

Småbruket



NHH's cabin for staff

A guide to the cabin

Guide to Småbruket

Introduction

Småbruket is NHH's cabin, located at Byrkjesete in Kvamskogen. All employees (permanent or temporary) are entitled to use it.

The cabin is divided into two units. Each comprises a small, modern kitchen, living room and two bedrooms, with six beds altogether. The kitchens are each equipped with an induction hob, electric oven, fridge freezer and dishwasher. There are toilets and showers for each section in the basement, along with a small sauna.

Both units have their own verandas, which you can reach from both outside and inside the cabin. In nice weather you can enjoy the sun from early morning till late evening. Chairs for the verandas are located in the bedrooms in each unit. Smoking is not permitted in the cabin.

You need to bring your own bed linen and towels as well as your own kitchen- and bath towels. A travel cot with duvet and pillow + an extra mattress are stored in the basement for use by families when needed. Before you leave you are required to tidy and clean the cabin.

This guide provides some basic information about using the cabin.

Enjoy your stay at Småbruket!



The cabin viewed from the road



The sun-decked verandas

Booking and payment

Booking requests should be submitted online via the form on NHH's intranet page for Småbruket. The cabin is allocated two weeks prior to the booking date, at which point the booking becomes binding. Special rules apply in high seasons.

Småbruket is maintained largely via voluntary work by NHH staff, a sociable activity that also awards points. These points give precedence over other applicants wishing to rent the cottage at weekends during the high seasons: wintertime, the school winter holiday and the Easter break.

Prices for use of the cabin vary by season and length of stay. The use of winter parking spaces is charged in addition to the basic rental charge. Current prices are available on Småbruket's intranet page. A bill is sent via email, providing a breakdown of the applicable charges. This should be paid directly by bank transfer to the account number given.

Activities and attractions

In late spring, summer and autumn there are a lot of hiking trails both north and south of the main road. Many good suggestions can be found on www.ut.no.

Picturesque Hardangerfjord is just a short drive from Kvamskogen and the area has several interesting attractions. Highlights include Steinsdalsfossen waterfall, Hardanger Maritime Museum, Ingebrigt Vik Museum, Kabuso arthouse, Storteigen rural museum, Sogestien historical path in Fitjadelen, the rock carvings at Vangdal and the beach at Valland. More information can be found on www.visitkvam.no.

In winter time you can put on your skies on at the doorstep of Småbruket and go for long or short cross-country skiing trips in the terrain surrounding the cottage. In the cabin you will find a brochure (for the time being written in Norwegian only) containing suggestions for hikes both in summer and winter. Kvamskogen has three downhill skiing areas and 60 km of prepared cross-country tracks. There are designated areas for children next to the downhill areas.

Shops, hotels and cafes can be found in Norheimsund (Europris, Spar and Rema 1000) and Øystese (Coop), and there is also a shop and café at NAF Kro and Camping in Kvamskogen.



