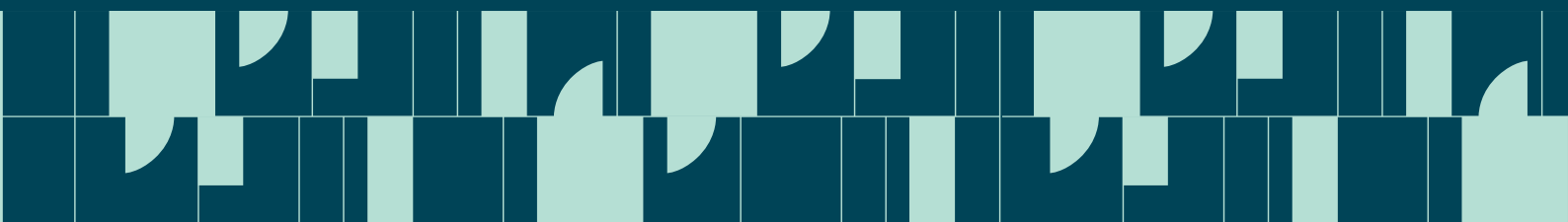



kodisto



Tenant's  
guide





This guide contains tips  
for daily living and keeping  
your apartment safe.

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# 1. Ventilation

## Extract air valves

Clean the extract air valves 2 to 3 times a year (and the kitchen extract air valves more often).

Wash the cooker hood's grease filter 4 to 6 times a year. Remember to turn off the kitchen extractor fan after cooking. Keep the extractor fan's grease filter clean. All apartments do not necessarily include a kitchen extractor fan.

## Supply air valves

Clean the valves and replace the filters 2 to 4 times a year (depending on the air quality in your residential area). Gently wipe the ventilation channels behind the valves.

Keep the supply air valves open at all times.

## Avoid unnecessary humidity

Sufficient ventilation and heating in the bathroom and sauna prevent damage caused by humidity. The main purpose of the bathroom radiator is to dry the air and the walls, floor and ceiling that become wet during showering. You can enhance bathroom ventilation by leaving the door open after showering.

Drying large amounts of laundry in your apartment can cause too much humidity. For example, wet clothes on radiators prevent warm air from flowing through the apartment. The best place to wash and dry laundry is the apartment building's shared laundry and drying room.

## How to ensure good indoor air:

- Do not adjust the extract air valves
- Keep the supply air valves and routes clean and open
- Clean the extract air valves regularly
- Keep the cooker hood or extractor fan clean Especially the grease filter must be washed regularly
- When you air out the apartment, do it quickly
- Dry your laundry in the drying room if possible

- Let the radiators heat and dry the apartment
- Clean regularly

## Ventilation is not working properly if:

- The inside of your windows become fogged or frozen
- Moisture condenses on the apartment's surfaces
- Odours and scents repeatedly spread inside the apartment and/or from other apartments
- The apartment's air is constantly stale
- The bathroom takes a long time to dry after showering

## Contact the maintenance company if:

- Your apartment has ventilation-related problems that you cannot fix yourself
- You suspect that the extract air valves are not working properly
- The apartment has such a strong underpressure that it makes opening the front door difficult
- There is a strong draught in a certain part of the apartment
- The ventilation sounds have significantly changed
- The supply air contains a significant amount of impurities
- The apartment has room temperature issues
- There is visible mould or discolouring on the surfaces of the wet rooms



## 2. Heating, water and the drains

### Heating

- The maintenance company will take care of bleeding the radiators if necessary
- Please do not turn off the radiators in the wet rooms
- Do not cover electric radiators or hang clothes over them
- Do not cover the thermostat valve with furniture or curtains

### Temperature

- Install an indoor thermometer in the apartment and monitor the room temperature
- 20–22 °C is a good room temperature in the living quarters and 21–23 °C in the bathroom
- Adjust the radiator to a lower temperature if necessary. Do not air out the heat!
- By lowering the temperature by one degree you can save 5% in heating expenses
- Body temperature is around 35 degrees. A 30-degree radiator feels cool even though it is actually heating the room.
- If the room temperature is too high, it can reduce indoor air quality

### How to save energy:

- Monitor the apartment's room temperature
- If the apartment feels hot, adjust the radiator – don't let the heat escape by opening the windows
- Use cross ventilation to air your apartment
- Arrange your furniture appropriately. Leave enough space around the radiators.
- Don't run the water unnecessarily
- Run full loads of both clothes and dishes – use the eco mode
- Plan when you will heat the sauna. It is expensive to let a heated sauna wait for you.
- Turn off household appliances and devices after use
- Use energy-efficient light bulbs or LED light bulbs in your apartment

### Plumbing and sanitary equipment

- Stop running the water immediately if the drain is clogged!
- Clean the floor drain regularly to prevent clogs
- Do not add new parts to plumbing fixtures without the maintenance company's permission
- Do not leave appliances running unattended. Always close the washing machine's and the dishwasher's tap after use.

