

## CARE AND MAINTENANCE OF APARTMENT RESPONSIBILITY TABLE

The tenant is responsible for maintaining and controlling the condition of the apartment. Tenants are responsible for changing e.g. lights and fuses. The company will only repair faults that are in its responsibility, and only after having been informed, and the maintenance and service due to normal wear and tear.

	MOAS Responsibility	Tenant Responsibility for care and payment	Additional instructions
<b>HEATING</b>			
Air release from radiators	X		
Repair of radiator valve	X		
Repair of radiator	X		
Adjusting of apartment temperature	X		
<b>VENTILATION</b>			
Installed cooker hood repair and servicing	X		
Cleaning of filter and valve in cooker hood		X	
Cleaning of apartment ventilation valve		X	
Exchange and repair of ventilation valve	X		
<b>WATER AND SEWER SYSTEM</b>			
Change of water tap seal	X		
Change of water tap	X		
Installing washing machine and dish washer has to be done by professional		X	Always contact the company beforehand.
Change of the hose of shower	X		
Plug for wash basins	X		
Repair / change of wash basin and toilet seat	X	X	Tenant responsibility if broken intentionally
Cleaning of shower floor drain		X	Usual floor drains
Removing the block from drain and sink and cleaning the drain-trap	X		Immediately contact the company
Water and plumbing leakage	X		Immediately contact the company
Repair of toilet seat and flushing equipment	X		
Shower curtain		X	
<b>ELECTRICAL EQUIPMENT</b>			
Fuses in apartment fuse box		X	
Apartment internal electric wires (original)	X		
Apartment light bulbs	X	X	Free of charge in furnished apartment
Repair of light switches and wall sockets	X		
Repair of sockets for antenna and telephone	X		
Modem, power cable, ethernet cable, F-connector cable		X	Not allowed to remove from apartment
Additional electric installations		X	Always contact the company
Changing the battery and testing (twice a month) of the fire alarm installed by the company. Any fault in the fire alarm has to be immediately reported to the representative of the company.	X	X	MOAS gives the battery free of charge. In MOAS 1, 2, 5, 6, 7, 12 and 33 there are mains powered fire alarms. Always contact the company when battery runs out.
<b>WINDOWS</b>			
Window glass	X	X	Inner window tenant responsibility
Repair of permanent window sealing	X		
Repair of window framework and fittings	X		

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<b>DOORS</b>			
Apartment entrance door	X		
Apartment entrance door mailbox and doorbell	X		
Name of the tenant to the mail box	X		
Name of tenant on entrance door of apartment		X	Stickers free of charge from MOAS office
Entrance door peephole and safety chain		X	A permission from the company required; Leave in the door when moving out
Repair of apartment interior doors	X	X	Tenants responsibility if the damage is caused by tenant
<b>KEYS AND LOCKS</b>			
Additional keys		X	Always contact the company
Change of broken key	X		Always contact the company
Installation of security lock		X	A permission from the company required
Repair of apartment entrance lock	X		
Change of lock of apartment entrance door		X	Always contact the company
<b>CUPBOARDS, STOVE, REFRIGERATOR AND OTHER APARTMENT EQUIPMENT</b>			
Permanent cupboards, shelves, hangers, rails and fittings	X		
Coat rack, bathroom mirror and mirror cabinet	X		
Repair of apartment refrigerator and its accessories	X		
Stove and its accessories	X		
Refrigerator, stove and mirror cabinet light bulbs		X	
Defrosting and cleaning of refrigerator and freezer and cleaning of its drain		X	
Vacuumping of refrigerator and freezer condenser (back wall) once a year		X	
Curtain clips		X	
<b>WALLS, CEILINGS, FLOORS</b>			
Painting, fixing or renewing of the walls and ceilings	X	X	Always contact the company. Tenants responsibility if the damage is caused by tenant.
Repairing and renewing of floor	X	X	Always contact the company. Tenants responsibility if the damage is caused by tenant.
<b>OUTSIDE AREAS</b>			
Cleaning, clearing of snow and preventing the ice slippery from stairs outside the apartment		X	18,19,20,22,23,24,25,26, 27 and 29 (tools in the waste shelter, sand container in the yard)
Cleaning, cutting the lawn, clearing of snow and preventing the ice slippery from the apartments door to the yard path i.e. in apartments yard.		X	In MOAS 18,19,20,22,23,24,25 and 29 (tools in the waste shelter, sand container in the yard)

MOAS is responsible for the maintenance and service caused by normal wear and tear.

The tenant is responsible for repairs caused by negligence, incorrect handling or neglecting of the maintenance control that belongs to the tenant, according to the legislation pertaining to the renting of dwellings.

Additional information about the division of responsibilities, repairs etc. are available from the janitors.