

CLEANING INSTRUCTIONS WHEN MOVING OUT

When moving out, you must clean your flat before handing in the keys. If the flat has not been cleaned or the assigned storage units emptied and cleaned when the rental agreement ends, the landlord is entitled to empty and clean the flat and bill the tenant for the arising costs according to current price list.

Kitchen

- Defrosting the refrigerator/combined refrigerator & freezer; make sure the melting water does not end up on the floor
- Cleaning the range and the refrigerator inside and outside as well as their installation recess and the floor
- The refrigerator/combined refrigerator & freezer must be unplugged and the doors left open
- Cleaning the interior and exterior surfaces of kitchen cabinets
- Cleaning the air vent and/or the range hood filter
- Washing floor surfaces

Bathroom, sauna and toilet

- Washing the toilet seat and washbasin
- Cleaning floor drains
- Washing sauna benches
- Cleaning air vents
- Washing walls and floors

Other spaces

- Cleaning replacement air valves and radiators
- All floor surfaces in the flat must be washed and any stains on the doors and walls removed
- Emptying and sweeping storage facilities assigned to the flat
- Emptying the cold storage room belonging to the flat, if any, as well as cleaning the floors and shelves
- Cleaning the windows from inside
- Emptying and cleaning the balcony

Other things to consider

- The broadband network terminal in the flat belongs to the property and is only intended for accessing the Internet from that flat. The tenant is obliged to take care of the terminal and must not remove it from the flat. The tenant is liable to pay compensation if the terminal is lost or broken. (€150).
- Check that the covers of the ceiling electrical boxes for lighting are in place; if covers are missing, contact the property maintenance worker.
- If covers are found to be missing after the tenant has moved out and the keys handed in, Wartalo Kodit Oy will have them reinstalled and bill the tenant for them according to the current price list
- If a dishwasher has been installed, the water supply line and the drain must be capped when the dishwasher is removed. The capping must be done properly using approved fittings. If moisture damage occurs due to uncapped water supply line or drain, the resident will be billed for the arising costs.
- After the resident has moved out, any repairs made to things that the tenant is responsible for are billed according to the relevant price list.
- Disposed furniture, televisions, refrigerators, car batteries, etc. should under no circumstances be left in the property's waste collection point; instead, they should be taken to a garbage dump!
- Cars, bicycles and recreational equipment must not be left on the property's grounds/facilities. In case of any failure to observe these rules, the tenant will be billed for extra costs incurred by the housing company in full!
- After the tenant has moved out, the flat will be checked for cleanliness.
- If no failures or faults are found during the inspection, the rent deposit will be returned to the tenant according to the terms of the rental agreement.
- Normal wear and tear due to living and the age of the flat are taken into consideration in the inspection. However, it should be noted that a worn surface and a dirty surface are two different things.
- Cleaning inspections, Cleaning Supervisor Tuija Ollikainen, tel. 010 421 5766

Wartalo
kodit

MAINTENANCE RESPONSIBILITIES MATRIX

FLAT MAINTENANCE

Wartalo Kodit Oy will ensure that the building stays in good condition. Residents must undertake or supervise that the common property in the building is not damaged by the residents themselves or their family members and guests. Tenants are liable to compensate for damage caused by negligence.

There may be doubts about who should undertake repairs or be liable for costs. The main rule is that Wartalo Kodit Oy is responsible for repair work inside and outside the property. Residents, on the other hand, are responsible for any additional equipment acquired by them and repairs improving the quality of their homes.

INDICATIVE DIVISION OF MAINTENANCE RESPONSIBILITIES

Repair responsibility: A=Tenant, W=Wartalo Kodit Oy, W/A=On a case-by-case basis.

Keys and locks		Water supply and sewer equipment	
• Acquiring additional keys	W/A	• Acquiring and replacing a washbasin plug	A
• Rekeying the external door lock	W/Af	• Acquiring and replacing a shower hose	A
• Acquiring and installing a security lock	A+++	• Acquiring and installing a washbasin cabinet	A
• Acquiring and installing a door security	A+	• Washing machine connections	A+++
Windows		• Cleaning floor drains	A
• Repairing window frames	W+	• Replacing toilet seats	W/A+
• Painting window frames	W+	• Pipe leaks and blocked sewers	W/A+
• Replacing or repairing window panes	W/A+	• Repairing and replacing water taps	W/A+
• Sealing windows	W/A+	• Cleaning sink traps	A
• Stay fasteners and fittings	W+	Electrical equipment	
Doors		• Acquiring and replacing fire detectors and batteries	A
• Repairing the external door/balcony door	W+	• Acquiring and replacing fuses, lamps and fluorescent tubes	A
• Acquiring and installing a door peephole	A++	• Acquiring and replacing the refrigerator and oven lamp	A
• Repairing internal doors	W/A+	• Acquiring and replacing door buzzer	A
Kitchen furniture		• Repairing and replacing light switches and power outlet sockets	W+++
• Repairing kitchen furniture	W+++	• Range repairs	W+++
• Repairing a refrigeration fixture belonging to the flat	W/A+	• Installing a worktop lighting fixture	W+++
• Maintaining drying racks	W+	• Bathroom cabinet with lighting	W/A+++
• Cleaning the range hood filter	A	• Antenna cable	A
Facelifts		• Stones for the common sauna	W+
• Repairing the exterior wall and the balcony	W	• Stones for the sauna in the flat acquisition and replacement	A
Heating and ventilation		DIY repairs and replacements	
• Bleeding radiators	W+	• Interior painting and wallpapering	W/A++
• Repairing and adjusting radiator valves	W+	• Replacing floorings	W/A++
• Adjusting ventilation systems	W+	• Other replacements and repairs	W/A++
• Cleaning ventilation chimneys	W+		
• Cleaning air vents	A		

+ Contact the property maintenance worker

++ Advance approval required

+++Only by an expert or specialist company; agreed upon on a case-by-case basis.

In case of doubt, always contact Wartalo Kodit before proceeding to repair work. For more information on building specific practices and any company materials for DIY repairs, please contact the property maintenance worker of Wartalo Kodit Oy.

FOR THE PROPERTY MAINTENANCE WORKER'S TELEPHONE NUMBER, SEE THE BUILDING'S NOTICE BOARD