

**Table on the division of responsibilities for right-of-occupancy residents**

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Keys and locks</b>					
Maintenance and repair of the apartment lock	x			x	
Oiling of the apartment lock		x	x		According to the manufacturer's instructions
Acquisition of additional keys	x		x		Inform the property manager, who will order the key
Rekeying the apartment locks or reprogramming of property locks and a new key if the key is lost	x		x		
Installation of a safety lock	x		x		A spare key for the maintenance company (1 key), the safety lock is left in the apartment when moving out and the rest of the keys are returned
Installation and maintenance of safety chain, peephole, hinge pins or anti-pick plate	x		x		Left in the apartment when moving out

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Apartment exterior doors</b>					
Lubrication of hinges and original lock		x	x		According to the manufacturer's instructions
Repairing and replacing gaskets	x			x	
Repair of the door and its original equipment	x			x	

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Windows</b>					
Repairing and replacing gaskets	x			x	
Repair of fittings and other equipment	x			x	
Replacement of window glass	x			x	
Repairing and replacing frames	x			x	
Installation, maintenance and repair of the resident's own balcony glazing	x		x		Alterations subject to permission, to be left in the apartment when moving out
Repair and maintenance of the original balcony glazing	x			x	
Washing balcony glazing and balcony railings		x	x		
Maintenance and repair of blinds self-installed between the window panes	x		x		Left in the apartment when moving out
Repair of blinds	x			x	

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Apartment interior partition doors</b>					
Lubrication of hinges and locks		x	x		
Repair of doors and their original equipment	x			x	
Painting of doors and frames	x			x	

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Wall, ceiling and floor surfaces</b>					
Applies to apartment originals. Your alterations to the apartment may change the division of responsibilities.					
Repair of wall surfaces in wet areas	x			x	
Repair of the sauna paneling	x			x	
Painting ceiling surfaces	x			x	
Repair and replacement of floorings	x			x	
Monitoring the condition of the surfaces of wet rooms and notifying the maintenance company, if necessary		x		x	
Refurbishment of balcony surfaces	x			x	
Cleaning of balconies		x	x		
Cleaning the balcony water outlets		x	x		
Removing snow from balconies (snow and ice carried to the bathroom in a bucket)		x	x		

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Fixed furniture and cabinets</b>					
Refurbishing furniture	x			x	
Refurbishing the dishwashing table	x			x	
Repair and refurbishment of apartment sauna benches	x			x	
Wash benches once a month		x	x		
Treatment of sauna benches with a colourless protective coating intended for saunas once a year		x	x		

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Ventilation</b>					
Cleaning the exhaust valve		x	x		
Adjustment and repair of the exhaust valve	x			x	
Cleaning the front grill of air supply valves in apartments with apartment-specific ventilation unit		x	x		
Cleaning the ventilation ducts	x			x	
Cleaning the make-up air valves		x	x		
Cleaning or replacement make-up air valve filters		x	x		
Purchase of new filters for make-up air valves	x			x	
Cleaning the cooker hood grease filter once a month		x	x		
Purchase of a new grease filter for the cooker hood	x			x	
Repair of the cooker hood	x			x	
Servicing the ventilation unit of the apartment, cleaning and replacing the filters	x			x	Professional 2 x year
Purchase of new filters for apartment ventilation unit	x			x	

**Table on the division of responsibilities for right-of-occupancy residents**

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Heating</b>					
Bleeding and basic adjustment of radiators	x			x	Report the need for airing to the maintenance company.
Repair and maintenance of radiator valves/thermostats	x			x	
Cleaning and leakage monitoring of radiators		x	x		
Repair and maintenance of an air-source heat pump installed by the resident	x		x		Left in the apartment when moving out
Cleaning and vacuuming of air-source heat pump filters and indoor unit according to manufacturer's instructions		x	x		
Maintenance and repair of electric radiators and underfloor heating	x			x	

