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GRÓ House Information Booklet



Welcome to the GRÓ House. The home of GRÓ fellows, postgraduate scholarship recipients, visiting alumni, and GRÓ guests.

Address: Grensásvegur 14, 108 Reykjavík



Description of the house

The **GRÓ House** is the Reykjavík home of the GRÓ six-month fellows (GRÓ-FTP, GRÓ GTP & GRÓ LRT) and houses occasionally GRÓ MS/MSc and PhD scholarship recipients and visiting guest lecturers invited by the four GRÓ Programmes. The house is located at Grensásvegur 14, close to a major shopping and recreational area with convenient access to bus routes. The **GRÓ House** is a three-storey building with 27 housing units located on the 2nd and 3rd floors, plus common rooms on both floors, where fellows can gather, cook, eat, etc.

House entrance and laundry in basement

The house has a private entrance from the street and the entrance hall is at ground level with stairs leading up to the 2nd and 3rd floors. From the entrance hall, there are stairs leading down to a **laundry room** at basement level with two washing machines, two dryers and washing lines to hang clothes to dry (Figure 1). The laundry is for the use of GRÓ fellows and **GRÓ suggests that fellows nominate a representative to be responsible for a washing rota. Each fellow needs to provide their own washing detergent.** You will find instructions on the wall on how to operate the laundry machines, highlighting the most popular programmes. Please read this information carefully.



Figure 1 Laundry area



Figure 2 Washing machine. Programme shown on the wall to the left.



Figure 3 Dryer machine.

You will find a waste container for the loose fibres that needs to be removed after each use from the dryer's filter (Figure 4 and Figure 5).



Figure 4 Loose fibre filter being removed from the dryer



Figure 5 Loose fibres to be removed from the filter

The water from the drying machine must be poured down the drain on the floor in the washroom after each use (Figure 6 and Figure 7).



Figure 6 Water bin being removed from the washing machine



Figure 7 Water to be poured down the drain on the floor.

Description of the facilities on 2nd and 3rd floors

The main stairway leads up from the ground-floor entrance hall to the 2nd and 3rd floors. On the 2nd floor are 7 studios and two large kitchens/common rooms. On the 3rd floor are 12 studios with WC and shower and eight rooms without. In total, there are 28 housing units in the GRÓ house. On the third-floor, fellows have access to a third kitchen/common room.

All GRÓ House units have private cooking facilities within the rooms. All studios on the 2nd floor and 12 studios on the 3rd floor have private bathrooms. The eight rooms on the 3rd floor share two bathroom/shower units located towards the centre of the floor, as well as having access to two shared bathrooms/showers in the common rooms on the 2nd floor. Please note that the shared bathrooms/toilets on the 2nd and 3rd floors are only for the use of GRÓ House residents staying in the eight rooms which do not have their own bathrooms/toilets. The lights in the corridors always stay on.

Facilities and equipment in the studios and rooms

All fellows can store, prepare, and warm food in their rooms, because all units contain a fridge, microwave, and hob/stove (cooking rings). However, the three common areas have fully-equipped kitchens with baking ovens and refrigerators for all fellows to use.

All units have a bed, pillow, quilt/duvet, one set of bedding linens, including duvet cover, sheet, and a pillowcase, two towels, two tea towels, two dish cloths, a bedside table, a lamp, cupboard for clothes, table with two chairs, refrigerator, sink, small hob/stove, microwave, and kitchen utensils.

Each unit is provided with the following utensils: two pans, four plates, two bowls, one oven-proof dish, four glasses, four sets of knives and forks, four cups, a tin opener, a wooden spoon, a ladle, two-sizes of sharp knives, and a chopping board.

GRÓ house keys

Each GRÓ fellow will receive two keys on arrival. A main entrance door key and a key to their own studio/room. *These keys should be left in the door lock of each unit on departure.*

Second floor common room

GRÓ common rooms (**#206** and **#208**) are available for the use of all fellows (from both 2nd and 3rd floor). Room #208 is a kitchen/dining room, with bathroom, and room #206, which is about 45 m², contains two rooms: a kitchen/dining room, and a smaller room which can be used for storage of suitcases (especially for those who have smaller rooms on the 3rd floor).

Third floor common room

A smaller common room on the 3rd floor (**#311**) is available for the use of all fellows living on the 3rd floor. This shared area has a smaller communal kitchen for cooking and dining and contains a baking oven with four cooking hobs, one large refrigerator, a recycling unit, dining table and chairs.

Cleaning of communal areas

The communal areas of the GRÓ house will be cleaned once a week by the cleaners. This includes the entrance on the ground floor, the stairways, the laundry room in the basement and the corridors, the three communal areas for cooking/dining/socialising, and the four shared bathroom units on the 2nd and 3rd floors. The cleaners will empty the waste containers and the recycling containers in the two communal areas on their weekly visit. They will also replenish toilet paper, soap and dishwashing liquid in the shared kitchens and bathrooms. In addition, the cleaners will replace lightbulbs in the communal space as required.

