



Welcome to Tovetorp Research Station

Department of Zoology, Stockholm University

Before you arrive

Inform us of your arrival plans well ahead of your arrival, particularly if you plan to arrive outside of working hours.

Sheets, duvet covers, and pillowcases **must be used** during your stay. Bring your own or rent for 100 kr.

It is recommended to bring boots and raincoat (even if you do not plan to work outside), and indoor shoes.

During your stay

In Mässen, there is a sign-up whiteboard where it should be noted whom is staying in each room and during which dates. Please write your phone number here so we can reach you. This is primarily for your safety.

Fire safety

Please inform yourself about fire escape routes. In the course and lab buildings, there are evacuation plans posted that denote the locations of fire extinguishers. The assembly point after evacuation is between the course building and the parking, near the boule court (see Map). Fire alarms are sent automatically to the fire brigade from the laboratory buildings and the course building. In all other buildings, fire alarms are local. ***In case of fire always: 1) evacuate, 2) warn others if it is safe to do so, 3) dial 112 and, when possible, inform a member of Tovetorp staff.***

Defibrillator can be found in the western entrance to the old lab as well as in the entrance to the course building. A sound is automatically started when the defibrillator is taken out of the box to attract help from people nearby.

Nearest emergency hospital is Nyköpings lasarett (30 km by car south on E4)

First aid kits can be found on the ground floor of Mässen, in the staff room and work shop in the old lab and in the office (Skrivhuset; in the broom closet).

Kitchen - Read information sheet in the common kitchen in Mässen!

Clean up after yourself. If you stay during more than one week, there is a kitchen schedule where you should book a week when you are responsible for a tidy kitchen (i.e., remind others what to do, and take some extra responsibility). Empty compost and recycling when full (see Map)

Before you leave

- Return any keys and key cards to staff
- Clean up the kitchen and living space in Mässen
- Notify us when you have left: tovetorp@zoologi.su.se.

Good to know

Map – see final page for an overview map of Tovetorp

Kitchen – there are kitchen (refrigerators, freezer, coffee maker, stove/oven/microwave, pots/pans/knives/etc) and dining facilities (plates, bowls, cups, silverware) in Mässen and Villan.

Laundry – there is a laundry facility in the basement of Mässen. Bring your own detergent.

Showers – there are showers in Mässen, Villan, and Skrivhuset.

Internet – there is WiFi throughout Tovetorp with connections via SU (Stockholm University network) and eduroam. Temporary access to the SU network can be arranged.

Office space – Skrivhuset has basic office facilities. Desk space can be arranged in advance

Lab space – can be arranged in advance.

Guests – are allowed in your room if booked in advance (100 SEK/ night to Swish 123 399 6436). Please email tovetorp@zoologi.su.se, and inform in advance about eventual guest so we know who is visiting us.

Mail – can be delivered to Tovetorps forskningsstation, SE 646 94 Björnlunda, Sweden

Gym/sauna in course building –The facilities in the course building is primarily for courses and conferences, however, if not guests are booked in the building, the gym, sauna and showers can be use provided that you clean the facilities before you leave.

Workshop – located in the lab buildings and contains a variety of hand and power tools, etc. Access and an introduction to the facilities can be arranged.

Four-wheeler, tractor, lawn mowers and chain saws are restricted to be used only by certified staff members.

Getting around – there are bicycles available to borrow and bus access to shopping in Nyköping, Björnlunda and Gnesta by bus ('Furuborgs såg' is the nearest bus station).

Tovetorp van – can be booked in advance for shopping and research activities (max 1 passenger, 35 SEK / 10 km). Note distance and who should pay in the logbook in the glove compartment, and note the name of the driver on the list at the key box in the old lab.

Pets – are only allowed in certain rooms which can be booked in advance, and are not allowed in any common areas. It is up to the pet-owner to guarantee that the animal does not damage the room.

Parking – there is plenty of parking space at Tovetorp.

Vaccinations – ticks carrying tick-borne encephalitis (TBE) are present in the area around Tovetorp from approximately April – November. We recommend getting vaccinated against this disease, which requires at least two doses, separated by one month. (see fasting.nu). Ticks could also carry Lyme disease, thus always check your body and remove ticks properly. There is a pair of tweezers in the entryway to Mässen.

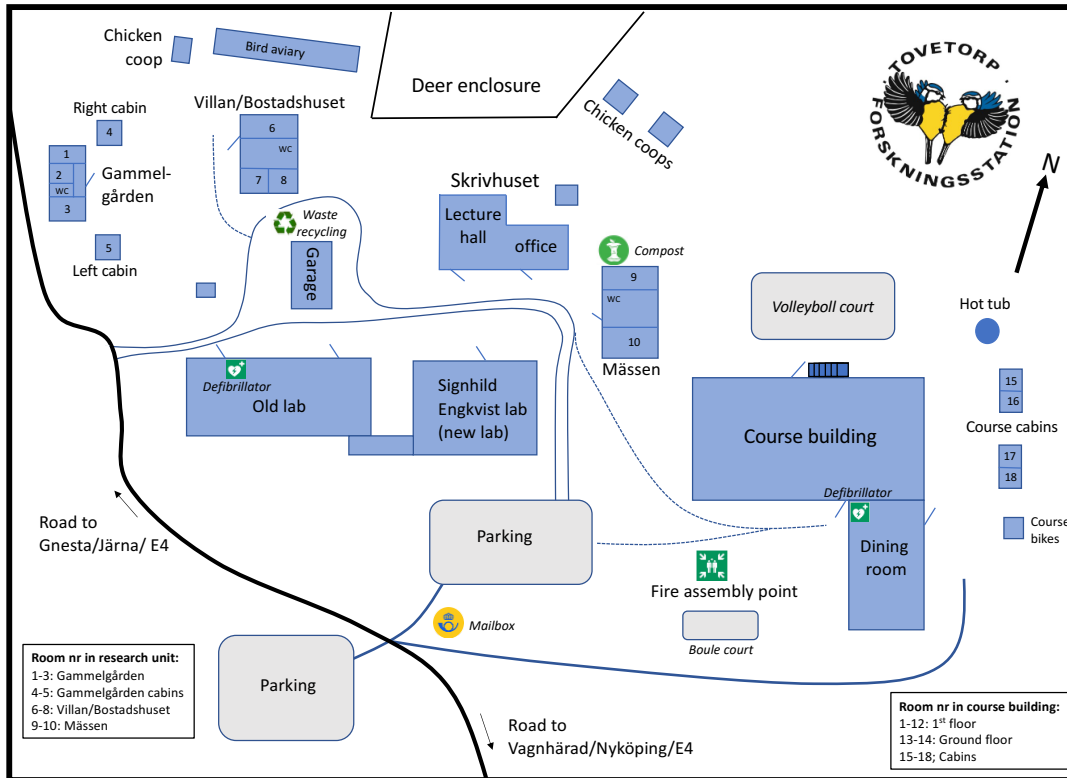
Please contact staff (see below) if you have any questions about your stay at the station!

I have read the information:

Signature:

Date:

Print name:



Staff at Tovetorp

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