

# Responsibility table

The responsibility table shows the main tasks related to the maintenance of your home. The table shows whether the task is to be carried out by the maintenance company, Espoon Asunnot Oy or the resident. You can also check whether the repair costs are to be paid by the resident or Espoon Asunnot.

The responsibility table applies to defects caused by normal wear and tear. The resident is liable to compensate for any damage caused to the apartment by intent, negligence or carelessness. The resident is responsible for the cost of repairing any equipment they have purchased themselves and for the damage caused by the equipment.

Task	Performed by	Paid for by
<b>KEYS AND LOCKS</b>		
Lock maintenance	MAINTENANCE	EA
Additional keys	MAINTENANCE	RESIDENT
Rekeying	MAINTENANCE	RESIDENT
Safety lock procurement, installation and maintenance *, **	RESIDENT	RESIDENT
Safety chain procurement, installation and maintenance *	RESIDENT	RESIDENT
<b>WINDOWS AND DOORS</b>		
Lubrication of hinges and locks	RESIDENT	RESIDENT
Installation and replacement of door and window insulation	MAINTENANCE	EA
Repair of fittings and accessories	MAINTENANCE	EA
Peephole procurement, installation and maintenance *	RESIDENT	RESIDENT
Procurement and installation of burglar-proof hinges and similar *	RESIDENT	RESIDENT
Repair of broken windows and doors (incl. balcony glazing)	MAINTENANCE	EA
Painting of doors and windows **	EA	EA
Procurement, installation, maintenance and removal of mosquito nets	RESIDENT	RESIDENT
<b>WALL, CEILING AND FLOOR SURFACES</b>		
Painting of walls and ceilings **	EA	EA
Repair and replacement of sauna panelling **	EA	EA
Repair and replacement of flooring **	EA	EA
Condition inspection of wet room floors and walls	MAINTENANCE	EA
<b>BALCONIES</b>		
Care and maintenance of wooden balcony grating	RESIDENT	RESIDENT
Balcony cleaning and snow removal	RESIDENT	RESIDENT
Cleaning balcony drainage outlets	RESIDENT	RESIDENT
Washing balcony glazing	RESIDENT	RESIDENT
<b>FIXTURES</b>		
Fixture repair	MAINTENANCE	EA
Fixture replacement **	EA	EA
Kitchen drawer front replacement	MAINTENANCE	EA
Countertop repair	MAINTENANCE	EA

<b>Task</b>	<b>Performed by</b>	<b>Paid for by</b>
Dishwasher cabinet refitting	MAINTENANCE	EA
Drying cabinet rack replacement	MAINTENANCE	EA
Pull-out waste bin replacement	MAINTENANCE	EA
Repair or replacement of apartment-specific sauna benches	MAINTENANCE	EA
<b>HEATING</b>		
Radiator bleeding	MAINTENANCE	EA
Basic adjustment of radiators	MAINTENANCE	EA
Repair and maintenance of radiator valves	MAINTENANCE	EA
Cleaning radiators	RESIDENT	RESIDENT
<b>VENTILATION</b>		
Cleaning exhaust air valves	RESIDENT	RESIDENT
Adjusting and repairing exhaust air valves	MAINTENANCE	EA
Wiping the surfaces of replacement air valves	RESIDENT	RESIDENT
Cleaning ventilation ducts **	EA	EA
Cleaning or replacing replacement air valves and filters	MAINTENANCE	EA
Procurement of new filters for replacement air valves	MAINTENANCE	EA
Cleaning the cooker hood grease filter	RESIDENT	RESIDENT
Procurement of a new grease filter	MAINTENANCE	EA
Repairing the cooker hood	MAINTENANCE	EA
Cleaning or replacement of apartment-specific air supply unit filters	MAINTENANCE	EA
Procurement of new filters for apartment-specific air supply units	MAINTENANCE	EA
Maintenance and repair of apartment-specific air supply units	MAINTENANCE	EA
<b>WATER AND SEWER SYSTEMS</b>		
Cleaning tap aerators	RESIDENT	RESIDENT
Basic adjustment of tap flows	MAINTENANCE	EA
Replacing shower and hand shower hoses, shower heads and seals	MAINTENANCE	EA
Repairing taps and HVAC equipment	MAINTENANCE	EA
Washing machine installation, removal and plugging of connections ***	RESIDENT	RESIDENT
Dishwasher installation, removal and plugging of connections ***	RESIDENT	RESIDENT
Regular condition inspection of apartment-specific dishwasher for leaks	RESIDENT	RESIDENT
Cleaning sink drain traps	MAINTENANCE	EA
Cleaning floor drains	RESIDENT	RESIDENT
Repairing drain traps and floor drains	MAINTENANCE	EA
Unclogging drains	MAINTENANCE	EA
Procuring sink plugs	RESIDENT	RESIDENT
Replacing radiator thermostats	MAINTENANCE	EA
Replacing toilet seat covers	MAINTENANCE	EA
Notifying the maintenance company of tap and toilet leaks	RESIDENT	EA
<b>ELECTRICAL EQUIPMENT</b>		
Procuring and replacing light bulbs, fluorescent tubes and starters	RESIDENT	RESIDENT

