

OPERATION AND MAINTENANCE MANUAL

HOAS JÄMERÄNTAIVAL 10

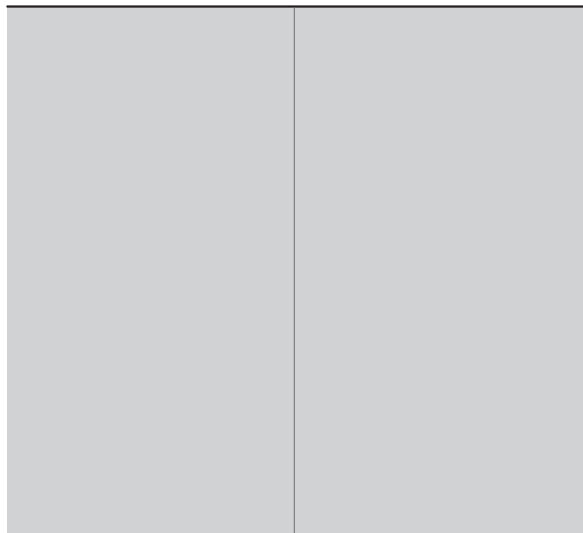
Operation and Maintenance Manual

17.6.2019

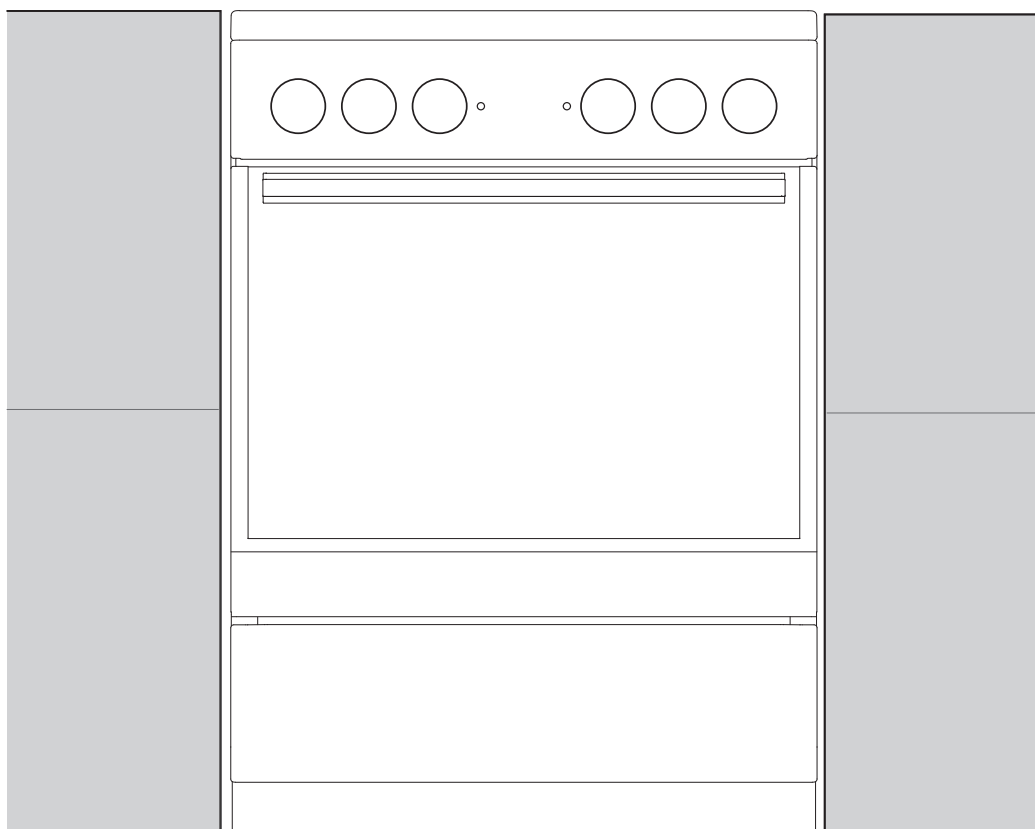
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1. ELECTRIC STOVE



USER MANUAL



LV61TG1V
LK61TG1V

SAFETY INFORMATION

Read the instructions that came with your device before installing or using the device. The manufacturer assumes no responsibility for personal injury or damage caused by incorrect installation or use. Always keep the instructions in a safe and accessible place for future use.

SAFETY OF CHILDREN AND UNSKILLED PEOPLE

WARNING! Risk of choking, personal injury or permanent disability

- Children and people with physical, sensory or mental disabilities may only use the device while being supervised by the person, who is responsible for their safety, only after they have been directed to use the device safely and have understood the hazards associated with its use.
- Do not allow children to play with the appliance.
- All packaging should be disposed properly and kept out of reach of children.
- Keep children and pets away from the appliance when it is in operation or cooling down. The tangible parts of the device are hot.
- Children should not clean or carry out maintenance on the appliance.

GENERAL SAFETY INSTRUCTIONS

- A qualified professional can only replace the cables.
- This unit must be connected to the electricity network with a H05VV-F-type cable that resists the back panel temperature.
- Do not install the appliance behind the furniture door so that it does not overheat.
- Do not install the appliance on a cabinet.
- Do not use this machine with an external timer or remote control system.

WARNING! Cooking with grease or oil without supervision can be dangerous and may result in fire.

- Never attempt to extinguish fire with water. Switch the appliance off and then cover the flames for example with a lid or a fire blanket.
- **NOTE!** Food preparation should be monitored. Short-term food preparation must be monitored constantly.

WARNING! Fire hazard: Do not store anything above the hob.

- Do not use a high pressure cleaner for cleaning the appliance.
- Do not use scourers or sharp metal screws to clean the hobs glass hood or hinged glass hoods as they might scratch the surface, which may result in the glass breaking.
- Metal items such as knives, forks, spoons, and covers should not be placed on the cooktop as they may heat up.

WARNING! The appliance and the visible parts will heat up during operation. Be careful not to touch the oven heating resistors. Children under the age of eight should be kept away from the device unless they are constantly monitored.

