

RESPONSABILITIES CHART

Please attach this chart to the inside wall of you cleaning cupboard

Explanations of the entries in this chart

AS	Tenant's responsibility
YHT	Landlord's responsibility
HYV	Need to ask for landlord's approval
JÄT	When moving out, leave this in the apartment, equipment not reimbursed
TAP	Responsibility of cost is determined case-by-case

The table applies to cases of **normal** living, wear and tear and ageing. Deliberate or negligent wear and tear or breakage will be charged to the tenant.

In accordance with good tenancy practice, you must take care of the rented apartment and report any defects you find to the maintenance company or landlord.

Object, Task	Execution responsibility	Cost responsibility	Notes
Keys and locks			
Maintenance of original lock	YHT	YHT	
Procurement of additional keys	YHT	AS	
Lock serialization of one landing story	YHT	TAP	
Installation or maintenance of a security lock or safety chain	AS	AS	JÄT, HYV
Doors to the landing story			
Lubrication of hinges and original lock	YHT	YHT	
Repair and replacement of seals	YHT	YHT	
Maintenance of the door and its original parts	YHT	YHT	
Installation and maintenance of a peephole	AS	AS	JÄT
Windows			
Repair and replacement of seals	YHT	YHT	
Repair of window fittings etc.	YHT	YHT	
Replacement of windowpanes	YHT	YHT	
Painting of window frames and sashes	YHT	YHT	
Repair of window frames and sashes	YHT	YHT	
Repair of balcony glasses	YHT	YHT	
Repair of window blinds if they are of original installation	YHT	TAP	
Retrofitting of window blinds	AS	AS	JÄT
Connecting doors inside the apartment			
Lubrication of hinges and locks	AS	AS	
Repair of doors and their original parts	YHT	YHT	
Painting of doors and door frames	YHT	YHT	
Repair of sliding doors	YHT	YHT	
Wall, ceiling, and floor surfaces			
Painting and wallpapering of walls	YHT	YHT	
Repair of wall surfaces in wet rooms	YHT	YHT	
Repair of paneling in sauna	YHT	YHT	
Painting of ceiling surfaces	YHT	YHT	
Repair and replacement of floor coverings	YHT	YHT	
Check-up of walls and floors in wet rooms	AS	AS	
Balconies			
Repair of balcony surfaces	YHT	YHT	
Maintenance cleaning of balcony	AS	AS	
Cleaning of drainage holes in balcony	AS	AS	
Yards			
Taking care of apartment's backyard lawn and plantings	AS	AS	
Clearing the snow in front of the apartment	AS	AS	
Fixtures and cupboards			
Painting fixtures	YHT	YHT	
Reparation of fixtures	YHT	YHT	
Reparation of dish washing table	YHT	YHT	
Reparation and replacement of apartment sauna benches	YHT	YHT	

Object, Task	Execution responsibility	Cost responsibility	Notes
Heating			
Bleeding of radiators	YHT	YHT	
Basic adjustment of radiators	YHT	YHT	
Repair and maintenance of radiator valves	YHT	YHT	
Cleaning of radiators	AS	AS	
Adjustment of radiator thermostat inside its limits	AS	AS	
Ventilation			
Cleaning of exhaust vents without moving vent position	AS	AS	
Adjustment and repair of exhaust vents	YHT	YHT	
Cleaning of ventilation ducts	YHT	YHT	
Cleaning of fresh air vents	AS	AS	
Cleaning the grease trap of the extractor hood	AS	AS	
Purchase of grease trap to the extractor hood	YHT	YHT	
Repair of the extractor hood	YHT	YHT	
Cleaning and replacement of ventilation machine filter in apartment	YHT	YHT	
Purchase of new filters to ventilation machine in the apartment	YHT	YHT	
Repair and maintenance of ventilation machine in the apartment	YHT	YHT	
Use of ventilation machine in the apartment when needed	AS	AS	
Water and sewerage equipment			
Cleaning of water faucet aerator	AS	AS	
Basic adjustment of faucet's water flow	YHT	YHT	
Replacement of hoses and hand-held shower	YHT	YHT	
Repair and replacement of faucets	YHT	YHT	
Repair of toilet equipment	YHT	YHT	
Connecting the washing machine	AS	AS	
Connecting the dish washer	AS	AS	
Cleaning of drainage traps	AS	AS	
Cleaning of the floor drainage trap	AS	AS	
Repair of drainage and floor drainage traps	YHT	YHT	
Opening clogged drains	YHT	TAP	
Surveillance of leaks in faucets or toilet	AS	AS	
Reading apartment specific water meters	YHT	YHT	
Electric equipment			
Purchase and change of light bulbs and fluorescent tubes	AS	AS	JÄT
Purchase and change of fluorescent tubes and starters	AS	AS	JÄT
Repair of light fixtures and their covers	YHT	YHT	
Purchase and change of fuses	AS	AS	JÄT
Repair of wall sockets and switches	YHT	YHT	
Purchase and installation of luminaries	YHT	YHT	
Purchase and repair of antenna connection cables	AS	AS	
Installation of an additional antenna	AS	AS	
Adding telecommunications cables	AS	AS	
Chancing sauna stove stones in the apartment	AS	AS	
Other			
Cleaning the refrigerator and its background	AS	AS	
Cleaning the stove and its background	AS	AS	
Insuring personal property in the apartment	AS	AS	