Cooking etiquette in the communal areas

Please keep your own food in your own fridge in your room. If storing food in the communal fridge in the common rooms, make sure it is clearly marked with your name. You can use the baskets provided. Anything not marked will be routinely thrown out by the cleaners.

When using the communal areas to cook, **always clean up after yourselves**. Do not leave any mess for the next persons to clean up. If everyone cleans up after themselves, the space will always be clean.

Advice: To prevent the fire alarm to go on, please be careful of your cooking and never leave the cooking unattended.

Fellows access to cleaning equipment

GRÓ fellows are responsible for cleaning their own unit. They are also responsible for washing and changing their own bed linen, toilet paper and soap, etc. However, equipment for cleaning, such as vacuum cleaner, mops, mop pads and buckets can be borrowed from the cleaning storage cupboard which is **located on the 2nd floor (between rooms 206 and 208)**. Fellows must supply their own private cleaning cloths. There will be some cloths available, but for everyone to use. Fellows should always return the cleaning equipment promptly after use for the next fellow.

Post and deliveries

If you want to have something sent to you then you can use the work address at your office. It is difficult to have post or other deliveries delivered at the GRÓ house.

Waste disposal

In the car park behind the building is a waste container, belonging to the GRÓ house, which is locked. The key to the waste container is well marked in the ground-floor entrance hallway on the right-hand side as you enter. **It is vital that residents always return the key for the next fellow after they have disposed of their waste.** Waste must under NO circumstances be left anywhere else in the house even for a minute, it must be taken directly and disposed of in the waste container outside.



Figure 8 Location of key to garbage bins



Figure 9 Garbage bins behind the house (always to be locked)

It is mandatory to **RECYCLE** the waste. Use the recycling containers in the communal areas and keep your plastic, paper, metals, and other waste recyclables separate. Keep plastic packaging in plastic bags, paper in paper bags, and other waste in biodegradable bags. It is important to rinse the plastic waste well. Please don't put glassware and batteries with the waste – bring it to your host institute where there are recycle containers for that or use the communal collection points around the city. Soda-, wine-, and beer bottles can be collected and put in a separate bag. Those can be brought to recycling stations (*Endurvinnslan*, see www.endurvinnslan.is) where you can reclaim the deposit for each bottle/can, 18 kr./piece.

Please note that toilet paper should be flushed down the toilets and not in the waste bins. Please note that toilet paper is the only product that can be flushed in the toilet. Disposable towels and tampons or other items must **not** be flushed in the toilets, even if the packaging indicates that they can.

A few important points to keep in mind:

Visitors

The common rule in Iceland is that guests do not visit shared accommodation after 22:00 and the house/rooms should be quiet after that time. GRÓ residents may invite visitors in their own housing units. Please do not let outsiders into the GRÓ House who do not live there. If a visitor is coming to visit a GRÓ resident, their GRÓ host should receive them into the building, and they are also responsible for seeing them out of the building after the visit.

Be diligent in keeping surfaces dry

Always clean up wetness from surfaces. In Iceland, dampness does not easily evaporate so it is best to remove it straight away as water can damage wood and other materials. Please remember to dry the condensation water on your windows. If you forget, black fungi will start growing, damaging the wood. After showering, make sure any water or dampness is removed by wiping/drying the surfaces. In this regard, it is very important to keep the shower curtain inside the shower basin when showering so that water does not escape onto the bathroom floor. Water can leak through to the floor below or damage the wooden door and doorframe.

Air circulation in your room

Leave the bathroom door open to allow air to circulate and make sure to open windows, at least once pr. day, for air circulation. In addition, make sure to air the room well after cooking so that the cooking fumes do not remain in the room especially in the evening when you are sleeping. You can also use the doorstopper to air out into the hallway.

In the wintertime (as well as in other seasons), it is the norm in Iceland to leave the radiators in your room on and the windows open a little bit, to allow air to circulate. You could even leave the window open a bit while you are away from the house. Heating is not an excessively expensive in Iceland because of the sustainable geothermal power. That being said, please do not set the radiators on much more than 3 on average (you can set them from 0 (cold) to 5 (hot)).

GRÓ communal area rotation

The GRÓ house is your home whilst in Iceland. If fellows follow the recommendations and directions in this handbook, then the house facilities and equipment will work efficiently and be available for all to use. GRÓ recommends

that fellows create a laundry rotation and communal area rotations to keep the kitchen clean, tidy and the waste emptied between cleaning visits.

