

SLA

HANDBOOK



LIVE WORK STAY

Welcome to Seoul Loft Apartments

Thank you for choosing to stay at Seoul Loft Apartments (SLA). We are delighted to have you as our guest and wish you a wonderful stay. SLA caters to guests looking for extended stays from weekly to yearly.

SLA is a boutique residence with 28 apartments, catering to extended stay guests from a few months to a year. Lofts are fully furnished and offer a mix of studio apartments, single level, two level duplex lofts, and select larger units such as Penthouse Terrace and 2 Bedroom suites.

SLA is located in the center of Seoul, in the historic neighborhoods, Jongno-gu. SLA is surrounded by cultural sights such as Changgyeonggung Palace and Jongmyo Shrine. Buckchon, Insadong, Dongdaemun, are 10 min from SLA. You are also a few minutes walk Daehak-ro a neighborhood full of life with movie theaters, cafes, restaurants, shopping and night markets (DDM). Subway stations (Hyehwa line 4, Jongno 5ga line 1) and bus stops are just a few minutes walk. There is a direct airport bus (#6011). Our friendly staff are available 9:00am- 6:00 pm daily.

This Handbook was prepared to help with some of the basics on getting settled, please reach out if you have further questions.

SLA





BASIC STUFF YOU SHOULD KNOW...

...Because knowing is half the battle

WIFI

ID and PW are on the ROUTER UNDER YOUR TV
** having issues first unplug/plug in router and restart device.*



OFFICE HOURS

Monday to Sunday: 9:00 AM to 6:00 PM

OFFICE CONTACT

Seoul Office +82 2 745 1181
Fax +82 2 745 1182
Email help@seoulloft.com
Whatsapp / Kakao / Line: +82 10 7122 1095 ID: Seoulloft



CHECK IN TIME

4:00 PM



CHECK OUT TIME

12:00 PM (NOON) *Please drop off key to the office)

ROOM CLEANING

1 time per week cleaning (Dedicated day of the week)



EMERGENCY SERVICES

Police: **112**
Emergency: **119**
General Info: **411**

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BUILDING RULES

- * Office Hours: 9:00 AM - 6:00 PM ** Service only offered during office hours
- * Check Out Time: 12:00 NOON
- * Rooftop Hours: Weather Permitting 11:00AM - 9:00 PM (Nov-Mar closed)
- * Housekeeping Service: 1 time per week (7 nights minimum)
- * No smoking in the building if smoking incurs (\$300 charge)
- * Guest who violates the non-smoking rule twice will be asked to move out.
- * Please turn off all lights, heating, and A/C when you leave the apt
- * Please do not leave personal belongings /trash in the hallways
- * Please do not move furniture in the apartment
- * NO COMMERCIAL PHOTO/VIDEO SHOOTS
- * NO PARTY ALLOWED (No loud music or gatherings)
- * NO CANDLES / BALLOONS / WALL TAPES
- * Pets are not permitted inside the building
- * Please separate garbage see below details. (General/Recycle/Food waste)
- * Guest is advised that two-level apartments are not be suitable for children
- * SLA is not liable for any injury, loss or damage to persons or property for use of Apt & Building.
- * Rentals are non-refundable, and not possible to cancel or modify

EXTRAS

- * Extra Bed : 77,000KRW / Night
- * Extra Person: 55,000KRW / Night (1extra person only with existing bed)
- * Extra Bedding : 33,000 KRW / Night
- * Smoking Penalty : 300,000 KRW, for each incident.
- * Lost Key : 55,000 KRW
- * Early C/I : 20,000KRW / h (12PM-4PM). BEFORE 12PM IS 1/2 DAY CHARGE
- * Late C/O : 20,000KRW / h (12PM-4PM). AFTER 4PM IS FULL DAY CHARGE
- * 1 Child (0-7 years) is free using existing bedding.

GARBAGE DISPOSAL ...

...Because knowing is half the battle

GARBAGE DISPOSAL

SLA Cleaning is done once per week. Rubbish can only be trashed on TUE, THUR, SUN, only as this is when the city picks up. Outside of cleanign service, guest should separated trash. REGULAR, RECYCLE, FOOD Please see more info below. For monthly guest, Rubbish bags can be purchased from the Mart just downstairs. Guests staying less than 1 month will have rubbish removed on request (TUE, THUR, SUN) AFTER 6PM

A. REGULAR: White City Vinyl bags only
(Any trash not recyclable and NOT food)

B. RECYCLE: Any transparent Vinyl Bag NOT BLACK
(Cardboard, Plastic, Metal, Cans, Bottles etc...)

C. FOOD: Any food waste.
(Excluding BONES & Shellfish)

D. GARBAGE PICKUP:
TUE, THUR, SUN infront of building

A. REGULAR

B. RECYCLES

C. FOOD

D. WHERE TO TRASH (AFTER 6PM)



THINGS TO KNOW...

