

## Appendix 2 DIVISION OF RESPONSIBILITIES TABLE FOR SATO RENTAL HOMES

	To be taken care of and paid for by SATO	To be taken care of and paid for by THE RESIDENT	Further information
<b>STRUCTURES AND SYSTEMS</b>			
External roof structures	●		
Roof, base floor and intermediate floor	●		
Load-bearing structures	●		
Façade exterior	●		
Interior wall structures	●		
Base floor ventilation	●		
French drains and drainage wells	●		
Balconies	●		
HPAC systems outside apartments	●		
<b>KEYS, LOCKS</b>			
Original lock maintenance	●		
Purchase of extra keys		●	Extra keys can be ordered online at <a href="http://www.sato.fi">www.sato.fi</a>
High-security or electronic lock installation and maintenance		●	Work may only be carried out by a professional or specialised dealer. Must be left in the apartment without any separate compensation when moving out.
Apartment front door rekeying		●	Must be authorised in advance by the building manager. Work may only be carried out by a professional or specialised dealer. All keys must be returned without any separate compensation when moving out.
<b>APARTMENT FRONT DOORS</b>			
Hinge and original lock lubrication		●	
Seal repair and replacement	●		
Door and original door furniture repair	●		
Door chain, hinge safety stud or peephole installation and maintenance		●	Work may only be carried out by a professional or specialised dealer. Must be left in the apartment without any separate compensation when moving out.
<b>WINDOWS AND EXTERIOR BALCONY DOORS</b>			
Seal repair and replacement	●		
Fitting and mounting repair	●		
Window glass replacement	●		
Venetian blinds, bought by the resident		●	Work may only be carried out by a professional or specialised dealer. Must be left in the apartment without any separate compensation when moving out
Venetian blinds, supplied by SATO	●		
Balcony glazing installation and repair, glazing bought by the resident		●	Must be authorised in advance by the building manager. Work may only be carried out by a professional or specialised dealer. Must be left in the apartment without any separate compensation when moving out.
Balcony glazing installation and repair, glazing supplied by SATO	●		
Exterior balcony doors	●		
Window and balcony glazing cleaning		●	
<b>APARTMENT WALL, CEILING AND FLOOR SURFACES</b>			
Wall, ceiling and floor surface cleaning		●	
Wall painting and wallpapering	●		
Wet room surface repair and replacement	●		
Monitoring of wet room surface condition		●	
Sauna panelling repair	●		
Ceiling painting	●		
Floor covering repair and replacement	●		
Balcony cleaning and snow removal		●	
Balcony water drainage hole cleaning		●	
Balcony surface repair	●		

	To be taken care of and paid for by SATO	To be taken care of and paid for by THE RESIDENT	Further information
<b>APARTMENT FIXTURES AND FITTED CABINETS</b>			
Fixture repair or replacement	●		
Dishwasher cabinet uninstallation and installation		●	
Apartment sauna bench repair or replacement	●		
<b>HEATING</b>			
Radiator bleeding	●		
Basic radiator adjustment	●		
Radiator valve repair and maintenance	●		
Radiator cleaning		●	
Heating systems within structures	●		
<b>VENTILATION</b>			
Air extract valve cleaning		●	
Air extract valve adjustment and repair	●		
Ventilation duct cleaning	●		
Air intake valve and filter cleaning		●	
Purchase of and replacement with new air intake valve filters	●		
Kitchen extractor fan/hood grease filter cleaning		●	
Purchase and installation of new kitchen extractor fan/hood grease filter		●	
Kitchen extractor fan/hood repair	●		
Apartment-specific ventilation unit filter cleaning or purchase and installation of new filter	●		
Apartment-specific ventilation unit maintenance or repair	●		
Apartment-specific ventilation unit adjustment	●		
<b>PLUMBING AND SANITARY EQUIPMENT</b>			
Tap aerator cleanings		●	
Basic tap flow adjustment	●		
Shower hose and hand shower replacement	●		
Tap repair and replacement	●		
Toilet fixture repair	●		
Dishwasher/washing machine repair, machine bought by the resident		●	Work may only be carried out by a professional or specialised dealer.
Dishwasher/washing machine repair, machine supplied by SATO	●		
Dishwasher/washing machine installation, machine bought by the resident		●	Work may only be carried out by a professional or specialised dealer.
Dishwasher/washing machine installation, machine supplied by SATO	●		
Dishwasher/washing machine connection plug installation, machine bought by the resident		●	
Dishwasher/washing machine tap installation, machine bought by the resident		●	Must be authorised in advance by the building manager. Work may only be carried out by a professional or specialised dealer.
Dishwasher/washing machine tap installation, machine supplied by SATO	●		
Drain trap monitoring and cleaning		●	
Drain trap maintenance and repair	●		
Floor drain monitoring and cleaning		●	
Floor drain maintenance and repair	●		
Plumbing and sanitation pipeline maintenance and repair	●		
Tap and toilet leak monitoring		●	The maintenance company must be notified without delay of any leaks.
Apartment-specific water meter readings		●	If separately requested by SATO. Water meters are read by residents in certain buildings only.
Water heater	●		

	To be taken care of and paid for by SATO	To be taken care of and paid for by THE RESIDENT	Further information
<b>APARTMENT-SPECIFIC ELECTRICAL EQUIPMENT</b>			
Purchase and replacement of light bulbs and fluorescent lamps		●	
Purchase and replacement of fluorescent lamp starters		●	
Fixed light fitting and light fitting diffuser repair	●		
Purchase and replacement of fuses		●	
Wall socket and switch repair	●		
Household light fitting installation		●	
Aerial connector cable purchase and repair	●		
Additional telephone, data and aerial cable and mounting frame/outlet installation		●	Must be authorised in advance by the building manager. Work may only be carried out by a professional or specialised dealer.
Satellite dish installation		●	Must be authorised in advance by the building manager. Work may only be carried out by a professional or specialised dealer.
<b>APARTMENT-SPECIFIC EQUIPMENT AND DEVICES</b>			
Battery purchase and replacement		●	
Sauna heater repair and maintenance	●		
Sauna heater stone purchase and replacement		●	
Fridge and freezer defrosting when necessary		●	
Fridge, freezer, cooktop and oven inside and outside cleaning		●	
Purchase and maintenance of battery-operated smoke alarm		●	
Purchase and maintenance of mains-operated smoke alarm	●		
Cooktop, oven, fridge and freezer repair and maintenance	●		
<b>OUTDOOR AREAS</b>			
Surface structures	●		
Planted areas	●		
Furniture and equipment	●		
Light fences	●		
Play equipment	●		
Heavy fences	●		
<b>COMMUNAL AREAS</b>			
Outdoor buildings	●		
HVAC and electrical equipment and supplies	●		
HVAC and electrical systems	●		
Equipment and supplies	●		
<b>CIVIL DEFENCE SHELTER</b>			
Statutory equipment and supplies	●		
Additional supplies, such as iodine tablets	●		
<b>APARTMENT-SPECIFIC PRIVATE GARDEN</b>			
Area intended for the resident's private use		●	The resident is responsible for tasks including maintenance of tidiness, snow removal and lawn mowing within the apartment-specific private garden.
<b>OTHER</b>			
Taking out home insurance cover		●	

If the resident has caused damage and the damage cannot be regarded as normal wear and tear, SATO will invoice the resident in accordance with the List of Customer Charges or actual costs, including for issues covered by SATO's maintenance responsibility. If you have received more detailed instructions or instructions that differ from the above table from SATO or a SATO representative, please follow those instructions.