The local area

There is a bus-stop almost in front of the house where lines 2, 14, 15, and 17 stop (on both sides of the road). Additionally, night-bus no. 102 stops one stop away at the central bus-stop of *Grensás*. More information on www.bus.is. *Please note that free Wifi is offered on public transport.*

The GRÓ House is very close to many shopping possibilities as well as the largest recreational area in Reykjavík (called *Laugardalur*), where the botanicals gardens of Reykjavík are located, a family park, zoo, sports fields, and the largest swimming pool in Reykjavík. In Skeifan, major supermarkets such as *Bónus*, *Krónan* and *Hagkaup* are located. Additionally, there are shops like *Vínbúðin* (state-run liquor shop), books/stationary shop (A4), pharmacies, electronics store (Elko), home goods (*Rúmfatalagerinn*), vegan supermarket (Vegan búðin), and many more.

On the street *Grensásvegur*, there are many fast-food and take-away restaurants. Furthermore, there are special supermarkets like *Istanbul Market* (*Grensásvegur* 10), and *Dai Phat Asian Supermarket* (Skeifan) that sell many food items which fellows might recognise from their home countries, items which are not available in Icelandic supermarkets. A bit further away, at *Suðurlandsbraut* 6, is the *Vietnam Market - Asian supermarket*.

The largest indoor shopping centre in Reykjavík, *Kringlan*, is close by and within walking distance (15-20 min.), and bus 2 and 14 stop there. There is a post office *Pósturinn* very close by at *Síðumúli* 3-5.

Security issues and Fire Alarm

The fire alarm control panel is found on the ground-floor entrance hall on the left-hand side wall, and in the entrance hallway to the 3rd floor on the right (Figure 10 and Figure 11).