- Always use oven gloves when handling accessories or oven vents.
- Disconnect the plug from the wall socket before starting maintenance.
- Before replacing the lamp, make sure the appliance is switched off. This will avoid a potential electric shock.
- If the power cord is damaged, the manufacturer, an authorized service center or a qualified person may only replace it in order to avoid an electric shock.
- Be careful when touching the storage box. It can heat up.
- Remove the support rails by first pulling the front part of the support rail and the removing the rear part of the side walls. Reattach the support rails by repeating the steps in reverse order.
- The power cut-off device must be integrated in permanent wiring according to the wiring rules.

WARNING! Only use cooktop covers, which are designed by a home appliance manufacturer. Using defective covers can lead to accidents.

SAFETY INSTRUCTIONS

USE

WARNING! Fire and personal injury hazards. Risk of electric shock.

- This appliance is intended for household use only.
- Do not change the technical features of the appliance.
- Make sure there are no obstructions in the ventilation openings.
- Don't leave the appliance unattended during operation.
- Turn the appliance off after each use.
- Open the appliance door with caution while the appliance is in operation. Hot air may come from the unit.
- Do not use the appliance with wet hands or when in contact with water.
- Do not use the appliance as a countertop or storage.
- Hot fats or oils can produce flammable vapors. Keep flames or hot objects away from fats and oils when using them for food preparation.
- These vapors, which are produced by hot fats or oils, can cause a fire.
- Used oil, which may contain residues of food, may cause a fire at a lower temperature than oil, which is being used for the first time.
- Do not place flammable objects or objects, which have been soaked in a flammable substance inside, near or on the appliance.
- Do not allow sparks or open fire to enter the appliance when opening the door.
- Open the appliance door with caution. Substances containing alcohol can easily develop a flammable mixture of alcohol and air.

- Prevent enamel damage or color changes:
- Do not place pans or other objects directly on the inside of the bottom of the appliance.
- Do not place water directly in the hot appliance.
- Do not store damp containers or dishes on the appliance after use.
- Be careful when removing or attaching accessories
- The color change of the enamel surfaces of the oven or the stainless steel do not affect the operation of the appliance.
- Do not keep hot cookware on the control panel.
- Do not let saucepans boil until dry.
- Do not allow items or kitchenware to fall on the appliance, the surface might be damaged.
- Do not switch the cooking zones on while the cookware is empty or if there is no cookware on the cooking zones.
- Do not place aluminum foil on top of the appliance or directly on the bottom of the inside of the appliance.
- Food should not be prepared directly on the cast iron cooktop. Food is to be prepared using appropriate cooking utensils.
- Cookware made out of cast iron or aluminum or ones that have a damaged base, can scratch the surface. Always lift cookware from the hob before moving it.
- This appliance is intended for cooking only. It must not be used for other purposes, such as heating the room.

TREATMENT AND CLEANING

WARNING! Risk of personal injury, fire or damage to the device

- Disconnect the appliance before maintenance. Disconnect the plug from the socket.
- Check that the appliance has cooled off. There is a risk that the glass panels may break.
- Immediately, replace defective door glass panels. Contact an authorized service center.
- Fat or food left in the appliance can cause a fire.
- Clean the appliance regularly to avoid damaging the surface material.
- Clean the unit with a damp, soft cloth. Use only mild detergents. Do not use abrasives, abrasive washers, solvents or metal objects.
- If you are using an oven cleansing solution, follow the safety instructions on the packaging.
- Do not clean the catalyst enamel (if present) with a detergent.

INTERIOR LIGHT

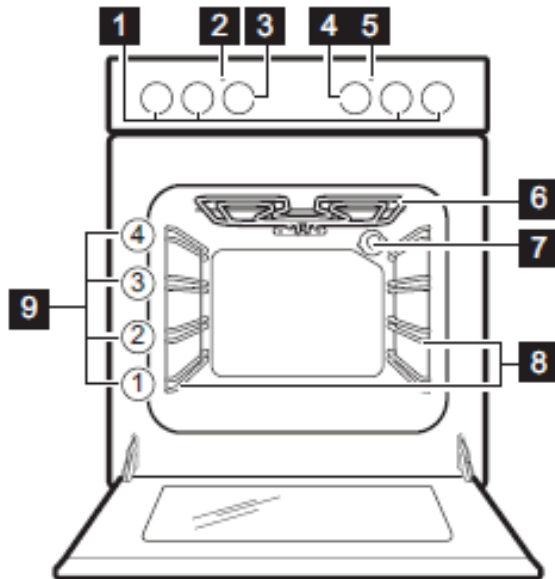
- Use only light bulbs or halogen lamps for household appliances. Do not use them to illuminate the room.
- Before replacing the lamp, the appliance must be disconnected from the socket.
- Use only lamps with the same characteristics

MAINTENANCE

- When the machine needs to be repaired, contact an authorized service center.
- Only use original spare parts.

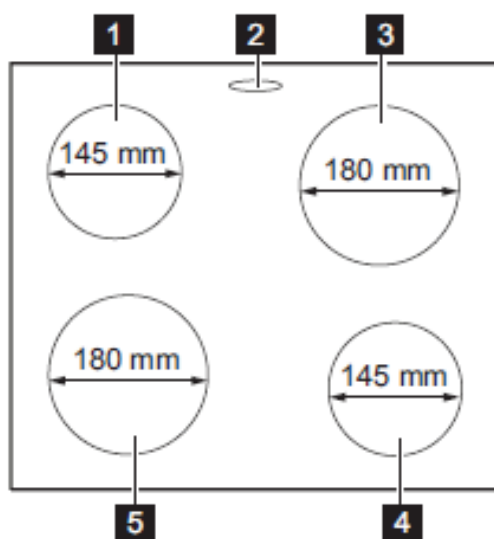
DESCRIPTION OF THE DEVICE

PARTS OF THE APPLIANCE



1. Cooker switches
2. Temperature indicator / symbol
3. Temperature selector
4. Knob for oven functions
5. Cooker level light / symbol
6. Heat insulation
7. Light
8. Detachable support rail
9. Support levels

COOKING ZONES



1. Cooking zone 1000 W
2. Steam opening – the number and location depends on the model
3. Cooking zone 1500 W
4. Cooking zone 1500 W
5. Cooking zone 2000 W

HOB – TREATMENT AND CLEANING

GENERAL INFORMATION

- Clean the hob after each use.
- Always check that the bottom of the container is clean.
- Scratches or dark spots on the surface do not affect the operation of the hob.

