

General terms and conditions for field courses and meetings at Salten Skov Field Laboratory

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Booking Jeanette Kreuger, IGN-KU, jekr@ign.ku.dk, KU-telefon 35321520

Arrival and departure

It is mandatory to follow the booking agreement (date and time) made with Jeanette Kreuger.

Waste sorting

Follow the instructions posted in the kitchen. If in doubt, contact the local caretaker.

Completion – checklist (responsibility of the course or meeting leader)

- All rooms must be vacated no later than 4 pm on the final day.
- Used bed linen and towels must be placed in the hallway on the ground floor.
- Common areas must be checked for forgotten items and waste.
- The kitchen must be cleaned, all dishes washed, and all utensils returned to their proper places.
- Refrigerators and freezers must be emptied unless otherwise agreed with the caretaker.
- Accommodation rooms and common areas must be tidy and free of waste.
- Laboratories and teaching rooms must be cleared of all materials and waste.
- Field equipment, incl. waders, must be stored in the basement under the main teaching room.
- Meeting rooms and other common rooms must be cleared of all equipment and materials.
- Defects or faults in equipment must be reported to the contact person as soon as possible.
- General errors or deficiencies must be reported to the local caretaker as soon as possible.

Boats and life jackets

- Boats and life jackets may only be used by agreement with the contact person.
- Boats and trailers must be handled correctly (e.g., remove the light bar during off and reloading)
- Sailing must comply with UCPH's fieldwork regulations.
- Please note that the standard cannot be used to unlock boat padlocks; FBS keys are required.
- Users must replace any broken or lost equipment.

Bonfires and firewood

Only use firewood from the designated firewood stack. Firewood must not be collected from the surrounding forest. **Important:** There may be a fire ban due to dry conditions. If in doubt, contact the police or the caretaker.

Handbooks, class sets and literature

All materials must be handled with care and returned to their proper place shelves. Users replace damaged or lost materials.

Kitchen

- Must be kept clean and tidy throughout the stay.
- Do not leave food out (flies and wasps).
- Maintain good hygiene when handling food and waste. Clean the refrigerator if necessary.
- Users replace broken and lost equipment.

Please note that notices in the kitchen provide information about tea towels, dishcloths, etc

The apartment

The apartment must not be used in connection with courses or meetings, including for private accommodation.

Network and Wi-Fi

The network is managed by Science-IT. In case of issues, contact the Service Desk (35 32 32 32). Do not make any changes to the router or switch, and do not turn off the power to the rack cabinet unless instructed by KU-IT.

Connection via Eduroam works as elsewhere at UCPH. Alternatively, use UCPH Guest (instructions are available on the noticeboard and on the UCPH intranet).

Keys

Keys are handed out and returned via Jeanette Kreuger, as specified in the booking agreement. All doors must be locked and all windows closed when the station is unattended and upon departure.

House rules

Please remind students of the house rules posted on site. They can also be found here: <https://saltenskov.ku.dk/ophold/> (in Danish)

PC projector

Users must bring their own projector.

Cleaning

For courses and meetings with many participants, daily cleaning of the toilets and kitchen area is carried out. A full cleaning is carried out between each booking and coordinated by the daily caretaker. Guests are expected to contribute by maintaining general cleanliness and emptying bins regularly.

Smoking

This must follow UCPH's smoking policy, meaning only outdoors and at an appropriate distance from well away from doors and windows.

Cigarette butts etc. must be disposed of in metal buckets and emptied before departure.

Empty bottles

Empty bottles and jars with and without a deposit value must be removed before departure. Those without deposit can be disposed of in municipal bottle containers, e.g. at Super-Brugsen in Them.

Equipment and Consumables

Basic equipment in laboratories, exercise rooms, and equipment storage areas may be used by agreement with the contact person and must be handled with care.

Users must replace any broken or lost equipment.

Consumables (filters, chemicals, batteries, etc.) owned by the station must not be used.

Waders

May be used by agreement with the contact person and must be handled with care. Minor damage is repaired. Users replace broken and lost waders.