Map of Kvamskogen in winter



Idyllic bathing spot for all ages by Byrkesetrene

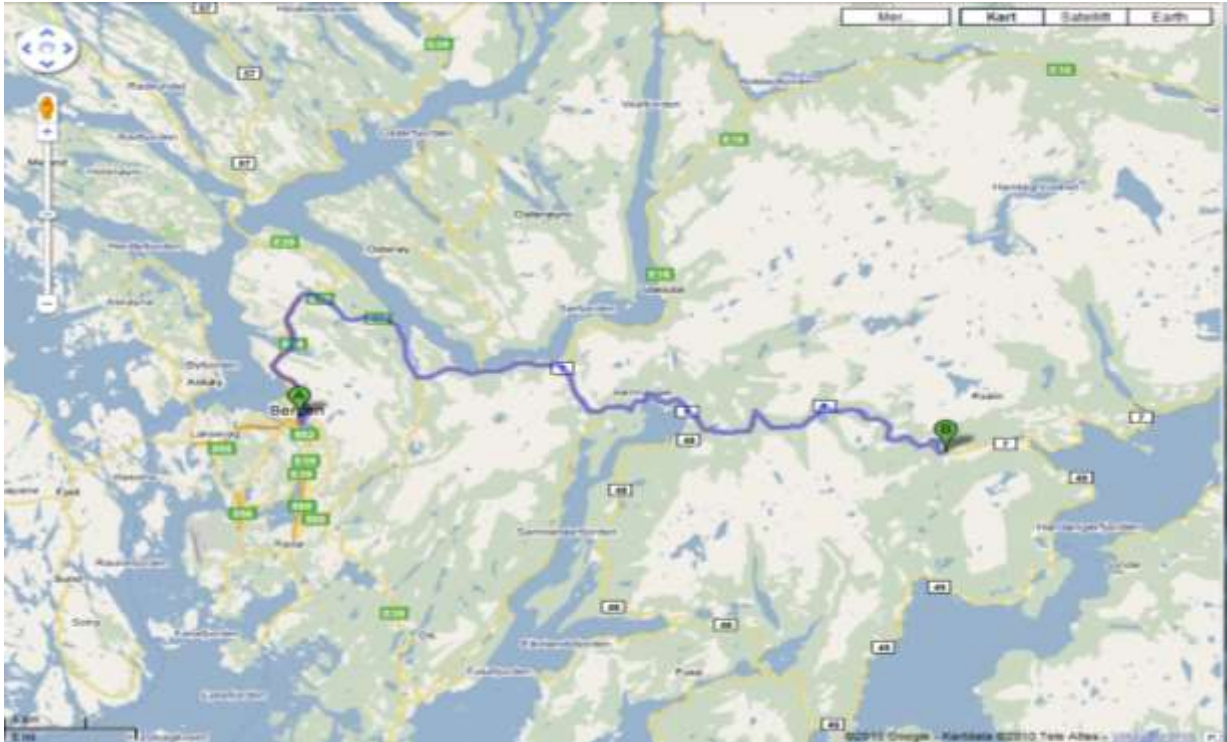


Skiing up to Sollhellanuten

Travelling from Bergen

You can reach the cabin in about an hour by car or bus. The bus leaves from the central bus station in Bergen and passes NHH on its way to Norheimsund. Alight from the bus at the Tokagjelet stop by Byrkjeseteveien, just before the road descends into the Tokagjel gorge. Småbruket is situated approximately 1 km north of the main road. You can check bus times at www.skyss.no.

By car, drive past Furedalen Aplin and after about 3 km, turn left into a small road by a grey house just before the road descends into Tokagjelet. This road leads to the winter car park.



Map showing the road from Bergen to Småbruket.

Parking

During late spring, summer and autumn, you can drive through the winter car park and up to the cabin, where there is space for parking several cars.

During the winter and early spring Småbruket rents two parking spaces in the car park, next to the main road. A parking permit must be displayed in the car windscreen when the winter car park is used. This is sent out with the cabin keys if winter parking has been requested. Your mobile phone number should be written on the permit so that the car park owner can contact you if necessary, for example in cases of large amounts of snow or flooding.

Keys

There is an electronic barrier at the car park entrance to restrict entrance. A **black electronic chip** is attached to the cabin key ring to activate this barrier. The **green key** can also be used to open this barrier.