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Water and sewage equipment</b>					
Cleaning and decalcification of tap nozzles and shower handles		x	x		
Basic adjustment of tap flow rates	x			x	
Replacement of shower hose and bidet	x	x		x	Delivered to the apartment and installed by the resident or by the maintenance company, if necessary
Repairing and replacing taps	x			x	
Toilet repair	x			x	
Repair of washbasins	x			x	
Connecting a dishwasher or washing machine purchased by the resident	x		x		Always use a no-return valve
Maintenance and repair of a self-installed dishwasher	x		x		Repairs by a professional, keep a receipt copy
After removing a dishwasher or washing machine purchased by the resident, the plugging of water and drainage pipes	x		x		
Repair of a dishwasher included in the apartment's furnishings	x			x	
Cleaning the water lock and odour trap		x	x		
Cleaning of floor drains 4 times a year, more often if necessary if the drain does not drain properly		x	x		
Repair of water locks and floor drains	x			x	
Unblocking drain blockages	x			x	
Monitoring leaks from taps and toilets and continuous gurgling noise and notifying the maintenance company		x	x		
Washbasin plugs	x			x	
Reading an apartment-specific water meter	x	x		x	On a case-by-case basis, depending on whether the meters are easy to read
Monitoring and cleaning the space below the apartment-specific boiler		x	x		
Maintenance of the apartment-specific boiler	x			x	

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Electrical devices in the apartment</b>					
Procurement and replacement of lamps and fluorescent tubes		x	x		
Procurement and replacement of fluorescent lamps		x	x		
Repair of original fixed light fixtures and their covers	x			x	
Procurement and replacement of fuses		x	x		
Repair of sockets and switches	x			x	
Installation of interior lighting		x	x		
Procurement and repair of antenna connection cable		x	x		
Adding telephone and telecommunications cables		x	x		
Repair and maintenance of sauna stove	x			x	
Procurement and replacement of sauna stove stones		x	x		Washing the stones every year, replacing them every two years. Ceramic stones are prohibited due to the risk of overheating
Cleaning refrigeration equipment and stove and vacuuming and cleaning the back parts		x	x		
Cleaning the thaw water pipe in the refrigerator		x	x		
Repair and maintenance of stove and refrigerator	x			x	
Purchase, replacement, battery replacement of battery-powered smoke detectors. Responsibilities will change for the company on 1 January 2026.		x	x		1 alarm per starting 60 m <sup>2</sup> , counted per floor
Testing the function of the alarm once a month.		x	x		
Replacing the reserve power batteries of fire alarms permanently installed in the house's electricity network and replacing the alarm	x			x	
Testing the function of the smoke detectors installed in the house's electrical network once a month, reporting faults and battery depletion		x		x	

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Fireplaces and ovens</b>					
Chimney sweeping	x			x	
Repair of fireplace	x		x	x	Repair responsibility falls to the resident if acquired by the resident
Ash removal from the hearth into a metal bucket		x	x		
Procurement and storage of firewood		x	x		

## Table on the division of responsibilities for right-of-occupancy residents

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>The apartment's own courtyard area</b>					
Cleaning, snow removal and anti-slip protection in front of the door and your own courtyard corridor		x	x		
Washing and cleaning the apartment terrace		x	x		
Oiling the apartment terrace with colourless wood oil annually after cleaning and drying it		x	x		
Cleaning the yard		x	x		
Lawn and shrub maintenance		x	x		
Painting the partition fences on your own side		x	x		
Eradication of harmful plants		x	x		

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Other yard areas</b>					
Picking up your pet's droppings from your own and the common yard area		x	x		
Snow removal from your own parking space and between your own and your neighbour's parking space.		x	x		
Locking the heating/charging pole after use and removing the block heater or charging cable from the pole so that it does not hang		x	x		

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
<b>Other</b>					
Taking out insurance on movables in the apartment and interruptions of housing with extensive home insurance, which covers substitute housing and includes liability insurance		x	x		
Damage to an apartment or property caused by a resident bringing containers and equipment containing more than 30 litres of liquid (e.g. aquarium) into the apartment	x		x		Check the home insurance policy
Immediate reporting of observed defects in the apartment and building to the maintenance company		x		x	