

MAINTENANCE RESPONSIBILITY GRID It is the duty of the resident to report defects and repair needs found in the apartment.

| | Who reports | | | Who does | | | Who pays | | |
|--|-------------|--------|---------|----------|--------|---------|----------|--------|---------|
| | Resident | Mngmnt | Service | Resident | Mngmnt | Service | Resident | Mngmnt | Service |
| HEATING | | | | | | | | | |
| Bleeding radiators (due to knocking) | X | | | | | X | | | X |
| Repair radiator valve (ball valve) | X | | | | | X | | X | |
| Radiator repair (other) | X | | | | | X | | X | |
| Official temperature reading after preliminary check by tenant | X | | | | | X | | | X |

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|--|---|---|---|---|---|---|---|---|--|
| VENTILATION | | | | | | | | | |
| Cooker hood service | X | | | | | X | | X | |
| Vent cleaning (every 3 months) | X | | | X | | | X | | |
| Vent repair | X | | | | | X | | X | |
| Cleaning grease filters (every 3 months) | X | | | X | | | X | | |
| Apartment/ building air conditioning unit | | X | X | | X | X | | X | |
| Air conditioning duct cleaning | | X | | | X | | | X | |
| Ventilation system adjustment | | X | | | X | | | X | |
| Exchange air vent cleaning (spring/autumn) | X | | | X | | | X | | |
| Exchange air vent filter change | X | | | | | X | | X | |

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|--|---|--|--|---|--|---|---|---|--|
| WATER AND DRAIN FITTINGS | | | | | | | | | |
| Tap/faucet washers | X | | | | | X | | X | |
| Change tap/faucet | X | | | | | X | | X | |
| Connecting/stopping washing machine/dishwasher | X | | | X | | | X | | |
| Replacement shower hose | X | | | | | X | | X | |
| Basin/sink plugs | X | | | | | X | | X | |
| Cleaning sink/floor trap/odour traps | X | | | X | | | X | | |
| Unblocking drain (plunger/chemical) | X | | | | | X | | X | |
| Water leak | X | | | | | X | | X | |
| Toilets | X | | | | | X | | X | |

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|---|---|--|--|---|--|---|---|---|--|
| ELECTRICAL FITTINGS | | | | | | | | | |
| Apartment fuses | X | | | X | | X | X | | |
| Master circuit breaker | X | | | | | X | | X | |
| Bulbs/tubes for house lights, fridge, oven, and cooker hood | X | | | X | | | X | | |
| Switches, light fittings and sockets/outlets | X | | | | | X | | X | |
| Antenna and phone sockets/outlets | X | | | | | X | | X | |
| Antenna cable/wire | X | | | X | | | X | | |
| Sauna stove | X | | | | | X | | X | |
| Replacement sauna stones | X | | | | | X | | X | |
| Fire alarm (battery) | X | | | X | | | X | | |
| Fire alarm (mains) | X | | | | | X | | X | |

| WINDOWS AND DOORS | Who reports | | | Who does | | | Who pays | | |
|--|-------------|--------|---------|----------|--------|---------|----------|--------|---------|
| | Resident | Mngmnt | Service | Resident | Mngmnt | Service | Resident | Mngmnt | Service |
| Window panes (not broken by tenant) | X | | | | | X | | X | |
| Window panes (broken by tenant) | X | | | | | X | X | | |
| Window seals | X | | | | | X | | X | |
| Latches | X | | | | | X | | X | |
| Window frame / fittings repair | X | | | | | X | | X | |
| Blinds mounted between sashes (must be left in apartment after end of lease) | X | | | X | | | X | | |
| Roller blinds (ceiling or wall mounted) | X | | | X | | | X | | |
| Apartment external doors | X | | | | | X | | X | |
| Letterbox and doorbell | X | | | | | X | | X | |
| Outside door nameplate | | X | | | | X | | X | |
| Outside door change of locks | X | | | | X | | X | | |
| Locks and fittings | X | | | | | X | | X | |
| Internal door repair | X | | | | | X | | X | |
| External door security lock (permanent door) | X | | | | X | | X | | |
| Spyhole (permanent door) | X | | | X | | | X | | |

KEYS

| | | | | | | | | | |
|---------------------------------|---|--|--|--|---|--|---|---|--|
| Additional keys | X | | | | X | | X | | |
| Replacement of broken key | X | | | | X | | | X | |
| Lost keys / change locks (pins) | X | | | | X | | X | | |