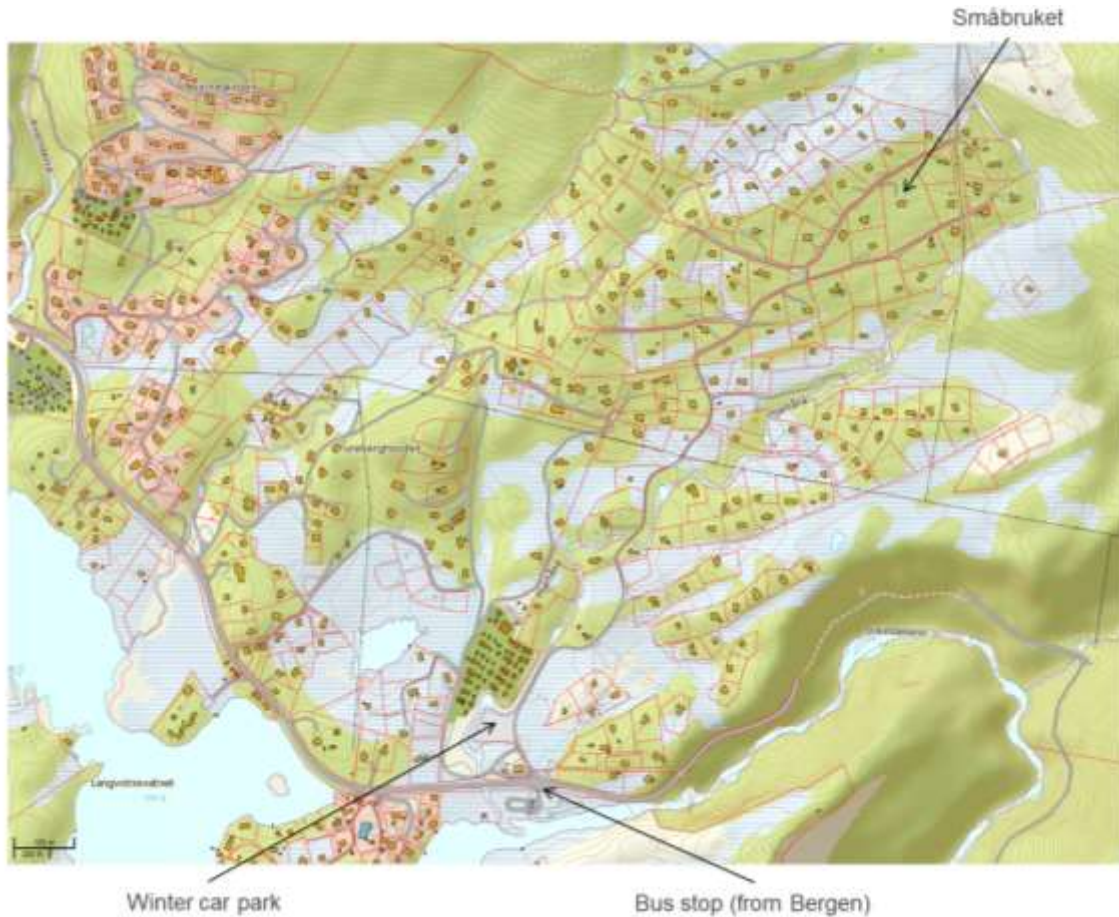
The **yellow key** is for the cabin, Småbruket. It opens both the entrance doors and the doors to the two units inside. If large amounts of snow prevent you from reaching the front doors, it may be easier to enter the cabin using the cellar door. The yellow key fits both doors.

The **little key** is for the rubbish containers in Kvam. These are located by the main road. Turn right immediately before joining the main road when exiting the car park, and the rubbish containers are located approximately a hundred metres along this side road.

Finding the cabin

Småbruket is situated just over a kilometre north east of the winter car park. A gravel road winds its way up toward the cabin. After the first steep hill, the road swings to the left and crosses a small bridge. It carries on through an S-bend, past a small parking area, past a read cottage close to the road on the right-hand side.

Småbruket is on the right hand side, lying about 40 meters from the road. It is bright red with large white windows, large verandas and the long side facing the valley.



Map showing the way to the cabin from the main road.

The "Småbruket" sign shows the way to the cabin. There is room to park several cars close to the road. It is not advised to drive all the way down to the cabin without four-wheel drive.



Facilities and equipment

The cabin is divided vertically into two units: A to the left and B to the right. Each unit comprises:

Lounge/diner	Dining table and chairs, coffee table, sofas, radio, TV, DVD player, wood burning stove.
2 bedrooms	Bedroom 1: 4 bunk beds Bedroom 2: 2 bunk beds, door to veranda and space for a travel cot The beds are all equipped with duvets and pillows. Bring your own sleeping bag liners or sheets, duvet covers and pillow covers
Kitchen	Modern kitchen, equipped with: <ul style="list-style-type: none">• Plates, bowls, glasses, cups and cutlery for 10 people• Pots and pans• Fridge freezer• Induction hob• Electric oven• Dishwasher• Coffee maker• Waffle iron• Kitchen utensils• Food processor• Washing up liquid and brushes• Hot and cold water Bring your own kitchen hand towels and dishtowels
Hall	Hanging space for coats, shoe dryer and heated shoe rack.
Toilet	Located in the cellar, along with a plentiful supply of toilet paper. One per unit.
Shower	Located in the cellar. One per unit.
Wash room	Shared. Located in the cellar. Shared between A and B.
Sauna	Shared. Located in the cellar. Shared between A and B.
Games room	Shared. Located in the cellar. Shared between A and B.
Cleaning materials	A vacuum cleaner, buckets, mops, cloths and other cleaning materials are located in the cellar. Shared between A and B.

Additional equipment for babies and small children

There is a travel cot with extra mattress, duvet and pillow stored in the games room in the basement. Bring your own bed linen if you wish to use these.

