

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)	Securitas	Tenant	
Opening the door: Servin Maijan Tie 1, Servinkuja 2 and Maapadontie 5	Maintenance	Tenant	