STAINLESS STEEL

- Clean the stainless steel parts with cleansing solution, which is meant for stainless steel.
- The stainless steel edges around the hot plates may stain slightly due to high temperature.
- Wash the stainless steel parts with water and dry them with a soft cloth







CLEANING THE ELECTRIC PLATE

1. Use a cleaning powder or a cleaning brush.
2. Clean the hob with a damp cloth using a little detergent.
3. Heat the hot plate to low heat and allow it to dry.
4. The hot plates can be kept in good condition by rubbing them regularly with sewing machine oil. Wipe the oil away with absorbent paper cloths.

CLEANING THE STOVETOP

To clean the stove fan, lift the stovetop upwards and pull it towards you. When putting the stovetop back in place, make sure that the lever on the wall hits the opening on the back of the stovetop. The stove top wont stand in place if they are not connected properly.

OVEN FUNCTIONS

Symbol	Oven function	Intended use
0	Switched off	The appliance has been switched off
	Upper and lower heat	Cooking or baking on one level.
	Lower heat	To cook something which needs to crisp on the base but stay moist on the top.
	Grilling	Grilling high quantities of food and roasting bread.
	Fast heating	Baking roasts on one level. Maximum temperature 230 degrees Celsius.
	Gentlebake	Slow cooking.
	Defrost	To defrost frozen food.

OVEN – CARE AND CLEANING

CLEANING

- Clean the front surfaces of the unit with warm water and a mild detergent using a soft cloth.
- Use a special cleaning solution for cleaning metal surfaces.
- Clean the appliance after each use. The accumulation of fat or other food can result in fire. The risk is greater when using a grill pan.
- Remove persistent stains with a special oven cleaner.
- Clean all accessories after use and allow them to dry. Use a soft cloth, warm water and a cleaning solution.
- If you are using unobtrusive equipment, do not clean them with strong detergents, sharp-edged objects or wash them in the dishwasher. Otherwise, the surface may be damaged.

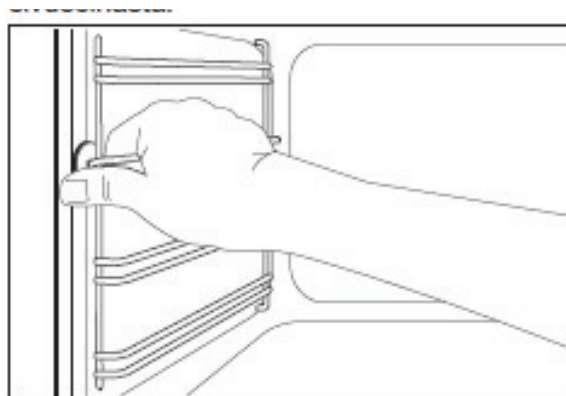
STAINLESS STEEL AND ALUMINUM SURFACES

Clean the oven door using only a damp cloth. Dry with a soft cloth. Do not use steel wool, acids or abrasives as they may damage the surface of the oven. Observe the same caution when cleaning the operator panel.

REMOVING THE BRACKETS

Clean the oven by removing the brackets.

1. Pull the front of the blade support bracket off the sidewall.
2. Remove the back of the blade support bracket from the wall and remove it.



2. RANGE HOOD

GENERAL OPERATING INSTRUCTIONS

Model: Ilox B7 (mechanical) & Ilox B5

Control panel functions



Light switch

Right edge down, light is on. Left edge down, light is off.

Boosting the power of the stove fan

The power-boosting flap is a self-closing regulator with a timer. When the controller is in its maximum position, the flap is open for approx. 60 min. The flap can be closed by turning the switch counterclockwise to the idle position. The flap should be kept open during cooking, at other times the flap is held closed.

Maintenance instructions

To reduce the amount of extract air in the stove fan, clean the grease filter every month or when necessary. You can wash the grease filter by hand or in the dishwasher. Failure to follow these instructions may cause a fire hazards

Grease filter:

1. Push the lock on the grease filter toward the center of the dome, the lock is released. Turn the filter down.
2. Reassemble in reverse order. Make sure the grease filter clamps are in place.

ATTENTION! Flambéing is strictly prohibited under the stove fan.

Replacing a lamp, fluorescent lamps



Push the protective glass to the right as showed in the picture.



Remove the lamp by pulling it to the right.

Lamp: 230 V G23 PL 11W

Clean the stove fan regularly. Only use detergents, which are meant for plastic or stove-enameled surfaces.

3. REFRIGERATOR & FREEZER

User Manual

GETTING
STARTED?
EASY.



RJV1355

ROSENLEW

SAFETY INSTRUCTIONS

USE

WARNING! Risk of personal injury, burns, electric shock or fire

- Do not change the technical features of the device.
- Do not place electrical appliances in the unit unless the manufacturer has authorized them.
- Make sure the cooling pipe is not damaged. It contains isobutene, which is environmentally compatible with natural gas. This gas is flammable.
- If the cooling pipe is damaged, make sure there are no open fires or ignition sources in the room. Make sure the room is ventilated.
- Do not allow hot objects to touch the plastic parts of the device.
- Do not place soft drinks in the freezer. Otherwise, pressure is generated in the beverage container.
- Do not store flammable gases or liquids in the appliance.
- Do not place any objects that are flammable or soaked with a flammable substance on top, inside or near the appliance.

TREATMENT AND CARE

- Disconnect the appliance and remove the plug from the socket before starting maintenance.
- The appliances cooling unit contains hydrocarbons. Only a qualified professional is allowed to service and re-fill the unit.
- Regularly check the outlet of the appliance and clean it if necessary. If the outlet is blocked, melted water will accumulate on the bottom of the appliance.

