

Wartalo
kodit

HOUSE REGULATIONS

EXTERNAL DOORS

- External doors are kept closed in blocks of flats between 21.00 and 06.00; there may be building-specific exceptions.

BEHAVIOUR AT NIGHT

- Any noisy activity in the flats and elsewhere on the premises disturbing other residents is prohibited between 22.00 and 07.00.
- The neighbours and the property maintenance worker should be informed if family festivities last longer than 22.00.
- Loud playing of the radio, music equipment and the TV is also prohibited.
- Residents are also responsible for any disturbance caused by their guests.

STAIRCASES

- Residents must not keep their shoes or other such belongings in the staircases.
- When entering the building, you should wipe your shoes on the mat or the shoe brush outside the door.
- You should move in the corridors and lifts and close doors as quietly as possible.
- General cleanliness must be observed in the corridors, lifts and other shared spaces.

OUTDOOR AREAS

- Outdoor equipment must be kept in their designated places.
- Bicycles are kept outside in bicycle parking racks or indoors in spaces reserved for them.
- Cars are parked in designated places in the parking lots or garages.
- Parking on designated rescue routes and yard areas is not allowed.
- The lawns and plantings must not be damaged.
- Waste must be sorted into the waste bins reserved for them.
- Animals must not be fed in the yard areas.

AIRING AND DUSTING BED LINEN AND RUGS

- Rugs and carpets may be dusted and aired only on the carpet beating racks in the yard area.
- The dusting and airing of rugs and carpets is prohibited on balconies and the rails of access balconies.
- In addition to carpet beating racks, the airing of bed linen is permitted on balconies.

USE OF THE SAUNA, LAUNDRY ROOM, DRYING ROOM AND PRESSING MANGLE

- The sauna is available against a sauna fee; to reserve a sauna time, please contact the office of Wartal Kodit.
- The sauna, laundry room, drying room and pressing mangle are only available to residents of the house. Bringing pets to these premises is forbidden.
- To use the laundry room and the drying room, you must make a reservation in advance.

PETS

- Dogs and cats must be kept on a leash when in staircases and common yard areas.
- Pets must be taken off the common yard area for defecation and urination.
- Residents must ensure that their pets do not cause disturbance or danger to the neighbours by their sounds or other behaviour.
- Walking pets is forbidden in children's playgrounds and in their immediate vicinity.

BALCONIES

- The balconies may not be used for preparing hot meals.
- You are not allowed to feed birds on the balconies.
- You are not allowed to throw cigarette butts or other rubbish from the balconies.
- Open fires of any kind are prohibited on the balconies.

COMMON SPACES AND STORAGE

- Open fire is not allowed in the common spaces of the house.
- The storage of combustible liquids and internal combustion engine machines in common spaces and storage units is prohibited.
- The corridors of common spaces or similar areas may not be used for storage.

SMOKING

- Smoking in the flats and balconies is not recommended.
- Smoking is not allowed in the common spaces, corridors and lifts.
- Smoking is not allowed in the yard area in the immediate vicinity of entrances, ventilation windows, replacement air and other outdoor air equipment, on shared balconies and access balconies.

OTHER REGULATIONS

- All modifications, paint work and similar repairs to the buildings and flats are prohibited without the permission of the landlord.
- In addition to the above, you must comply with the provisions of the rental agreement, general laws and regulations, and the Public Order Act as well as generally accepted codes of conduct and requirements on the comfort and convenience of residents.

WARTALO KODIT OY
BOARD OF DIRECTORS

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 MAINTENANCE RESPONSIBILITY

Repair responsibility: **A=Resident**, **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	• Washing machine connections and	A+++
• Rekeying the external door lock	W/A	• Cleaning floor drains	A
• Acquiring and installing a security lock	A+++	• Cleaning sink traps	A
• Acquiring and installing a door	A+++	• Acquiring and replacing a shower hose	W/A+
Windows		• Replacing the toilet seat	W/A+
• Repairing window panes	W/A+	Electrical equipment	
• Sealing windows	W/A+	• Acquiring and replacing a fire detector and	A
Doors		• Acquiring and replacing fuses and lamps	A
• Repairing the external door and balcony door	W/A+	• Acquiring and replacing the refrigerator	W/A
• Sealing the flat's external door and balcony door	W/A+	• Acquiring and replacing door buzzer batteries	W/A
• Acquiring and installing a door peephole	A+++	• Repairing light switches and power outlet sockets	W+++
Equipment		• Replacing MPY's Internet access modem (office)	W/A
• Repairing and replacing household appliances belonging to the flat	W/A+	• Taking care of MPY's Internet access modem and peripherals	A
• Cleaning the range hood filter	A	• Acquiring and replacing stones for the sauna in the flat	W/A
Heating and ventilation		DIY repairs	
• Bleeding and adjusting radiators	W+	• Interior painting and wallpapering	W/A++
• Cleaning ventilation chimneys	W+	• Replacing floorings	W/A++
• Cleaning air vents	A	• Other DIY repairs	W/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 the **PROPERTY MAINTENANCE WORKER** before proceeding to repair work. For more instructions and information on building specific practices regarding DIY repairs, please contact relevant Wartalo Kodit Oy personnel.

CONTACT DETAILS ARE AVAILABLE AT www.wartalo.fi
FOR THE PROPERTY MAINTENANCE WORKER'S TELEPHONE NUMBER, SEE THE BUILDING'S NOTICE BOARD