...Because knowing is half the battle

GROCERIES:

- A. G- MARKET INTERNATIONAL (Website)
- B. Coupang (Website)
- C. Market Kurlly (Website)
- D. Go Wonderfully Concierge (Website)

FOOD DELIVERY APPS

- A. Coupang Eats (Korean Payment in order to do online ordering)
 - B. Grubhub
 - C. Go Wonderfully Concierge (Website) (Tourist can use Go Wonderfully)
- **Korean Payment in order to do online ordering.

SIM CARD (WEBSITE)

- A. Chingu Mobile Service: 서울특별시 종로구 성균관로 8-1 (02-744-8881)

MAP APPS

- KAKAO MAPS
- NAVER MAPS

TAXI APPS

- KAKAO TAXI
- UT TAXI (UBER)

DRYCLEANING APPS

- LAUNDRY GO

CHATTING

- KAKAO TALK
- WHATSAPP

TRANS PORTATION ...

...Because knowing is half the battle

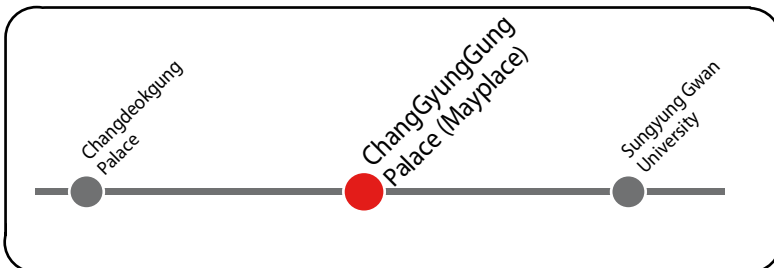
PRIVATE VAN SERVICE (24HRS NOTICE)

- A. Incheon 1-5 PERSON \$150 USD
- B. Gimpo 1-5 PERSON \$100 USD



AIRPORT LIMO BUS 6011 (ICN-SLA)

- A. Bus stop: ChangGyungGung Palace (Mayplace)
- B. Incheon Airport on 1st Floor Exit #5. (17,000 KRW)



METERED CAR TAXI

FROM SLA ON REQUEST 9-6

*Max 4 person

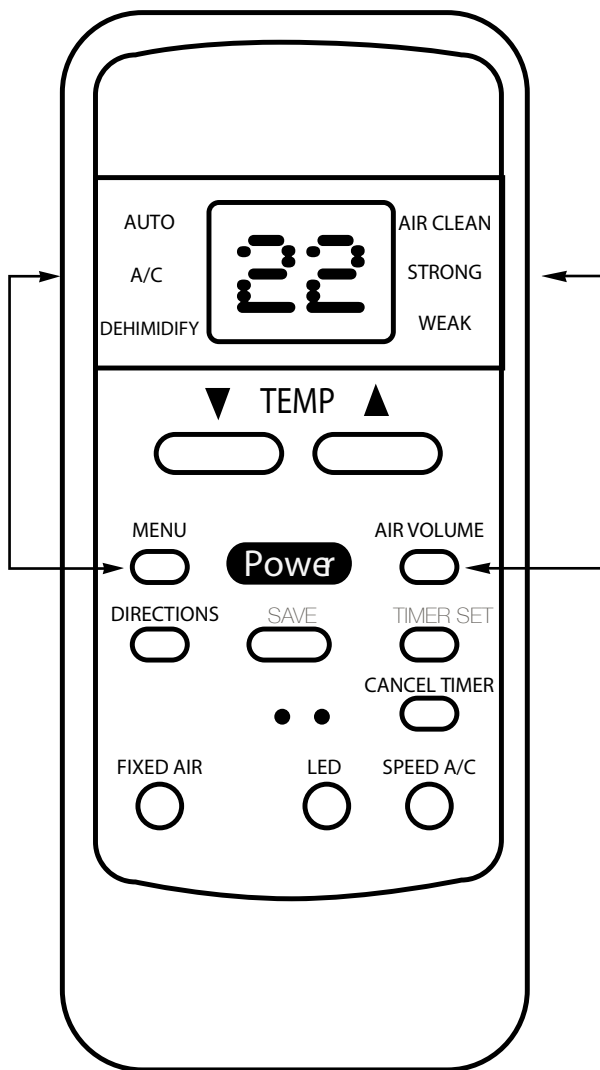
* Van taxi can only be called with Korean payment. (not tourist)