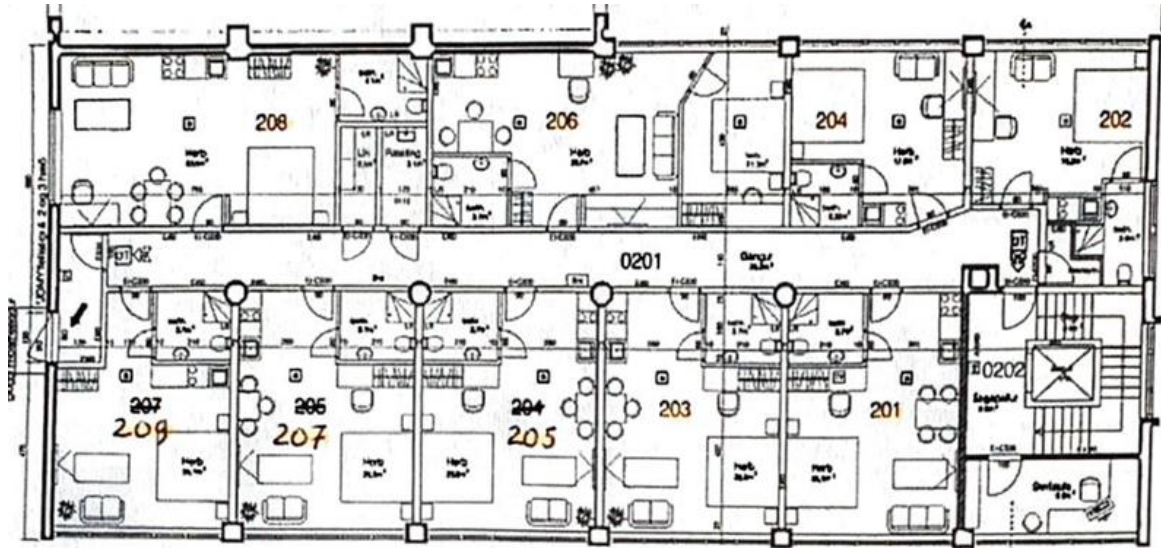


Figure 10 2nd floor map

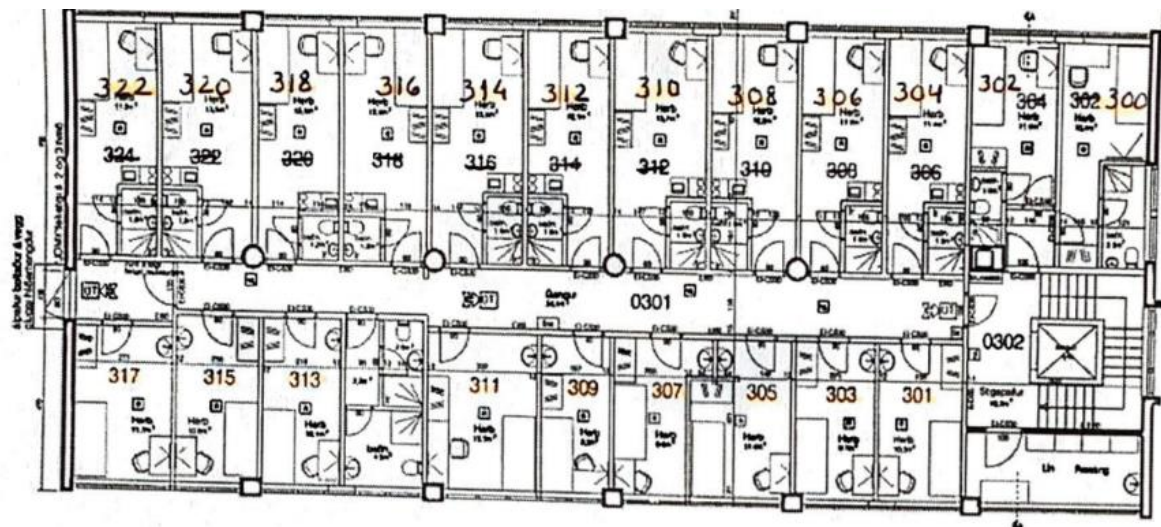


Figure 11 3rd floor map

The fire alarm system is always on (24 hours per day) and can be triggered very easily, for example, if too much smoke is created in your room while you are cooking. *If the alarm goes on make sure you check where the alarm is coming from by checking the red lights above the doors. You need to check this before turning off the alarm. You cannot check this after the alarm has been turned off. Once you have made sure there is there no danger from fire, i.e., cooking fumes which can be easily dispersed (1) you must go quickly to the nearest fire alarm control panel (in the entrance hall or on 3rd floor) and turn the alarm off.* There are clear instructions telling you how to do this. Then call the security company Öryggismiðstöðin (tel. 530-2400) and inform the operator that the alarm is caused by cooking smoke and not a fire in the building. If this is not done immediately the security company Öryggismiðstöð will send out a security guard, and this service costs ISK 15,000 for each visit.



Figure 12 Fire alarm panel.

To stop the alarm, press the red button. To turn on again press the green button and turn the key in the red box. The green light should always be on. Please note that when it is your studio or room that is causing the fire alarm, a red light shows above your room door.

In case of a fire, always use the main stairway to escape. If the main stairway is blocked by fire or smoke, then use the emergency exit on the opposite site of the staircase. There is an emergency exit through the hallway window on each floor (Figure 13). Outside each window there is a small balcony. On the wall, next to the window there is a pipe with a handle which needs to be pulled out, then a ladder appears (Figure 14). Take care when using the ladders and only use in case of emergency.



Figure 13 Emergency exit



Figure 14 Emergency exit and ladder

Electric fuse shorting

If the electricity in the corridor or your room is cut off due to an electric fuse shorting, then you can reconnect the blown fuse by switching it back into position in the electrical fuse box.



Figure 15 Fuse box #1



Figure 16 Fuse box #2

The studios on the 2nd floor have a fuse box in their room, but on the 3rd floor the fuse box is in the small hallway next to rooms 302 and 300. Here, the fuse box is located above the door, and you should use a small stepladder from the storage room between rooms 206 and 208 for that purpose. The electric fuse for the cooker in the shared kitchen/common room (#206) on the 2nd floor is in the corridor outside the room.

Please note that for your personal safety, security cameras are located on each floor and in the common areas and are clearly shown by this signal (Figure 17). The recordings will only be viewed if there is a valid reason for doing so and then only after a permission is granted by the GRÓ Director General. Any viewing of the material will be registered according to the provisions of Act No. 90/2018 on Data Protection and the Processing of Personal Data and Regulation (EU) 2016/679.



Figure 17 Security camera symbol

Good maintenance – what to do if anything breaks or is faulty

Please inform GRÓ staff immediately if you notice something faulty or broken in your room. GRÓ aims to keep all housing units standardised and fully functioning for the next GRÓ fellow who visits, and if a fault is only discovered at the end of a resident's stay, then there may not be enough time for repair or replacement before the next GRÓ guest moves in. But in general, it is particularly important to give immediate notification about faults in your room, since leaving things broken or malfunctioning can result in greater damage than if the issue is dealt with straight away. GRÓ also has an obligation to report any major damage to the owners within 14 days of it being discovered.

How to report a fault or problem

As outlined in the paragraph above, if anything goes wrong, please report the problem to the GRÓ programme staff who are available **between 8 a.m. and 5 p.m.** on working days. Please respect the GRÓ staff work-free time boundaries and do not disturb the staff outside normal working hours unless it is an **emergency situation**, for example, burst water pipes or an open window break with cold air streaming in. Together with the other GRÓ fellows, try and solve the issue yourselves temporarily and then report the problem during working hours.

Your emergency GRÓ phone numbers:

FTP

773 5516

In case of an **EMERGENCY**, call **112** and ask for **POLICE, FIRE or AMBULANCE**