<b>Task</b>	<b>Performed by</b>	<b>Paid for by</b>
Procuring and replacing fridge, oven and cooker range lamps	RESIDENT	RESIDENT
Repairing lighting fixtures and their covers	MAINTENANCE	EA
Procuring and replacing fuses	RESIDENT	RESIDENT
Repairing sockets and switches	MAINTENANCE	EA
Installing decorative lights	RESIDENT	RESIDENT
Procuring and repairing antenna cables	RESIDENT	RESIDENT
Installing an additional antenna **	EA	RESIDENT
Installing additional telephone cables **	EA	RESIDENT
Procuring and replacing buzzer/doorbell batteries	RESIDENT	RESIDENT
Refitting ceiling boxes/covers	RESIDENT	RESIDENT
<b>MACHINERY AND EQUIPMENT</b>		
Maintenance of mains-operated smoke detectors	EA	EA
Cleaning of mains-operated smoke detectors by vacuuming	RESIDENT	RESIDENT
Procurement, cleaning and maintenance of separate smoke detectors	RESIDENT	RESIDENT
Repair and maintenance of the apartment-specific sauna stove **	EA	EA
Procurement and replacement of stones for the apartment-specific sauna stove	RESIDENT	RESIDENT
Cleaning the fridge/freezer condensers (on the rear wall)	RESIDENT	RESIDENT
Cleaning the fridge melt water pipe	RESIDENT	RESIDENT
Repair and maintenance of cookers and fridges	MAINTENANCE	EA
Repair and maintenance of central vacuum systems	MAINTENANCE	EA
<b>OTHER</b>		
Parking space snow removal and anti-slip measures ****	RESIDENT	RESIDENT
Keeping the front of the apartment door clean and anti-slip measures in areas controlled by the resident ****	RESIDENT	RESIDENT
<b>APARTMENT-SPECIFIC OUTDOOR AREA</b>		
Taking care of the walkway and anti-slip measures	RESIDENT	RESIDENT
Wooden patios in residents' yards *****	RESIDENT	EA
<b>BALCONY-ACCESS BUILDINGS</b>		
Cleaning the balcony access and clearing snow	MAINTENANCE	MAINTENANCE

\* To be ordered from a specialist, to be left in the apartment without compensation when moving out. The safety lock keys must be returned to the maintenance company when moving out.

\*\* Please contact the property manager.

\*\*\* To be ordered from a specialist.

\*\*\*\* The maintenance company delivers sand to the property.

\*\*\*\*\* Does not apply to home-made terraces and patios.

Please inform your maintenance company if you notice any defects or deficiencies in your home, common areas or yard area.