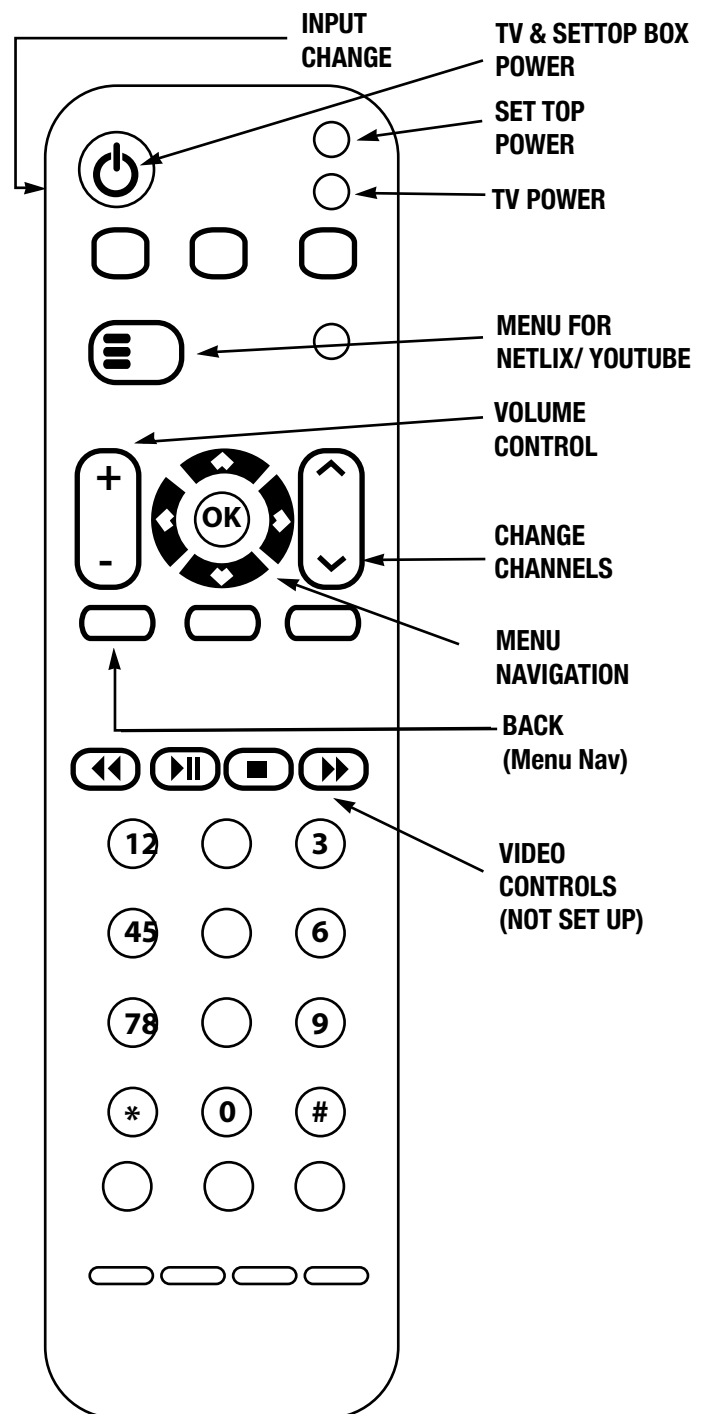
CONTROL YOUR LIFE...

