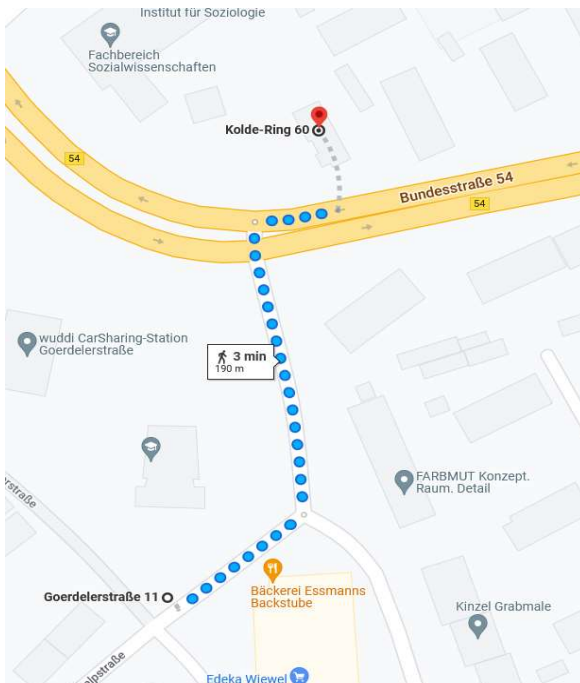
awm Saubere Lösung

Waste Glass Disposal

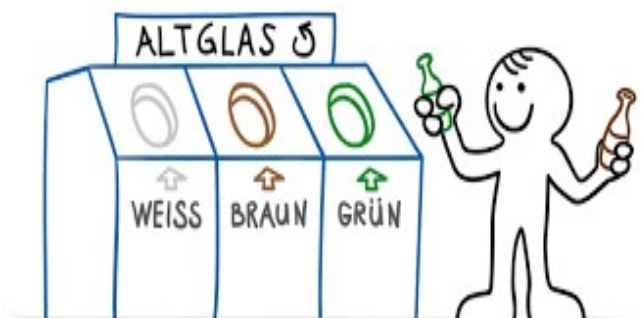
Please do **NOT** put waste glass next to the generic garbage bins meant for paper/plastic/residual/bio.

Waste glass will not be picked up or disposed off by the general waste collection services.

Therefore, kindly take it to the nearest waste glass container. The nearest waste glass container is at: Goerdelerstraße (next to Edeka)



When you are there, don't forget to segregate your glass trash!



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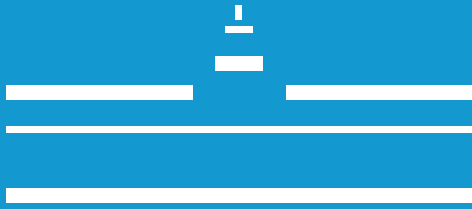
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› **time:**
will be announced in our newsletter

› **place:**
Alexander-von-Humboldt Haus,
Hüfferstraße 61

› **in English,**
for free,
all welcome!



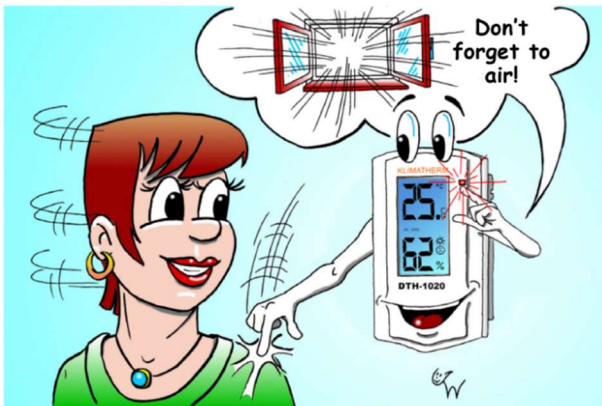
Operating Instructions for the THERMO HYGROMETER TYPE DHT-1020

Every apartment contains a thermos hygrometer.

