

# WELCOME AT DE HOGE HOUT

## SERVICE MANAGER

Service manager Erwin Derkx is present every Monday from 8:00 am to 4:30 pm and Thursday from 1:00 pm to 4:30 pm. Every week he inspects the building. Among other things, he identifies defects in the communal areas and places orders with maintenance companies.

You can schedule an appointment with Erwin on Monday or Thursday afternoon. You can contact Erwin via [erwin@plusjack.nl](mailto:erwin@plusjack.nl) or on Mondays and Thursdays via mobile 06-33325030.

## PARKING

An access pass is required to park in the garage. You can collect the pass from the parking manager (office in the garage -1). The parking manager is present on Monday, Tuesday, Thursday and Friday from 8:30 am to 2:30 pm and on Wednesday from 8:30 am to 1:30 pm. You can also contact the parking manager for other matters concerning the parking garage. The parking manager can be contacted via 023-5517205 or [parmariastichting@allroundparkingservices.nl](mailto:parmariastichting@allroundparkingservices.nl).

## CARBAGE

There are underground waste containers - which are intended exclusively for household waste – next to the building. You will receive the required 'waste card' upon delivery of your apartment. If not, you can collect a waste card (once) free of charge at the reception of Spaarnelanden on presentation of your rental agreement. If you call in advance, it'll be there for you. Spaarnelanden can be reached via 023-7517200 or [info@spaarnelanden.nl](mailto:info@spaarnelanden.nl). In case of a full or defective container, contact the telephone number on the container. For bulky waste, chemical waste and other waste that does not belong in the containers, you can make an appointment with Spaarnelanden. On the day that Spaarnelanden collects your bulky waste, you can put it outside, only on the corner Kleine Houtweg / Bellevueaan. It is not allowed to place waste elsewhere or next to the containers. Glass, paper and plastic can be taken to the special waste bins. They are located on the Churchillaan (corner Willem de Zwijgerlaan), Rustenburgerlaan (at the bus stop) and Frederikspark (at restaurant Parck).

## GYM

You can enter the gym with the "tag", which you received together with the keys for the building and your apartment. Please read the house rules before using the fitness equipment. You will find them in the fitness room.

## TENANTS ASSOCIATION H3

De Hoge Hout has an active tenants association. For an annual contribution of € 10,- per apartment you become a member. Sign up via Contact on the website of the tenants association: [www.dehogehout.com](http://www.dehogehout.com). On this website you will find useful information about living in De Hoge Hout.

## LIFT

Children must be accompanied in the lift. Do not leave rubbish, paper or other flammable material in the lift. If you notice any damage to the lift, please report it to the service manager. Report any faults or problems as soon as possible to the Customer Contact Centre of MVGM: 088-4324100 or [kcc.wonen@mvqm.nl](mailto:kcc.wonen@mvqm.nl).

## MOVE

Report the date and time of your move to the parking manager. For a deposit of € 150,- the parking manager gives you a key with which you can temporarily remove the access posts to the site at the corner Kleine Houtweg / Bellevueaan, so that moving vans can get close to the main entrance of De Hoge Hout. Strict instructions apply, which are strictly enforced.

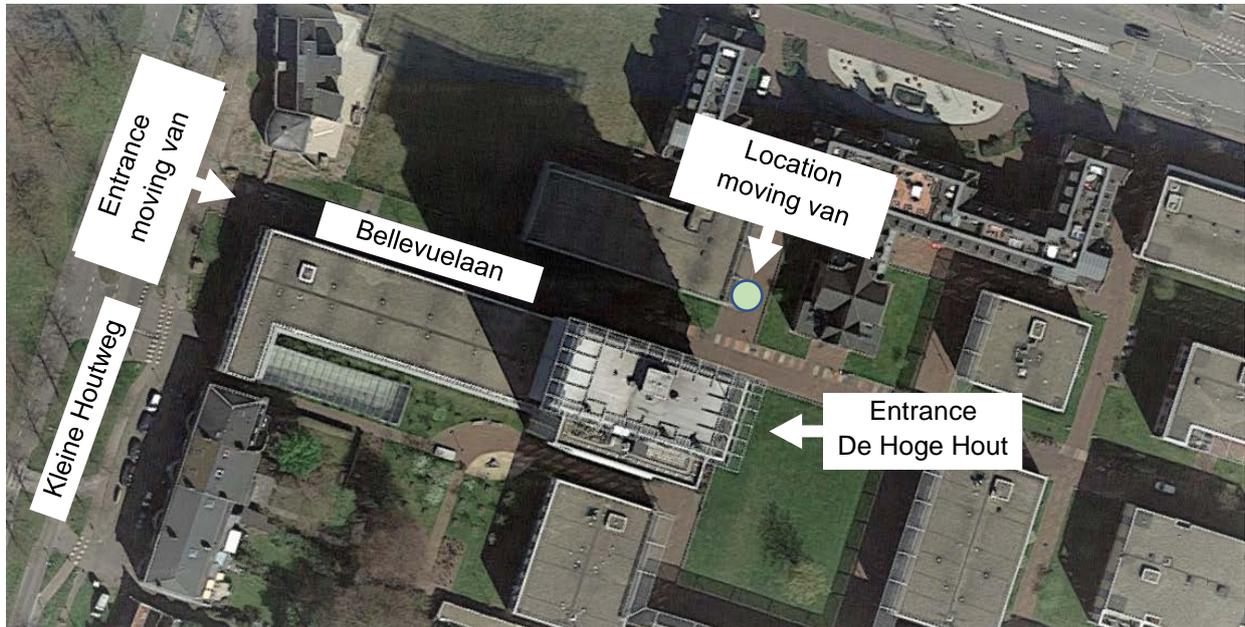
### Freight and/or moving vans:

- may only enter the courtyard via the entrance on the Kleine Houtweg;
- may only stand next to the chapel (see situation sketch);
- should definitely not be in front of the main entrance, because they are too heavy for the parking roof that is located under the courtyard, and to prevent the entrance from being blocked for emergency services.

To prevent malfunctions and nuisances, please observe the following when using the lift:

- secure or hold movable load in the lift;
- do not exceed the lifting capacity indicated in the lift;
- do not interfere with the operation of infrared door detection cells with objects (a.o. chewing gum, adhesive tape, obstacle between the doors), as this can cause malfunctions;
- do not occupy the lift unnecessarily and do not leave the door of the main entrance open unnecessarily long;
- first remove items from the moving car, put them at the elevator and only then put them in the elevator;
- first empty the elevator completely and then bring stuff to the apartment.

After the move, clean the halls and elevators, so that the complex is neatly restored.



### MAIN ENTRANCE: AUTOMATIC DOOR

The main entrance of De Hoge Hout is equipped with An automatic door. Use the tag or key switch (Figure A) to open the door automatically from the outside. Do not use the lock on the door, as this will cause malfunctions. Use the elbow switch (Figure B) to open the door automatically from the inside.

Do not close or open the door manually or block it, as this will cause malfunctions!

Picture A



Picture B



In the hall above the elbow switch (Figure B) is the **program switch** of the automatic door. When moving, the switch must be set to position II (the door will stay open constantly). After moving, immediately put the switch back to position I (normal), otherwise the door cannot be opened automatically from inside the apartments!