with great power comes great responsibility

A/C

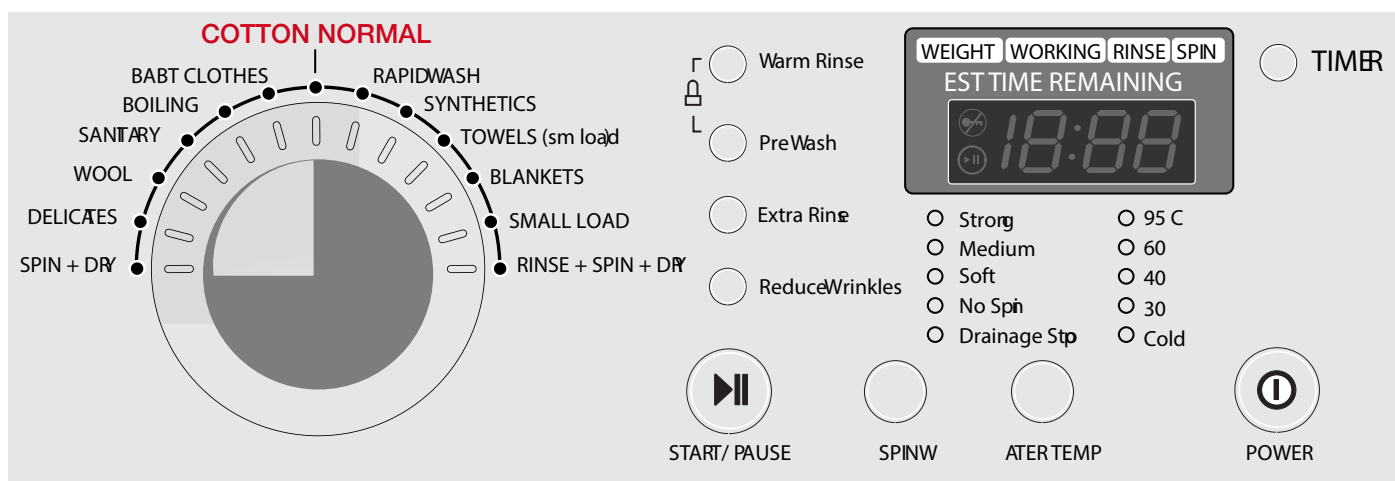


TV



WASHING MACHINE

you never know when you will need clean underpants



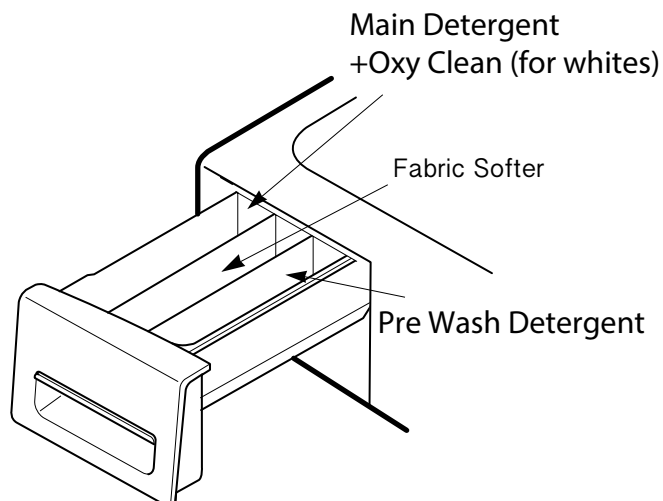
#1. put clothes in Washer

#2. Put detergent and fabric softeners

#3. Press Power  (use to turn on and off)

#4. Select CYCLE WITH LARGE KNOB
(Most use cotton/Normal)

#5. Press Start/Pause 



* Rotate cycle selector knob to select desired cycle for different fabrics and soil levels.

* Each cycle has a pre-set water temp, spin speed, soil level option.

note: if you do not press start/stop within 4 min or selecting cycle, washer automatically turns off.

HEATING HOT WATER BOILER

So you can keep warm

ATTENTION:

