


# Check list for flat owners and tenants

The occupant living in the housing-association flat must review the maintenance rules for the association and the shareholder, as well as the articles of association, as there may be differences between the articles of association and the housing association law.

The maintenance procedures for the dwelling pertain to both flat owners and tenants. If you are a tenant, please review your rights/responsibilities regarding home maintenance as listed in your rental agreement.

**By attending to the basic maintenance duties regularly, you will improve and safeguard the comfort, health, and safety conditions in your home.**

**Please begin with the maintenance instructions for the equipment and then go through the applicable check-list items.**

 Make sure that you keep the instructions for use and maintenance for all the equipment in an easily accessible place.

	Procedure	Completed date	Due to be checked on	Comments
<b>1. Safety equipment</b>  Only a working device provides safety.	<b>Fire alarm</b> – Make sure that there are enough of them (at least 1 per floor and 1 per 60 m <sup>2</sup> ) and that they have been properly installed on the ceiling.  Check its function by pushing the test button.			
	<b>Fire extinguishing equipment</b> – Make sure that the fire extinguishing blanket/hand-held extinguisher is in good condition and easily accessible.  Take the fire extinguisher to the maintenance shop as needed and at least every two years.			
<b>2. Electrical appliances</b>  Having properly-functioning and well-maintained equipment reduces energy consumption, extends the lifespan of the appliances and increases safety.  Repairing any electrical appliance is a job for the professional. Please have the defective appliances and their parts repaired.  Additional information: <a href="http://www.sahkoala.fi">www.sahkoala.fi</a>	<b>Refrigerator, freezer, washing machines, TV</b> – Make sure that the appliance has sufficient space for ventilation and keep the back of the appliance clean and free of dust.  Get a collection basin to be placed under a refrigerator, a dishwasher and any other kitchen appliance that could potentially leak.  If there is water in the collection basin for the refrigerator or the dishwasher, find out the cause for the leak.  Clean the washing machine's lint trap and check the hoses			
	<b>Electrical installations</b> – Check to make sure that the electrical sockets and the switches with the protective covers are intact and well connected and that there are no blackened spots in the sockets. A blackened spot indicates malfunction or a fire hazard.			
	<b>Extension cords</b> – Check to make sure that there are no mechanical flaws, such as visible wires or a broken bend protector at the cord connection point.			
	<b>Distribution board (or fuse box)</b> – Inspect the fuses to make sure they are intact, the right size, and that they are properly marked.  Maintain the distribution board and keep the area free of clutter.			
	<b>Residual current switch</b> – Test regularly as per the instructions to make sure that the device is operating properly.			

Residual current device (RCD) = A safety device that is used in addition to a fuse in places where the danger of the electrical shock is greater than usual.

RCD is typically situated at the main switchboard, device, or as an additional safety device on the electrical socket. Please note that there are several RCDs in new flats.

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	Procedure	Completed date	Due to be checked on	Comments
	<p><b>Light fixtures</b> – Make sure that the light fixtures and the globes are intact and in place and that the light bulbs are the appropriate wattage.</p> <p>Please use energy-saving light bulbs but remember that not all of them can be used with a dimmer.</p>			
<p><b>3. Plumbing and sewers</b></p> <p>Properly-functioning drains prevent water damage and reduce odours.</p>	<p><b>Floor-drain cover and filter</b> – Remove and clean, e.g. dirt and hair.</p> <p><b>Sinks</b> – Improve the flow by pouring liquid drain cleaner into the drain.</p> <p><b>Water shut-off valves</b> - Find the location of the water shut-off valves in the flat so that you can quickly shut the water off in an emergency.</p>			
<p><b>4. Ventilation</b> (intake and exhaust ventilation system)</p> <p><b>Ventilation unit</b></p> <p><i>Air conditioning for individual flats is becoming more common in new apartment buildings..</i></p> <p>Good interior air quality prevents diseases, such as allergies, and helps maintain a higher energy level. It prevents problems with mildew and moisture damage.</p> <p>Generally, repairs require professional attention. Ventilation duct cleaning is always done by professionals.</p> <p>Condensate water = <i>Water condensed from the air that is removed with a drain hose.</i></p> <p>Intake and exhaust air vents = Rectangular or round devices in the walls or the ceilings that either bring in or take air out of a room.</p>	<p><b>General condition</b> – Visually inspect the cleanliness, condition and the attachments.</p> <p><b>Filters</b> – Inspect that the filters are clean.</p> <p><b>Heat recovery cell, heat exchanger radiator</b> – Inspect that the radiator is clean.</p> <p><b>Condensate water</b> – Inspect to ensure that there is no standing water at the bottom of the appliance.</p> <p>Check to make sure that the drain hose is not clogged by pouring some water into the collector pan.</p> <p><b>Summer/Winter setting</b> – Make sure that the setting is correct for the season.</p> <p><b>Blower</b> – Test the different blower settings and check to ensure that the blower fan is clean.</p>			

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<p><b>Air Intake and exhaust ventilation equipment</b></p> <p>A mirror that fogs up only slightly or not at all in moist areas is a sign of properly-functioning ventilation.</p> <p>An exact air volume measurement and adjustment is always a job that requires professional attention</p>	<p><b>Valve/Grill</b> – Inspect for cleanliness and make sure that it is attached. Do not change the position and settings of the valve/grill.</p> <p><b>Air flow</b> – Check the air flow direction by holding a sheet of paper on the air exhaust vent. If the paper stays in place, the exhaust level is sufficient.</p>			
<p><b>Range hood or fan</b></p>	<p><b>Function</b> – Inspect to make sure the light works; try the different blower settings.</p> <p><b>Filter</b> – When cleaning the filter, refer to the instructions for use and maintenance.</p>			