USE

Launching the device

- Plug the appliance into the socket. Turn the temperature control clockwise to the middle position

Switching the device off

- The appliance is turned off by turning the temperature controller to "0".

Temperature adjustment

**The temperature is adjusted automatically.
The device is used as follows:**

- Set the temperature higher by turning the temperature knob towards lower set points.
- Set the temperature lower by turning the temperature knob towards higher set points.

ATTENTION! The middle position is usually the best

Observe the following things when it comes to adjusting the temperature:

- The room temperature
- The opening frequency of the door
- The quantity of food that is stored
- The location of the device

ATTENTION! Do not use cleaning solutions, abrasives, chloride or oil based substances. They might damage the surfaces.

DAILY USE

Freezing fresh food

The freezer compartment is suitable for freezing fresh food and for long-term preservation of ready-made frozen foods. When you freeze fresh foods, you do not need to change the average setting. However, you can speed up the freezing process by turning the temperature controller to the lowest position.

Care and cleaning

Regular cleaning

The appliance must be cleaned regularly.

1. Clean the interior and the equipment with warm water and detergent.
2. Check the door seals regularly and wipe them clean.
3. Rinse and dry thoroughly.
4. If possible, clean the condenser and the compressor at the back of the appliance with a brush. This operation improves the performance of the device and saves energy.

Defrosting the freezer

ATTENTION! Never use sharp metal objects to remove frost from the evaporator, as this may damage it. Do not attempt to speed up the defrosting using mechanical or other tools that the manufacturer has not advised to use. The temperature of the frozen food rises during thawing and may shorten their safe storage time.

Set a lower temperature about 12 hours before the start of defrosting to freeze to make sure the frozen produce is as cold as possible and then store them in a cold place during the defrosting.

The freezer compartments and the upper compartments produce some frost. Defrost the freezer, when the thickness of the frost is about 3-5mm.

1. Disconnect the appliance or unplug the appliance.
2. Remove all food from the freezer, wrap them in thick paper and place them in a cool place.

WARNING! Do not touch frozen foods with wet hands. Hands might freeze to the food.

3. Leave the door open. To speed up thawing, place a container with warm water inside of the freezer. Also, remove ice cubes from the freezer during defrosting.
4. After the freezer compartment has melted, dry the inner surfaces well.
5. Turn the machine back on.

Place the frozen foods back in the freezer after 3 hours.

Defrosting the refrigerator

In normal operation, the frost automatically goes out of the refrigerator compartments steam generator when the compressor stops. Defrosting water is poured on the back of the appliance inside of the drawer on top of the compressor, from where it evaporates.

It is important to clean the defrosting water drainage hole in the middle of the refrigerator section channel regularly, so that the water does not overflow and drip on the food.

If the appliance is not used for a long time

If the appliance is not going to be used for a long time, do the following:

1. Disconnect the appliance from the mains.
2. Remove all food.
3. Defrost (if necessary) and clean the appliance and all its accessories.
4. Clean the appliance and all its accessories.
5. Leave the door closed to avoid unpleasant odors inside of the appliance.

4. KITCHEN SINK

EN

HOLD ON TO THESE INSTRUCTIONS FOR LATER USE

Stainless steel care instructions

1.

AFTER INSTALLATION

Remember to protect the surfaces!

- Cover the product carefully with cardboard or other suitable material to avoid damaging the product before use.
- Do not leave tools or such on top of uncovered surfaces.
- Do not use strong chemicals that could damage the surface.

!

SCRATCHES

Use of stainless steel surfaces always results in minor scratching, and the scratches are most visible on the surface of a brand-new product. With regular use the surface area will scratch throughout, and the surface will appear dimmer. Eventually single scratches will not stand out.

Surface scratching of stainless steel during normal use will not cause any deterioration in the product. The sink is protected by an oxide layer that forms on the surface. When scratches occur on the surface, the oxide layer is renewed by the action of oxygen in the surrounding air.

2.

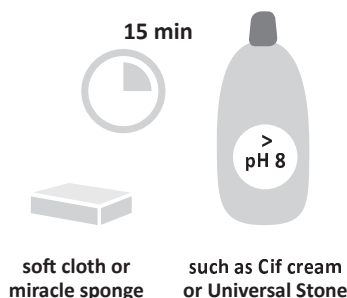
BEFORE USE

Wash the product with an alkaline washing detergent (pH over 8). Rinse well and dry.

Note!

Small particles on the stainless steel surface from installation may appear as rust spots. Remove these impurities from the surface with a careful cleaning using an alkaline detergent, such as Cif cream or Universal Stone.

Spread the detergent with a soft cloth or miracle sponge, **let sit for 15 minutes**, then rinse carefully and dry. Once the impurities are removed from the surface, the chromium included in the stainless steel will react with oxygen and create a passive layer to protect the surface.



3.

CARE: WASH, RINSE AND DRY

Always after use, wipe the surface clean with a soft cloth, sponge or towel. Use warm water and a liquid detergent for cleaning. Rinse well with water and dry with a soft cloth.

FLÄCKBORTTAGNING

Instructions for stain removal

Tough stains

Grease stains

Discoloration caused by coffee or tea

Salt and lime marks

Rust stains from surface contact

Use a cleaning paste (e.g. Cif cream or Universal Stone) with a soft wash cloth or miracle sponge and rinse with warm water.

Dried up lime stains can also be removed by using a 25% vinegar solution. Allow the solution to sit for a while. Then clean, rinse and dry the surface.

REMEMBER!

Do not leave a wet cast iron pan or other metallic kitchen utensils that can rust on the surface for extended periods, for they will leave a mark.

SUBSTANCES TO AVOID

Acidic substances, such as **kitchen soaps containing citric acid**, may damage stainless steel surfaces after they dry (pH under 6).

Scouring powders and steel wool will scratch the surface.

RECYCLING

Stainless steel contains valuable raw materials like chromium and nickel. Recycle the product with metallic waste. Plast from siphon can be recycled as energy waste.

Tip! Re-use stainless steel worktop or sink as a summer cottage or terrace cooking area.