How to read the measured values

The DHT-1020 is an electronic thermos hygrometer displaying the room temperature and the relative humidity.

The upper row of the digital display indicates the measured value for temperature in degrees Celsius, the lower row the relative humidity in percentage.



Function of the red LED

In addition to the temperature and humidity display, there is a red LED at the front of the DHT-1020. In the winter mode, it will flash if the humidity of the room exceeds 50%, 55% or 60%. Even without watching the display, the flashing LED reminds you to air the room to prevent condensation on the wall.

Ideal Climate

The following approximate values will result in an ideal interior climate:

Approx. 40% to 55% relative humidity and approx. 19 °C to 20 °C room temperature.

Attention

Airing by leaving a tilt-and-turn window is inappropriate because a real air exchange will not take place. The window lintel will cool down, and humid air condensing on its cold surface will promote the formation of mould stains and mildew.

House Rules

Edith-Stein-Kolleg

The following house rules are provided to ensure order and courtesy between the residents of the building. They specify the tenants' rights and obligations and equally apply to all residents.

Common rooms and facilities

- All tenants may use the **laundry and drying room**. Please read the operating instructions for the washing machine and dryer carefully.
 - The washing machine and dryer must be **turned off** after usage. The lint filter should be cleaned and the water container emptied (if applicable) after each use.
 - The cleaning staff is responsible for cleaning the room, machines and electric iron.

Security and order

- The stairwell and hallways should be kept free of obstructions at all times. **Escape routes and emergency exits must not be blocked**. Bicycles may only be parked in designated areas and in the provided bike stands.
- For **fire safety** reasons, it is not permitted to store highly flammable materials inside the apartments. Highly flammable material may not be taken into or stored in the basement.
- Unnecessary noise should be avoided. Tenants should respect the quiet periods between 1 pm and 3 pm and between 10 pm and 6 am.
- Tenants must **separate trash** in accordance with municipal regulations. All trash (with the exception of bulky rubbish) must be deposited in the trash bins. It is not permitted to leave trash bags in the hallways. Packaging materials and other voluminous items should be broken down into smaller pieces before being discarded in the trash bins. For hygienic reasons, please keep the area around the trash bins clean and tidy. Make sure to close the lids of the trash bins after usage. The following bins are provided for specific types of trash:
 - **General trash (grey)** for e.g. food waste, hygiene articles, diapers, cigarette butts etc.

- **Organic waste (green)** for e.g. vegetable and fruit parings, teabags, coffee grounds with filters, egg shells, salad waste – but no food waste and **NO PLASTIC BAGS**
- **Paper (blue)** for e.g. newspapers, magazines, office paper, cardboard, catalogues (please break down or unfold cardboard boxes, pizza boxes, etc.)
- **Packaging (yellow)** for e.g. plastic bottles, aluminium foil, tins, yoghurt containers, plastic packaging etc.
- **Glass bottles and jars** should be deposited in the glass recycling containers (48151 Münster – Aaseestadt, Delpstraße/Goerdeler Straße – across from the high-rises, or 48151 Münster – Centrum, Scharnhorststraße in front of building no. 100).
- All tenants are responsible for keeping their rented rooms clean. A vacuum cleaner and cleaning equipment are provided in the utility closet on each level for the purpose of cleaning apartments.
- Tenants should use water, electricity and heating sparingly. During longer periods of absence, tenants should turn down radiators and keep windows closed.
- The tenants are responsible for keeping their apartments sufficiently ventilated. During the cold season, the rooms should be aired several times a day (shock ventilation). Keeping windows constantly tipped open results in a significant loss of heat (and energy).
- As an electric dryer is provided, tenants are not allowed to dry laundry or wet clothes inside their apartment.
- We ask you to immediately notify the building supervisor if damages occur inside or outside the apartment.

Violations

If the tenant is found to have violated the house rules, the landlord reserves the right to terminate the rental contract with immediate effect.