FITTINGS

| | | | | | | | | | |
|--|---|--|--|---|--|---|---|---|--|
| Cupboards, including shelves and fittings | X | | | | | X | | X | |
| Hat shelf / hooks | X | | | | | X | | X | |
| Fridge/freezer repair and basic fittings | X | | | | | X | | X | |
| Tenant's own appliances (including ones accepted from former tenant) e.g. dishwasher | X | | | X | | | X | | |
| Cooker and hood | X | | | | | X | | X | |
| Racks for drying cupboard | X | | | | | X | | X | |

INTERIOR SURFACES

| | | | | | | | | | |
|----------------------------|--|---|--|--|---|--|--|---|--|
| Ceiling and wall paintwork | | X | | | X | | | X | |
| Flooring | | X | | | X | | | X | |

BALCONIES

| | | | | | | | | | |
|---------------------------|---|--|--|---|---|--|---|---|--|
| Snow removal and cleaning | X | | | X | | | X | | |
| Drain cleaning | X | | | X | | | X | | |
| Balcony glass | X | | | | X | | | X | |
| Installation of fittings | X | | | | X | | X | | |

GARDEN/YARD

| | | | | | | | | | |
|---|---|--|---|---|--|---|---|---|--|
| Unfenced lawn | | | X | | | X | | X | |
| Fenced-off lawn, area inside hedging/bushes | X | | | X | | | X | | |
| Growing plants in own garden/yard | X | | | X | | | X | | |

| Huoneiston osa tai laite | Kuka ilmoittaa | | | Kuka tekee | | | Kuka maksaa | | |
|---|----------------|--------|--------|------------|--------|--------|-------------|-------|--------|
| | Asukas | Isänn. | Huolto | Asukas | Isänn. | Huolto | Asukas | Yhtiö | Huolto |
| LÄMMITYS | | | | | | | | | |
| Lämpöpatterin ilmaus | X | | | | | X | | | X |
| Patteriventtiin korjaus | X | | | | | X | | X | |
| Lämpöpatterin korjaus | X | | | | | X | | X | |
| Huoneiston lämpötilan mittaus asukkaan tekemän ensimittauksen jälkeen | X | | | | | X | | | X |

ILMANVAIHTO

| | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|--|
| Liesikuvun huolto | X | | | | | X | | X | |
| Poistoventtiin puhdistus 3 kk:n välein | X | | | X | | | X | | |
| Poistoventtiin korjaus | X | | | | | X | | X | |
| Liesituulettimen rasvansuodattimen puhdistus 3 kk:n välein | X | | | X | | | X | | |
| Asuntokohtaiset ja talon ilmastointikoneet | | X | X | | X | X | | X | |
| Ilmastointihormien puhdistus | | X | | | X | | | X | |
| Ilmanvaihtojärjestelmän säätö | | X | | | X | | | X | |
| Korvausilmaventtiilien puhdistus kevät/syky | X | | | X | | | X | | |
| Korvausilmaventtiin suodattimen vaihto | X | | | | | X | | X | |

VESI- JA VIEMÄRILAITTEET

| | | | | | | | | | |
|---|---|--|--|---|--|---|---|---|--|
| Vesihanat tiivisteet | X | | | | | X | | X | |
| Vesihanat vaihtaminen | X | | | | | X | | X | |
| Pesukoneen tai astianpesukoneen liittäminen ja tulppaus | X | | | X | | | X | | |
| Käsuihkuletkun uusiminen | X | | | | | X | | X | |
| Pesualtaiden tulpat | X | | | | | X | | X | |
| Pesualtaiden, lattiakaivojen ja hajulukkojen puhdistus | X | | | X | | | X | | |
| Viemärin avaus | X | | | | | X | | X | |
| Putkistovuodot | X | | | | | X | | X | |
| Wc-laitteet | X | | | | | X | | X | |