5. WATER LEAKAGE ALARM

Watector is an all-new solution that prevents water leakages.

As many as half of the households have damage due to dampness. This damage causes substantial economic and health-related disadvantages. Moreover, there is an ever-increasing amount of damage.

Watector is an all-new on water leakage alarm. It comprises a sensor mat and an alarm unit that are quick and easy to install. You can install Watector in many different types of places and in this way safeguard a wide area. Watector minimizes the risk of water leakage and problems with mold.

Protect your home and yourself with Watector. It is a Finnish innovation, and has been granted the Key Flag Symbol, which means that the degree of domestic origin of the product is over 50 %. In addition, it is completely recyclable. Stop worrying! Watector guards your home for you!

Watector is quick and easy to install

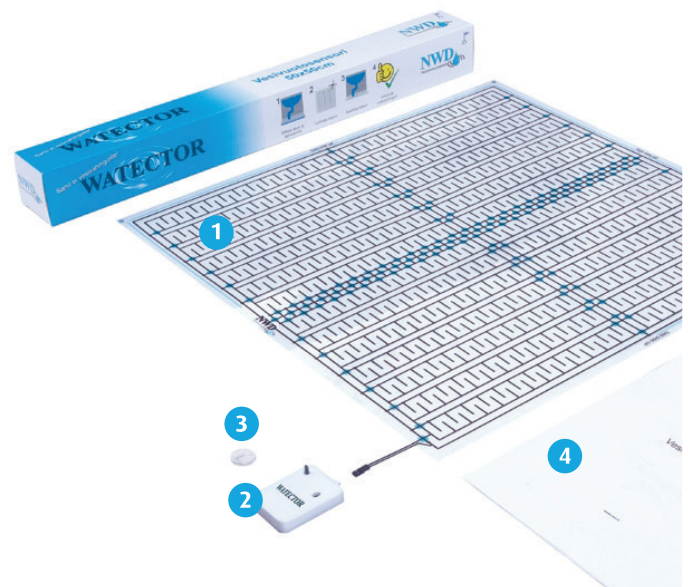
You don't need special tools or previous experience to install Watector. It includes a sensor mat (1), alarm unit (2), battery (3) and clear installation instructions (4).

Watector is completely modifiable

The sensor mat is based on printed electronics. It can be cut to the shape of the required space. This is why Watector can be used in several different types of places.

Watector provides extensive protection

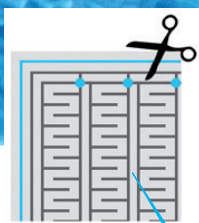
The traditional leakage alarms available on the market are precision alarms that only protect a small area at a time. With Watector, you get all-inclusive protection because the entire sensor mat reacts to dampness. For this reason, detecting concealed water leakages is also easy.



1. Measure the area and location of conduits



2. Cut the sensor mat

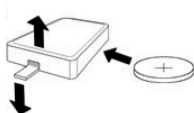


Note! To make measuring and cutting the sensor mat easier, make a template out of cardboard, for example.

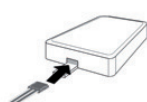
3. Install the sensor mat



4. Forget water damage!



1. Put in the battery



2. Connect the cable



3. Ready!



4. Watector guards your home for you

6. DISHWASHER CONNECTION

If you want to install a dishwasher in a dishwasher connection, the cabinet must be dismantled following to the instructions below.



Picture 1



Picture 2

1. Remove the moldings (Picture 1). Remember to retain the moldings.
2. Remove the lower plinth from the cabinet where the dishwasher connection is.
3. Unscrew the cabinet frame. Remember to retain the frame.
4. Install the dishwasher in the hole. All the necessary holes and routes for the dishwasher cord and the inlet and outlet hoses are ready.

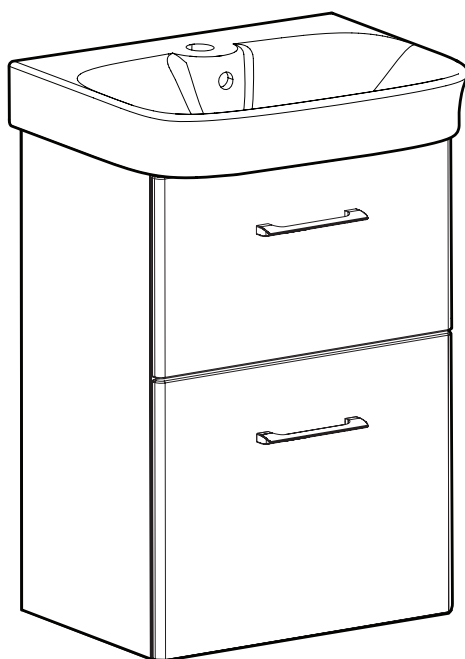
Please remember that the dishwasher must only be connected and disconnected by a professional.
Also remember that the cabinet should be re-installed when moving out.

7. MIRROR CABINETS & BATHROOM FURNITURE



GB Operating and maintenance instruction

Glow



500	560	600
9616321 001/301	9616521 001/301	9616721 001/301
9616331 001/301	9616531 001/301	9616731 001/301

GB

Cleaning and Care Instruction - Bathroom furniture and mirror cabinets

- Bathroom furniture should be cleaned with a soft dry cloth. Avoid using abrasive materials or anything sharp.
- To remove stubborn dirt a damp cloth with warm water and a mild household cleaning agent can be used. Always dry surfaces thoroughly after cleaning.
- Furniture should not be cleaned with agents containing acids or solvents. Abrasive cleaners and furniture polish should also be avoided.
- Avoid direct contact between furniture and water.
- Never leave the furniture surfaces wet or damp for long periods of time.
- Any spilt chemicals such as decalcifying agents, nail polish remover, hair dyes etc. should be wiped clean immediately.
- Furniture with scratches and/or cracks in lacquered, veneer or laminate surfaces are less resistant to water and should be treated with more care.

Furniture colour

- Furniture colour may vary slightly from the colour of the sample.
- Lacquered and veneer surfaces are subject to aging and their colour may change over time.
- Continuous exposure to UV radiation (such as direct sunlight) may accelerate any colour change.

