

DIVISION OF RESPONSIBILITY TABLE of Kiinteistö Oy Kalajoen Vuokra-asunnot

Approved 30 November 2022

	<u>PERFORMANCE</u>		<u>COSTS</u>		<u>MORE INFORMATION</u>
	KVAS	TENANT	KVAS	TENANT	
<u>KEYS, LOCKS</u>					
Maintenance of original locks	X		X		
Additional keys	X			X	Additional keys ordered at the property company's office.
Procurement, installation and maintenance of safety lock or electronic lock	X			X	The work must be performed by a specialist company. Left in the apartment without compensation when moving out. Property manager's permission required.
Apartment front door rekeying	X			X	The tenant will be charged for the rekeying if the tenant has lost the keys.
Installation and maintenance of safety chain	X			X	Property manager's permission required.
<u>FRONT DOORS</u>					
Greasing of hinges and locks	X		X		
Repair and replacement of door gaskets	X		X		
Repair of the door and its original accessories	X		X		
Installation and maintenance of safety chain, hinge pin or peephole	X			X	The work must be performed by a specialist company. Left in the apartment without compensation when moving out. Property manager's permission required.
Replacement of broken door	X		X	X	The occupant of the apartment covers the cost of damage caused by the tenant and visitors.
Cleaning the area in front of the door (apartments with an outdoor entrance)		X		X	
Removal of snow in front of the door (apartments with an outdoor entrance)		X		X	
Gritting in front of the door (apartments with an outdoor entrance)		X		X	
<u>WINDOWS AND BALCONY DOORS</u>					
Repair and replacement of window gaskets	X		X		
Repair of fittings and other original accessories	X		X		
Replacement of window glass	X		X	X	The occupant of the apartment covers the cost of damage caused by the tenant and visitors.
Cleaning of windows from the outside		X		X	KVAS is responsible for cleaning fixed window surfaces.
Cleaning of windows from the inside		X		X	
Cleaning of balcony windows		X		X	
Greasing of hinges	X		X		
Venetian blinds, cleaning		X		X	
Venetian blinds, maintenance	X		X		Existing. The tenant is responsible for anything they acquire themselves. The tenant will be charged for the repair or replacement of blinds broken by the tenant.
<u>APARTMENT WALLS, CEILINGS AND FLOORS</u>					
Cleaning of wall, ceilings and floors		X		X	

Painting of walls	X		X		
Inspection and repair of wet rooms	X		X		Suspected moisture damage.
Monitoring the condition of wet room surfaces and their cleaning		X		X	e.g. shower surface materials and silicone insulators.
Regular cleaning of wet rooms (showers, saunas, bathrooms)		X		X	
Repair of sauna panelling	X		X		
Painting of ceilings	X		X		
Repair and replacement of flooring	X		X		
Balcony, cleaning and removal of snow		X		X	
Balcony, cleaning of drain holes		X		X	
Balcony, renovation of surfaces	X		X		
<u>FIXED FURNITURE AND CUPBOARDS</u>					
Repair or replacement of furniture	X		X		
Removal and fixing of dishwasher cupboard	X			X	To be reinstalled when moving out.
Repair or replacement of apartment sauna benches	X		X		
<u>HEATING</u>					
Bleeding of radiators	X		X		
Initial adjustment of radiators	X		X		
Repair and maintenance of radiator valves	X		X		
Cleaning of radiators		X		X	
Structural heating systems	X		X		
<u>VENTILATION</u>					
Cleaning of replacement, inlet and outlet valves		X		X	
Adjustment and repair of valves	X		X		
Sweeping of ventilation ducts	X		X		
Cleaning of the grease filter of the exhaust fan or cooker hood		X		X	
Procurement of a new grease filter for the exhaust fan or cooker hood	X		X		
Repair of exhaust fan or cooker hood	X		X		
Procurement of a new filter for the apartment's air conditioner	X		X		
Maintenance and repair of the apartment's air conditioner	X		X		
Correct use of the apartment's air conditioner		X			
<u>WATER SUPPLY AND DRAIN FITTINGS</u>					
Visual inspection of the drains and reporting of blocked drains		X			The tenant is responsible for the cost of unblocking of blockages caused by the tenant.
Repair and replacement of taps	X		X		
Replacement of shower hose or head, including bidet shower	X		X		
Repair of toilet seat or lid	X		X		If caused by the tenant, charged to the occupant of the apartment.

