

IMPORTANT CONTACTS

Address:

Universität Paderborn - IBZ/Gästehaus - guest name - apartment number- Warburger Straße 100 - 33098 Paderborn

EMERGENCY CALL

POLICE	110
FIRE SERVICE	112
MEDICAL EMERGENCY SERVICE	112
DOCTORS ON-CALL SERVICE	116 or 117

ISSUE with...**Building Technology**

In case of technical problems, please contact the departments listed below **directly** from Mon - Fri 8 am - 4 pm. In event of urgent technical emergencies **outside** business hours, please call the Leitstelle (UPB control room) to report the problem phone: +49 (0)5251 60-2878

If you need to speak to someone **in person** immediately, you can always go to the **Service Centre** or the **Security Service** (porter's lodge), which are open on a rotating basis (24/7). They can take you to the **caretaker** on duty or help you to inform the Leitwarte.

Mon. - Fri. between 8 am - 4 pm

TVZ Hotline: tvzservice@zv.upb.de, phone: +49 (0)5251 60-**5400**

- Heating: Max-Laurin.Losemann@zv.uni-paderborn.de, phone: +49 (0)5251 60-**2476**

- Electricity, e.g. fire detectors: Andreas.Bueker@zv.uni-paderborn.de, phone: +49 (0)5251 60-**2474**

- Other, e.g. sanitary facilities: kosfeld@zv.uni-paderborn.de, phone: +49 (0)5251 60-**2477**

Mon. - Fri. between 4 pm - 8 am, on weekends and bank holidays

Leitwarte (UPB control room): phone: **+49 (0)5251 60-2878** or security guard (porter) +49 (0)5251 60-**2222**

Wi-Fi

ZIM / Notebook Café: zim@uni-paderborn.de, phone: +49 (0)5251 60-**5544**, homepage: [ZIM](#) , [Notebook Café](#)

Inventory

Guesthouse Administration: io-guesthouse@zv.upb.de

Mail

UPB Postal Services: poststelle@zv.uni-paderborn.de, phone: +49 (0)5251 60-2011, room **ZD 0.114**

Key

Locked out: Please contact the **Service Centre** in room B 0.140, phone: +49 (0)5251 60-2499, the **Security Service** (porter's lodge), phone: +49 (0)5251 60-2222 or the **Caretakers** in room H 0.107, phone: +49 (0)5251 60-2972. The Caretakers are on duty Mon. - Fri., 7 am – 9 pm, and Sat., 7 am – 1 pm.

Loss of keys: Please report the loss to Mr **Frank Lichtenauer** in room E 5.124, phone: +49 (0)5251 60-2508. If you need assistance with this, please get in touch with your UPB contact person, who will be happy to help.