The quality and appearance of the furniture is best preserved if the bathroom is efficiently ventilated and the temperature maintained at between +15°C and +30°C. The furniture is resistant to fluctuations in air humidity; however direct contact with water may adversely affect its appearance, structure and functionality. Therefore, direct exposure to water should be avoided.

Product defects resulting from inappropriate cleaning and use, or resulting from prolonged contact with water, do not constitute a basis for complaint.

IDO's bathroom furniture is produced from materials which meet very high standards of quality and moisture resistance. Cabinets, doors and shelves are produced in moisture-resistant MDF and chipboard and are recycled as surface-treated wood. Fittings, metal handles and screws are sorted and recycled as metal.

GB

Ceramic products are produced from natural raw materials, meeting environmental requirements and customers' needs. The glaze on our ceramic products is easy to keep clean and can withstand most chemicals. We recommend cleaning our products regularly using ordinary home cleaning products. Do not use abrasive cleaning equipment, powerful acids or strong alkaline substances. Remember to rinse the surface well after cleaning. If the ceramic surface is extremely dirty, acidic solutions diluted in water can be used. For repairs and spares, please contact your dealer.



MAINTENANCE OF THE POLARIA PRODUCTS

MIRROR CABINETS AND MIRROR CABINETS WITH LIGHT

Because Polaria mirror cabinets and mirror cabinets with light are made of powder-painted steel, cleaning with normal household detergents is sufficient. Never use scouring powders or liquids for cleaning, as they can damage the product's painted surface. Mirrors may be cleaned with glass cleaner. Check the mirror doors and the screws of the hinges every once and awhile. Don't let them loose and tighten the screws if needed.

IMPORTANT! Remember to test the residual current device. The instructions can be found next to the power socket.

Replacing the fluorescent lamp and starter

You can replace a failed fluorescent lamp and starter yourself without tools:

- Turn off the power supply to the light
- Carefully press the lower edge of the plastic cover upwards with your thumb, so that the edge comes out of its groove
- Remove the plastic cover
- Grasp the fluorescent lamp and pull it out of its holder
- Press the new fluorescent lamp into the holder until you hear a "click" indicating that the lamp is locked into place
- Push the lower edge of the light cover into the groove, press the upper edge carefully and push the cover into the upper groove

Note! Only a qualified electrician may repair faulty electrical equipment!

POWER SOCKET

Your POLARIA cabinet is equipped with a protected power socket which can also be used for the continuous charging of electrical devices. Electrical devices can be located outside the cabinet, in which case you can route the plug and cable into the cabinet between the mirror and cabinet frame. Loosen the screws on the mirror hinge and carefully move the mirror so that the cable can be routed through the gap. Then return the mirror to its original position and tighten the screws.

DO NOT TOUCH ELECTRICAL EQUIPMENT IF YOU ARE WET OR STANDING IN WATER!

MAINTENANCE OF THE BASIN

Clean the basins with a general-purpose neutral detergent and appropriate cleaning sponge or brush. Never use abrasive agents or equipment for cleaning the basins. Never allow the product to come into contact with acids, drain cleaners that contain ammonia, hair dyes, or chlorine. You can use, for example, the Clean & Shine bathroom cleaner and protector, available from hardware stores.

OTHER PRODUCTS (basin cabinet, cleaning and laundry cabinet, side and extra cabinet, medicine and first aid cabinet)

Products are made of powder-painted steel, cleaning with normal household detergents is sufficient. Never use scouring powders or liquids for cleaning, as they can damage the product's painted surface. Side and extra cabinet's mirrors may be cleaned with glass cleaner.

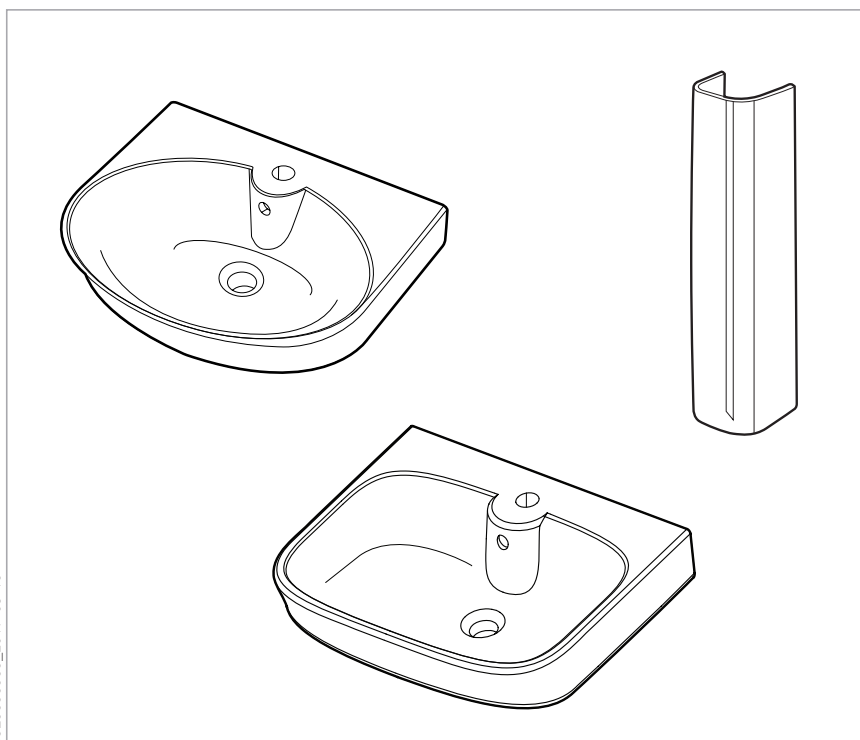
2 years warranty is provided for all POLARIA products