The cabin also has two high chairs: a white plastic, one and a red, wooden one.

Arrival

On arrival, you will need to:

- Plug in the fridge freezer
- Switch on the water by turning the blue handle parallel to the water pipe. Located in the cupboard under the left-hand side of the sink in the wash room
- **In winter:**
 - Adjust the electric panel heaters as required
 - Clear snow from the roof if more than 30cm deep. Shovels are located in the cellar and outside by doors.

Please remember that smoking is not permitted inside Småbruket.

Heating

Both units are equipped with electric panel heaters and wood burning stoves. The cellar has underfloor electric heating. In the spring, summer and autumn seasons the electric heaters will be switched off when you arrive. Remember to switch them off again when you leave if you use them.

In the winter, the heaters will be remotely switched on so that the cabin is warm when you arrive. You may turn the heat up or down as required, but please ensure that the heaters are on and the thermostats are set to 16C when you leave.

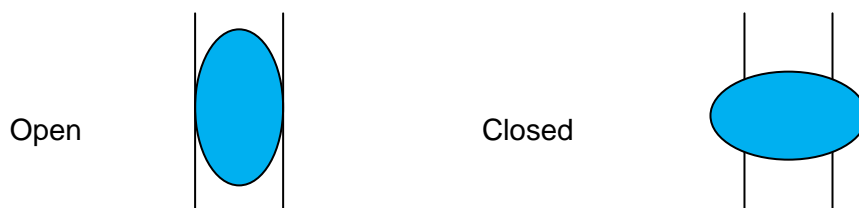
Using the wood burning stove

Småbruket is self-sufficient in wood for heating. All trees cleared from the plot around the cabin are chopped and stacked in the cellar as firewood. The trees grow back relatively quickly, so there is always a surplus of wood. The wood is stored in the cellar under cabin B.

The chimney at Småbruket does not draw well, so a fan is installed to avoid the cabin filling with smoke when the wood burning stoves are used.

Before lighting the stoves in Cabin A and B, please ensure the following:

1. **The chimney fan is switched on.** The switch for the chimney fan is on the wall in the entrance hall, by the door to cabin B. Turn it on to full power before lighting the stove. The fan can be reduced once the fire is burning well.
2. **The flue on the chimney is fully open.** This is located by the stove and enables the smoke to exit via the chimney.



Check list on leaving Småbruket

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- Clean out the wood burning stove, if used
- Vacuum and wash the floors
- Wash the sauna, if used
- Wash the WC belonging to the cabin you are in
- Wash the shower belonging to the cabin you are in
- Empty and wash the fridge, pull out the plug and leave the door open
- Empty the freezer and leave the door open
- Empty the bread box
- Pull out the plug for the coffee maker
- Switch off the outdoor lights, chimney fan and shoe dryers
- Close the curtains and pull down the blinds in the lounge, bedrooms and kitchen
- Switch off the water by turning the blue handle across the water pipe. Located in the cupboard under the left-hand side of the sink in the wash room
- Check the cellar and veranda doors are locked
- **In summer:** Turn off the electric panel heaters
- **In winter:** Leave the electric panel heaters switched on and ensure the thermostat is set at 16C on leaving. Turn the underfloor heating in the cellar down to 1.

Rubbish

Empty bottles and cans with a return deposit (pant) can be left in the cellar, under cabin B. The money from these contributes towards the running costs for the cabin.

Containers for all other rubbish are located by the main road. When exiting the car park, turn right immediately before joining the main road. The rubbish containers are located approximately a hundred metres along this side road and can be opened with the **little key**.

Rules and regulations for the rental of NHH's cabins at "Småbruket"

Updated – February 2014

§ 1 Allocation of the cabins

Employees who wish to rent a cabin may apply either by filling out the online application form (which can be downloaded from "Småbruket's" homepage).

Allocation of the cabins is made 14 days before the rental date. For weekends and weeks during the summer holiday period allocation may be made earlier. All allocations are binding 14 days before the booked dates. Special rules apply for winter half-term and Easter week.

Employees who wish to rent both cabins may do so as long as no other employees have applied for the proposed period.

During the winter season there is a fee to pay for parking in the public car park by the main road.

Notification must be given to the Cabin Committee as soon as possible if an allocated cabin rental cannot be used. The rental must be paid in full unless there are others who can step in at short notice. This rule does not apply for the parking fee.