Property maintenance must be informed of leaking taps and toilets.		X	X		
Installation and removal of dishwasher, plugging of dishwasher connections. Installation of a drip tray	X			X	Must be installed by a professional installer or HPAC professional. Property manager's permission required. Drip tray mandatory. When removing the machine, the tenant must ensure that the water inlet and outlet connections are plugged by a professional. Home insurance does not cover damage caused by faulty installation.
Connecting a washing machine; plugging when removed		X		X	The tenant may install a washing machine in a room with a floor drain without professional assistance if there is an existing tap fitting equipped with a no-return valve. We recommend using a professional installer. Home insurance does not cover damage caused by faulty installation. The machine's power cable must be unplugged after every use.
Sink repair	X		X		If caused by the tenant, charged to the occupant of the apartment.
Cleaning of sink water seals and floor drains		X		X	
Sink plugs	X		X		
Repair of water seals and floor drains	X		X		
Unblocking of blockages in a pipe	X		X	X	The occupant of the apartment is responsible for the cost of unblocking of blockages caused by the tenant.
<u>APARTMENT-SPECIFIC ELECTRICAL EQUIPMENT</u>					
Procurement and replacement of light bulbs and strip lights		X		X	
Repair of fixed lamps and covers	X		X		
Procurement and replacement of fuses		X		X	
Repair of wall sockets and switches	X		X		
Mounting of decorative lamps		X		X	
Installation of additional telephone, telecommunication and antenna cables and sockets				X	Property manager's permission required. Work must be performed by a professional or specialist company.
Installation of dish antenna				X	Property manager's permission required. Work must be performed by a professional or specialist company.
Defrosting of refrigeration equipment, if necessary		X			
Cleaning of refrigeration equipment and stove inside and outside		X			
Repair and maintenance of refrigeration equipment and stove	X		X		
<u>APARTMENT-SPECIFIC MACHINES AND APPLIANCES</u>					
Procurement and replacement of batteries		X		X	
Sauna heater repair and maintenance	X		X		
Procurement and replacement of sauna stones	X	X	X		According to the maintenance company's evaluation.
Procurement and maintenance of battery-operated fire detectors	X		X		The tenant is responsible for testing the fire detectors and ensuring they work.
Procurement and maintenance of mains-powered fire detectors	X		X		
<u>CLEANING AND WASTE MANAGEMENT</u>					
Cleaning of the property's shared facilities	X		X		
Cleaning of all facilities included in the tenancy agreement, including all		✓		✓	

surfaces and fixed furniture		^		^	
Organisation of waste collection and containers (shared facilities)	X		X		
Waste management, sorting of biowaste, plastic waste and combustible waste		X		X	Biowaste must be packed in sealed bags!
Waste management, tenant's bulky waste		X		X	Kalajoki, Meinala sorting station. Honkirämeentie 2, FI-85100 Kalajoki. Himanka reuse stations, Kannustie 150, FI-68100 Himanka.
Waste management, tenant's hazardous waste		X		X	Kalajoki, Meinala sorting station. Honkirämeentie 2, FI-85100 Kalajoki. Himanka reuse stations, Kannustie 150, FI-68100 Himanka.
Waste management, non-standard waste segments		X		X	
<u>OUTDOOR AREAS</u>					
Green areas	X		X		The tenant is responsible for mowing their personal lawn using the company's lawn mower.
Removal of snow and gritting in the parking area	X		X		
<u>CIVIL SHELTER</u>					
Civil shelter maintenance	X		X		
<u>APARTMENT GARDEN</u>					
Area intended for the tenant's personal use		X		X	The tenant is responsible for keeping the garden clean, removal of snow, gritting and mowing the lawn.
<u>OTHER</u>					
Home insurance, insuring the tenant's personal property		X		X	We recommend taking out a legal expenses insurance and third party insurance policy.
Move-out cleaning		X		X	
Electricity contract		X		X	