SÄHKÖLAITTEET

| | | | | | | | | | |
|--|---|--|--|---|--|---|---|---|--|
| Huoneiston sulakkeet: palaneiden vaihto ja automaattisulake takaisin toiminta-asentoon | X | | | X | | X | X | | |
| Huoneiston noususulake | X | | | | | X | | X | |
| Palaneiden lamppujen vaihto: myös lieden, jääkaapin, uunin ja liesituulettimen lamput | X | | | X | | | X | | |
| Valokatkaisijat, valokuvut ja pistorasiat | X | | | | | X | | X | |
| Antenni- ja puhelinpistorasiat | X | | | | | X | | X | |
| Antenniliitosjohto | X | | | X | | | X | | |
| Huoneistosauunan kiuas | X | | | | | X | | X | |
| Huoneistosauunan kiuaskivien uusiminen | X | | | | | X | | X | |
| Palovaroitin (paristolla) | X | | | X | | | X | | |
| Palovaroitin (sähköinen järjestelmä) | X | | | | | X | | X | |

| Huoneiston osa tai laite | Kuka ilmoittaa | | | Kuka tekee | | | Kuka maksaa | | |
|--|----------------|--------|--------|------------|--------|--------|-------------|-------|--------|
| | Asukas | Isänn. | Huolto | Asukas | Isänn. | Huolto | Asukas | Yhtiö | Huolto |
| IKKUNAT JA OVET | | | | | | | | | |
| Ikkunoiden lasit (ei itse rikutut) | X | | | | | X | | X | |
| Ikkunoiden lasit (itse rikutut) | X | | | | | X | X | | |
| Ikkunoiden kiinteät tiivisteet | X | | | | | X | | X | |
| Aukkipitolaitteet | X | | | | | X | | X | |
| Ikkunapuitteiden ja helojen korjaus | X | | | | | X | | X | |
| Säleikaihtimet väliasennuksena (jätettävä huoneistoon pois muutettaessa) | X | | | X | | | X | | |
| Rullakaihtimet (asennetaan kattoon tai seinään) | X | | | X | | | X | | |
| Huoneiston ulko-ovet | X | | | | | X | | X | |
| Postiluukku ja ovikello | X | | | | | X | | X | |
| Ulko-oven nimikilpi | | X | | | | X | | X | |
| Ulko-oven lukon sarjamuutos | X | | | | X | | X | | |
| Lukot ja helat | X | | | | | X | | X | |
| Sisäovien korjaus | X | | | | | X | | X | |
| Ulko-oven varmuuslukko (jätettävä oveen) | X | | | | X | | X | | |
| Ovisilmä (jätettävä oveen) | X | | | X | | | X | | |

AVAIMET

| | | | | | | | | | |
|-----------------------------------|---|--|--|--|---|--|---|---|--|
| Lisäavaimet | X | | | | X | | X | | |
| Vioittuneen avaimen vaihto | X | | | | X | | | X | |
| Kadonneet avaimet/lukon sarjoitus | X | | | | X | | X | | |

KIINTEÄT KALUSTEET

| | | | | | | | | | |
|--|---|--|--|---|--|---|---|---|--|
| Kaapistot, niiden hyllyt ja helat | X | | | | | X | | X | |
| Hattuhylly / naulakko | X | | | | | X | | X | |
| Jääkaapin/pakastimen korjaus, vakiovarusteet | X | | | | | X | | X | |
| Asukkaan itsensä tai edellisen asukkaan hankkima lisälaitte (esim. astianpesukone) | X | | | X | | | X | | |
| Liesi, liesikupu | X | | | | | X | | X | |
| Astiankuivauskaapin ritilät | X | | | | | X | | X | |

ASUNNON SISÄPUOLISET PINNOITTEET

| | | | | | | | | | |
|--------------------------|--|---|--|--|---|--|--|---|--|
| Kattojen/seinien maalaus | | X | | | X | | | X | |
| Lattiapäällysteet | | X | | | X | | | X | |

PARVEKKEET

| | | | | | | | | | |
|---------------------------------|---|--|--|---|---|--|---|---|--|
| Lumen luonti ja puhtaanapito | X | | | X | | | X | | |
| Parvekekaivon puhdistus | X | | | X | | | X | | |
| Parvekelasit | X | | | | X | | | X | |
| Kiinteiden rakennelmien asennus | X | | | | X | | X | | |

PIHA-ALUE

| | | | | | | | | | |
|---|---|--|---|---|--|---|---|---|--|
| Huoneistopihan nurmikko | | | X | | | X | | X | |
| Aidattu huoneistopihan nurmikko, reunapensaiden sisäpuoli | X | | | X | | | X | | |
| Huoneistokohtaiset istutukset | X | | | X | | | X | | |