§ 2 Keys and electronic chip for the boom gate

Door keys and an electronic chip for the boom gate into the car park will be handed over to tenants shortly before the rental period. Tenants are required to deliver these back to NHH as soon as possible after the rental period.

When two sets of tenants overlap one another the electronic chip must be placed in the allocated key cupboard nr 1 beside the boom gate. A code will be given to you at the time of allocation. It is important that the numbers in the pass code are changed after the chip has been placed in/collected from the key cupboard. The lid lock must be pushed up after use.

In order to prevent incorrect usage BIR has decided that its rubbish containers shall be kept locked. A private key to unlock the containers is therefore attached to the key ring that you receive when renting Småbruket. It is extremely important that the containers are locked by the user after household rubbish has been thrown in. Rubbish must NOT be placed on the ground next to the containers!

Please note that the key to the main entrance also fits the door to the cellar, which can be used when snow prevents access to the main entrance.

§ 3 Cost of rental

Tenants must pay the current rental price. This can be found on "Småbruket's" homepage.

§ 4 Payment

Tenants will be sent an invoice for the rental period after their stay in "Småbruket".

All allocations are binding 14 days before the booked dates. This means that tenants who do not use the cabin they have been allocated will still have to pay for the rental period.

§ 5 Winter holiday and Easter week

The rental periods of the school half-term winter holiday and Easter week are divided in two. The changeover point for the winter holiday is Wednesday at 12 noon and for Easter week Wednesday 17.00.

The application deadline date and allocation of "Småbruket" for the winter holiday and Easter week is determined in advance each year and is the same for both rental periods. The deadline date is announced in Paraplyen and on "Småbruket's" homepage.

It should be made clear in the application whether the applicant has alternative date preferences. These may be entered in the comment section of the application form, or may be sent in a separate e-mail to the secretary for the Cabin Committee.

It is not possible to be allocated the whole winter holiday or Easter week unless no one else has applied to use one of the cabins during the same period.

Two employees who have been allocated a cabin during the winter holiday or Easter week may mutually agree to swap allocated days. If the person allocated the cabin during the winter holiday or Easter week no longer wishes to use the cabin for the allocated period, the first person on the waiting list is then awarded the now vacant cabin allocation.

An allocation is binding after an applicant has accepted the offer of a cabin rental.

§ 6 Use of the cabin

- All visitors are responsible for the cabin and its household contents.
- Equipment and furniture must not be removed from the cabin.
- Damages or defects must be reported to the Cabin Committee as soon as possible after the rental period.
- Boots and other outdoor footwear must not be used inside the cabin.
- The quilts and pillows in the cabin have protective covers on them but visitors must bring their own sheets, quilt covers and pillow cases or sleeping bags, as well as towels for use in the kitchen and bathroom.
- Smoking inside the cabin is prohibited.

§ 7 Allocation of points

Employee points

All employees (permanent and temporary) will receive 6 points each year. Points are awarded at the end of the year whilst unused points from 4 years back are deleted. Each employee can receive no more than 18 points of this sort. Those who start employment from 1 August will receive only half the number of points (i.e. 3) for that particular year.

Volunteer points

Employees who take part in volunteer work will receive:

- Friday afternoon and Saturday: 3 points
- Weekend: 4 points
- 4-5 hours 1 point
- Over 5 hours 2 points

By agreement volunteer points can also be allocated after extraordinary work done for the good of the cabin. Employees who use their own car and take other volunteer workers with them will be reimbursed the cost of petrol according to the government allowance rates. Employees who take the bus to Kvamskogen in connection with volunteer work will be reimbursed the cost of their bus tickets.

§ 8 Use of points in the winter season

- Weekend rental: 2 points
- ½ winter half-term 8 points
- ½ Easter week 12 points

Should one of the cabins be vacant and an employee asks if they may rent it later than 14 days before the rental period, no points will be deducted. This applies for both winter half-term and Easter week as well as for ordinary weekend rental during the winter season.

§ 9 When leaving the cabin

Visitors are required to clean and tidy after their stay in the cabin. Visitors who take pets with them must be extra particular when vacuuming and cleaning the cabin.

Before leaving the cabin visitors are required to check that all windows are closed, that all fires and candles are extinguished, that all lights are turned off, that the water is closed off (blue stopcock in the left-hand cupboard in the laundry room) and that the veranda, cellar and front door are closed and locked.