8. FAUCETS



GB Operating and maintenance instruction

Glow



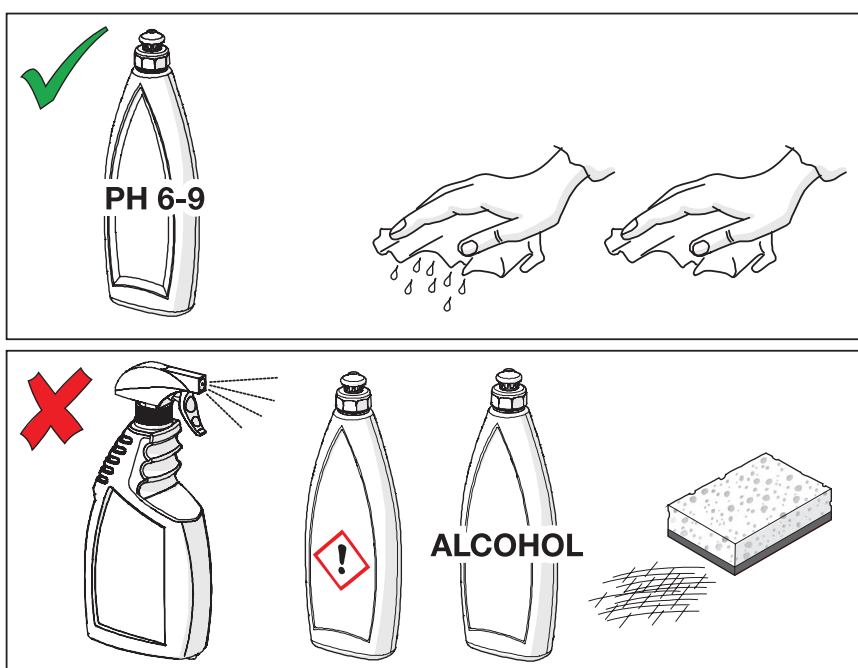
GB

Ceramic products are produced from natural raw materials, meeting environmental requirements and customers' needs. The glaze on our ceramic products is easy to keep clean and can withstand most chemicals. We recommend cleaning our products regularly using ordinary home cleaning products. Do not use abrasive cleaning equipment, powerful acids or strong alkaline substances. Remember to rinse the surface well after cleaning. If the ceramic surface is extremely dirty, acidic solutions diluted in water can be used. For repairs and spares, please contact your dealer.

How should faucets be cleaned?

Cleaning the faucets exterior and accessories

The same rules apply when treating the exterior surfaces of the faucets, than when cleaning the painted surfaces at home in general. By keeping the electronic taps sensor / photo sensor clean, you ensure the correct operation of the faucet. Neutral or slightly alkaline (PH 6-9) liquid cleansers should be used regularly to clean the exterior surfaces of the faucets. These include soap solutions and several dishwashing detergents (do not use detergents, which are meant to be used for dishwashers). (Always follow the manufacturer's instructions when it comes to the use and dispensing of the detergent). Organic solvents, corrosive and/or abrasive substances or cleaning agents must not be used.



WARNING!

The chromium coating does not withstand /is resistant to phosphoric acid and chloride compounds. The same applies to the plastic parts of the shower accessories. Examples include:

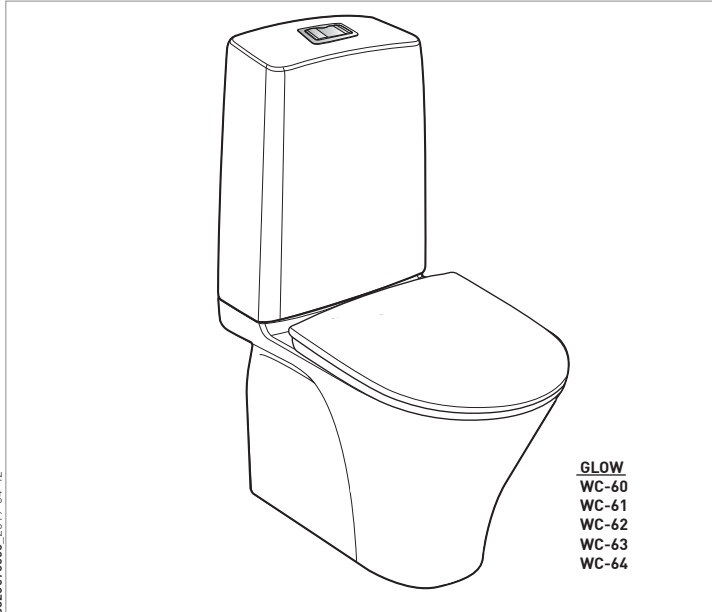
- Aluminum chlorides (used for example in sweat removal /deodorants)
- Hydrochloric acid and its derivatives (used for example in descaling agents /tile cleaners)
- Various chlorine-containing acidic and alkaline cleaning agents
- Salt water (e.g. seawater)
- High chloride content air
- Various phosphoric acid-containing detergents
- Alcohol-containing detergents are not suitable for cleaning acrylic surfaces

NB! Even very dilute solutions may damage the coatings, because the water evaporates when drying but the active substances remain and the solution concentrates.

Cleaning the faucets with a high pressure cleaner is prohibited!

9. TOILET

GLOW-WC



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GB

Normal WC units, bidets and wash basins have a glazed surface. Glazed surfaces are easy to keep clean and are resistant against most chemicals. Clean regularly to prevent cleaning problems. Use normal cleaning agents.

“Clean regularly to prevent cleaning problems. However, avoid using cleaning agents on the flush button, instead, use hot water and soap and wipe dry with a cloth”.

This is because cleaning agents for porcelain are not intended for chrome parts/plastics and can risk cracking the flush button if used frequently.

Cleaning utensils, which contain abrasive agents, such as wire wool and green scouring pads, must not be used. Strong acids, e.g. hydrochloric acid and sulphuric acid and strong alkalines, e.g. caustic soda should not be used. Dripping taps and running WC units must be repaired immediately.

In houses that are unheated during the winter, the WC unit's flush cistern must be drained and dried out. Pour 3-4 decilitres of anti-freeze into the water trap and cover the water mirror with cooking oil or cling film to prevent evaporation.