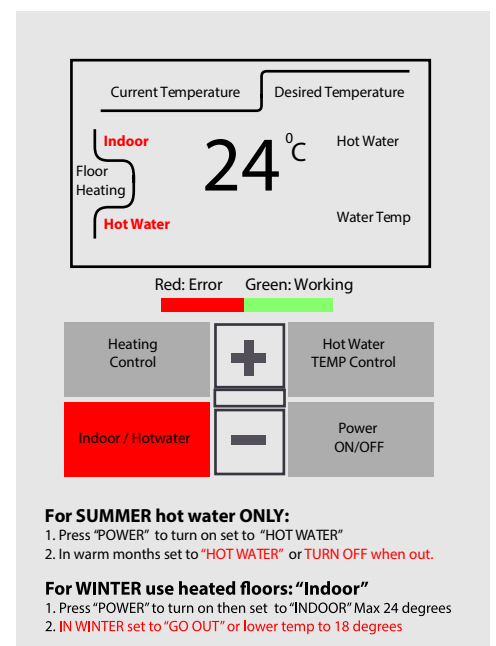
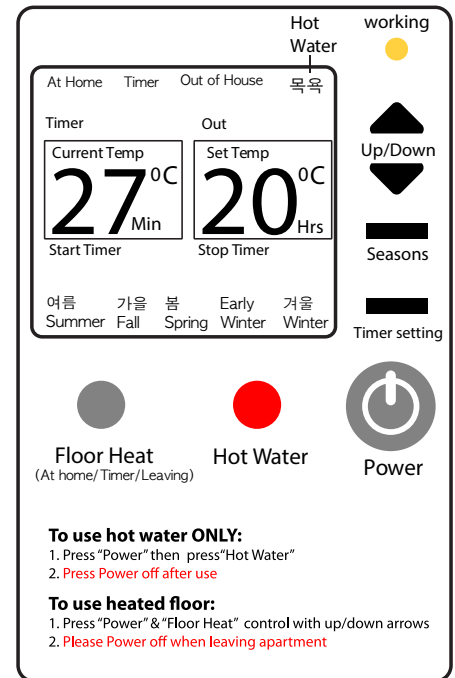
- *Boiler should already be set up, PLEASE DO NOT touch.
- *PLEASE DO NOT SET OVER 23 DEGREES
- *HIGHER TEMP DOES NOT = FASTER HEAT
- * IT TAKES A FEW HOURS TO WARM and COOL
- * Suggest room temp (20-22 Degrees)
- * GOING OUT: please set to “Out of House” or “Go Out”

HOT WATER

- A. Turn boiler on and set to “HOT WATER” or ”GO OUT”
- B. TEMP: UP and DOWN to modify (Max 50)

HEATED FLOORS

- A Turn boiler on and set to “AT HOME”
- B. TEMP: UP and DOWN to modify temp (Max 23)



THINGS AROUND THE HOOD...

order some sustinance

GYM

Boryoung Gym (02-740-4211)
Orakai Gym (02-6353-7700)



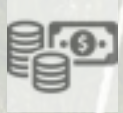
PARKING LOT (OFFSITE)

ORAKAI HOTEL DAEHANGNO: Daily /Monthly rates apply



BANK (ATM)

Woori Bank: 66-21 Wonnam-dong, Jongno-gu, Seoul



POST OFFICE

SNUH MAIN BLD B1



HOSPITAL

SNUH: 66-21 Wonnam-dong, Jongno-gu, Seoul (02-1588-5700)



SUPER MARKETS

EMART: Hawanghak-dong jung-gu Seoul
COSTCO: 65-3 Yangpyeong-dong 3ga. Yeongdeungpogu, Seoul



CONVENIENCSTORE 24/7

CU: 28-7 Wonnam-dong, Jongno-gu, Seoul

RESTAURANTS WE SUGGEST...

when only supersize will do...

RESTAURANTS

Gogongyiahchim (Korean BBQ)

SLA Building

Grill 1492 (Korean BBQ)

PRemiUm PORk BBQ / 369 ToegYe-ro, Jung-gu

HANILGUAN (Korean)

50 Jong-ro 1-gil, Junghak-dong (02-722-7557)

Michael's By HAEVICHI (New American)

26 Ujeongguk-ro, Jongno-gu, Seoul (02-722-4300)

DAEJANG JANG YI PIZZA

202-1 Gahoe-dong, Jongno-gu, Seoul (02-765-4298)

DRINKS AND MORE

Behind Me (Coffee /Tea)

SLA Building

ILLT (Coffee /Tea)

서울 종로구 율곡로 154 1층

ARTMONSTER

BEER / 349-1 Euljiro 3(sam)- ga, Jong-gu

Shimmy Shimmy

TAPAS & DRINKS / 49 Samil-daero 30- gil, Jongno-gu

SUII.a

Beer & Highball / 57 SeosUlla-gil, Jongno-gu

Ikseon bar Orb of Light Cocktail & Wine bar

57, Samil-daero 32- gil, Jongno-gu

7.8 Makgeolli Korean rice Wine (Makgeolli)

22-7 ChanggYeonggUng- ro 8-gil, Jugyo-dong, Jung-gu

Hang Out

Beer, Wine & Coffee / 166-22 Jongno 1.2.3.4ga-dong Jongno-gu

TUNG (Coffee & Drinks)

7th floor, 82 YUlgok- ro, Jongno-gu