

Division of Responsibilities Chart

The tenant is responsible for upkeeping and taking care of the apartment and for reporting any defects in the apartment. The tenant is always responsible for the cost of repairing the defects he or she causes and for his / her personal property.

| Duty | Responsibility for Performance | Responsibility for Costs | Additional Instructions |
|---|--------------------------------|--------------------------|---|
| KEYS AND LOCKS | | | |
| Delivering additional keys | AYY | Tenant | |
| Reporting a lost key | Tenant | Tenant | Notification to the Housing Office without delay |
| SURFACES, WINDOWS AND DOORS | | | |
| Painting the walls | Tenant | AYY | Contact the Housing Office in advance in order to receive a payment commitment |
| Lubricating hinges and locks | Tenant | Tenant | |
| Non-standard blind / curtain installation | Tenant | Tenant | To be removed upon removal |
| Repairing and replacing windows and doors | Maintenance | AYY | |
| OUTDOOR AREAS | | | |
| Cleaning and snow removal on balconies | Tenant | Tenant | |
| FURNISHINGS | | | |
| Renovating and replacing the furnishings (kitchen cabinets, etc.) | Maintenance | AYY | |
| Reinstalling detached doors and cabinets upon removal | Tenant | Tenant | |
| VENTILATION | | | |
| Cleaning the ventilation valves | Tenant | Tenant | |
| Repairing and replacing the ventilation valves and filters | Maintenance | AYY | |
| Cleaning the cooker hood and grease filter | Tenant | Tenant | |
| Replacing the grease filter of the cooker hood | Maintenance | Maintenance | |
| FIRE ALARMS | | | |
| Purchasing and taking care of a fire alarm | Tenant | Tenant | |
| Maintaining, repairing and replacing an AC powered fire alarm system | Maintenance | AYY | |
| Testing the operation of an AC powered fire alarm system | Tenant | Tenant | |
| HVAC | | | |
| Installing a washing machine and dishwasher | Tenant | Tenant | Installation by an authorised installer only , it is also recommended to have a home insurance. |
| Plugging the inlet and outlet hoses of the washing machine | Tenant | Tenant | |
| Cleaning the sink trap in the kitchen sink | Tenant | Tenant | |
| Cleaning the sink trap and floor drain in the bathroom | Tenant | Tenant | |
| Opening of sewer blockages | Maintenance | AYY | Only if the cleaning of a sink trap and/or floor drain is not sufficient |
| Washbasin plugs | Tenant | Tenant | |
| Reporting leakage (taps, etc.) to maintenance | Tenant | AYY | |
| Purchasing and repairing the water fixtures | Maintenance | AYY | E.g. replacement of a sink |
| Maintaining shower walls and cabinets | Maintenance | AYY | |
| Purchasing a shower curtain | Tenant | Tenant | |
| HEATING | | | |
| Measuring the temperature in the apartment | Tenant | Tenant | |
| Repairing, replacing and bleeding the radiators | Maintenance | AYY | |
| ELECTRICAL EQUIPMENT AND LIGHTING | | | |
| Replacing blown fuses/raising automatic fuses ready for operation | Tenant | Tenant | |
| RCD test and reset | Tenant | Tenant | |
| Defrosting the freezer and cleaning the drain hole in the refrigerator | Tenant | Tenant | |
| Cleaning the cooker and fridge | Tenant | Tenant | |
| Maintaining the cooker and fridge | Maintenance | AYY | Contact maintenance services |
| Purchasing and replacing light bulbs, including fridge, oven and hood lamps | Tenant | Tenant | If replacing the light bulbs does not help, please contact maintenance services |
| Purchasing the antenna cable and internet cable | Tenant | Tenant | |
| Repairing and replacing light switches, electrical outlets, antenna and telephone plugs | Maintenance | AYY | Contact maintenance services |
| Purchasing, maintaining and upkeeping the microwave | Tenant | Tenant | Also in shared apartments |
| OTHER | | | |
| Opening the door (after locking yourself out) | Castle Warden/ Maintenance | Tenant | Please note, castle wardens are volunteers. If a castle warden is not able to come, you can call the maintenance company to come and open the door for you. |