### Monitor your apartment for moisture damage

- You can smell mould in the apartment or there is visible mould in the apartment's surfaces. The flooring has dark areas or discolouration, the paint is blistering or the surfaces of building boards are swollen
- There are cracks or fissures in the bathroom flooring, tiles or walls
- A large amount of water has leaked on the floor outside the bathroom
- Rainwater pools near the building walls in the balcony or garden
- Rainwater enters the apartment in windy weather and during or after the rain

### Contact the maintenance company if:

- Any of your plumbing and sanitary equipment is leaking or broken
- The radiator is leaking or its valve is broken
- The apartment, or some part of it, is constantly too hot or cold
- There is a gurgling, rushing or hissing sound coming from the radiator
- The water pressure is too low, too high or the water splashes when it flows
- The water temperature is constantly too low (below 50 °C)
- The drain doesn't work properly or makes strange noises or there is a sewer smell in the apartment
- The water in the plumbing trap repeatedly evaporates

## 3. Electricity

### Please remember electrical safety

- Take good care of electrical devices, cords, outlets and switches
- Use FI marked electrical devices
- Prevent appliance fires – dust electrical devices and ensure they are aired and cooled properly
- Turn off the television and other electrical devices after use
- Do not use any electrical devices during showering or taking a bath
- In outdoor locations, only use grounded plug-in devices meant for outdoor use
- Do not leave the cooker, sauna heater or clothes iron on if you are not using them
- An electrical device that is mishandled or has been incorrectly repaired can be life-threatening. Electrical installations and repairs should be done only by a professional.

### By yourself, you can safely perform the following:

- Replace fuses, light bulbs and fluorescent lamps and their starters
- Connect a lamp to the terminal block on the electrical ceiling box or to the ceiling light socket
- After ensuring that the power is turned off, remove an outlet or switch cover for the duration of painting or putting up wallpaper

### Electrical devices that come with the apartment

New refrigerators are equipped with automatic de-frost technology. Freezer compartments and freezers must be defrosted when a 5 to 10 mm layer of frost has formed on the sides. The refrigerator's cooling surfaces, defrost drain tubes and door seals must be kept clean. The condenser coils at the back of the refrigerator should be cleaned of dust once a year. For the refrigeration appliances to work efficiently, they need free space around them for air circulation.

You can save energy by maintaining the correct temperature inside the refrigeration appliances and closing the doors properly.

The cooker is usually semi-permanently connected to the mains, and the maintenance company is responsible for any changes to the connection.

The cooker can be moved for cleaning purposes. The newer cookers are also equipped with an anti-tip device. A hob guard can also be added to the cooker hobs. It prevents the child from accessing the hobs and knocking over any pans. You can save electricity by taking use of the residual heat of the cooker hobs and oven.

The sauna heater's control unit, thermostat and timer are located on the side of the heater. The suitable temperature for an electric sauna is 70 to 80 °C. The heater timer can be set according to the time you will spend in the sauna. The sauna heater's stones should be replaced every 3 to 5 years (when you use the sauna 1 to 2 times a week). The new stones are placed on the heater's resistors according to the manufacturer's instructions so that the resistors are not visible. Clothes should not be dried on the heater as they can pose a fire risk. If your whole family uses the sauna when it has been heated, you can save energy.



## 4. Materials and equipment

### Cleaning

The apartment's surfaces should be cleaned with mild detergents and soft cleaning equipment as well as using water sparingly. Strong detergents unnecessarily burden the environment and can cause wear in the apartment. Abrasives cannot be used even on the tiles and washbasins in bathrooms.

Floor surfaces are not resistant to standing water. Parquet floors are particularly sensitive to moisture. They should be cleaned with a damp, almost dry towel. In the winter, cracks may appear in the parquet floor because it responds to the humidity of the air. The cracks disappear on their own in the summer.

Sand and dirt can easily scratch the surface of the floors, as can sharp shoe heels or dog claws. Furniture pads under the furniture legs make it easier to keep the floors beautiful and clean.

Get a doormat and a rack for wet shoes in the hallway. Walls and ceilings should be cleaned by dusting or with a Hoover. Ceilings with a spray finish and walls with regular wallpaper cannot be washed with water. Even the so-called washable wallpapers can only take a little moisture. Stains can be removed from the wallpaper with an almost dry towel moistened with a mild detergent solution. You can also try a rubber.

Do not spray water on the sauna walls. It will shorten their service life.

### Avoid these if you are allergic:

- Carpets, furniture and open shelves that collect dust
- Furry pets and allergenic house plants

### Hanging items on the walls or ceilings

When hanging items on the walls or ceiling, use appropriate hanging methods and equipment for the surface material in question. You are not allowed to make holes on waterproof surfaces, for instance in the bathroom. If you need to install support rails or similar equipment to tiled surfaces, you will need the property manager's permission to do so.

On stud walls, you can only hang heavy items on the wall studs. When hanging items on plasterboard walls, only use fixings intended for plasterboard. For instructions on hanging items on plasterboard walls, contact the maintenance company.

The interior doors of the apartment are typically made of cellular board with a thin surface. You cannot nail even the smallest items on the doors.

Before nailing or drilling, make sure that there are no electrical installations or water pipes underneath.

### Doors and windows

Report to the maintenance company:

- Broken doors, windows, fixed furniture and hinges or locks
- Leaking taps, pipes, radiators, drains or ventilation valves
- Water damage in the apartment, for instance, if the washing machine has leaked water on the floors
- Cracks on the bathroom walls, plastic flooring, tiles or plastic wallpaper and their seams
- If the surface finishing of your balcony floor is cracked

## 5. Safe living

- Do not leave a candle unattended
- Keep matches and lighters out of children's reach
- A smoke detector can save your life. The tenant is responsible for ensuring that the smoke detector works properly.
- Learn to extinguish small fires correctly
- Keep your medicines in a locked medicine cabinet. Leave plasters and bandages available for everyone.
- Make sure that any alcohol and cigarettes are out of children's reach
- Keep detergents, chemicals and hazardous waste out of children's reach
- Close the doors (also the balcony door) and windows when you leave the apartment
- Use window restrictors
- Show your children safe areas to play in the yard