10. FLOOR DRAIN

vieser

Vieser maintenance guide



How to clean Vieser drain

- Clean excess dirt from the frame.
- Remove the water trap from the floor drain by lifting the blue handle.
- If the water trap in the drain does not have a handle, take hold of the lower part of the water trap. Bend the lower edge slightly towards the outlet pipe and lift the water trap out in a tilted position.
- If the water trap has not been removed for a long time, it may be tight.
- The flow regulator of the side inlets in the water trap can also be removed for cleaning.
- Clean the water trap and floor drain thoroughly and rinse.

After cleaning

- Check that the water trap's grey lip seal is in place and moisten it with soapy water, for example.
- Install the water trap back into the floor drain and check that it is properly in place. Be sure to also reinstall the flow regulator in the water trap.
- Press the grating back into place.

The drain may emit an unpleasant odour

- If the water trap is not properly in place.
- If the water trap seal is damaged.
- If the drain is dirty.

Cleaning the Vieser grating

- Clean the the grating on both sides and remove accumulated dirt.
- Clean any stubborn dirt from stainless steel grating by rubbing it gently.
- Calcium buildup is easiest to remove gently with an acidic cleaning agent.

The floor drain should be cleaned if the water flow slows down or the drain begins to smell. We recommend cleaning at least once a year.

Vieser Oy, Keskustie 23 61850 Kauhajoki
Puh. +358 20 746 4400

11. FIXTURES

THE CLEANING AND CARE INSTRUCTIONS FOR KITCHEN FURNITURE AND WARDROBES

Maintenance and care instructions for melamine doors and frames

Frames, sides, bottom, roof, shelves and the plinth as well as the doors surface material is melamine. The back plates of the frames are either painted or melamine. The sides of the bathroom furniture and the cupboards are moisture proof (not waterproof) melamine board. Cleaning should be carried out with water-soluble cleaning agents. Neutral dishwashing detergent (PH6-8) or a mildly alkaline detergent such as pine soap is dispensed in water and the cleaning is carried out with a cloth, which has been soaked in the solution. After cleaning with a basic detergent solution, the frames must be rinsed with a cloth, that has been soaked in clean water. After each cleaning process, the unit must be dried properly. Do not open the dishwasher door immediately after the washing program has finished, as the heat and moisture can be absorbed into the work surface and doors, causing them to swell.

Painted, varnished and laminated doors

When doors are stained, gently wipe the dirt away with a soft damp cloth. If the stain does not come off with only water, add a detergent to the cloth. Spray the detergent on a clean cleaning cloth or moisten the cloth with the detergent. Wipe the surface clean with a cloth soaked in clean water and then dry with a clean, dry cloth. Furniture doors can be cleaned, for example, with a neutral household cleaner.

Maintenance instructions for laminate table surfaces

The surface will withstand the use of chemicals that are meant for general cleaning. The level does withstand light, heavy mechanical use and the most of common household detergents and weak acids. Cleaning is done the same way than with the materials mentioned above, but if the stain is difficult it can be removed with acetone by gently wiping. Do not use these detergents to clean working tops edges where are PVC or wood moulding. The surface should not be used as a cutting board. Hot pots or hot household appliances should not get in contact with the surface.

Hinges

Do not need any special maintenance; it is enough to keep them clean and dry. Cleaning is done the same way than with the other furniture.

The drawers and other possible rails function can be improved

By treating the wheels or slides with liquid silicone. The furniture has three dimensionally adjustable metal hinges. Hinges are maintenance free and easy to keep clean. The drawers boxes are metal and the bottoms are melamine chipboard. Cleaning of the drawers are done the same way than with the other melamine furniture.

Cleaning sinks made out of stainless steel

Always clean the sink after use with a damp cloth or sponge. If necessary, use detergent that does not contain abrasive ingredients. Rinse the sink with water and then dry the sink with a dry cloth to avoid limestone streaks when the surface is drying. Do not use abrasive liquid, steel wool, rocks or other sharp objects that could scratch stainless steel surface. The sink can be stained if objects, that contain iron, such as steel wool, cast iron objects, nails or gravel, stand for a long time on a damp surface. The oxide film protects the sink. The staining is then caused by foreign material. Clean and wipe the sink always longitudinally.

12. FLOORS



v | VIRTUO

Care instruction

The Virtuo-vinyl flooring have a PUR+ surface treatment that facilitates floor cleaning and gives it good durability. Remove loose dirt by using broom or vacuum. To clean the floor, use a neutral or weakly alkaline floor cleaning detergent with water and rinse thoroughly. Clean up any potential stains immediately; don't let it become a problem. Replace rubber castors on the end of furniture legs with plastic or nylon ends or protect the floor with felt pads. Rubber leaves indelible stains on vinyl flooring. Avoid placing waxed or rubber products in prolonged contact with your floor.



OPERATING &
MAINTENANCE
INSTRUCTIONS

21.11.2016

BALCONY FLOORING /POLYURETHANE ELASTOMER-COATING

PROPERTIES:

The balcony flooring gives waterproof and elastic protection to the concrete floor. It is UV resistant and waetherproof.

PREVENTION:

Use furniture floor protectors under all furniture items including chairs, tables, heavy furniture and equipment. Acidic ja alkaline liquids for example wine, beer, coffee and tea, may cause discoloration of the surface. It should also be noted that leaves of trees and plants may cause discoloration of the surface but does not affect to the technical properties of the coating. Note: Balcony flooring can be slippery if there is snow, ice or water on the surface.

CARE AND CLEANING:

Remove dust and loose dirt for example gravel, by wiping. Cleaning is done with a soft brush, lukewarm water and a mild detergent. Avoid using strong detergents, for example chlorine and ammonia as a cleanser. It is recommended to use a soft brush, plastic shovel etc. for snow removal. Sharp metal tools should not be used. Otherwise, the surface may be damaged.

REPAIRS:

The coating should be checked every spring and autumn. Possible damages should be repaired as quickly as possible to prevent further damage. It is recommended that the professional perform repairs.



CARE AND CLEANING FOR GLAZED FLOOR TILES

A) Initial cleaning of glazed floor tiles

The initial cleaning of ceramic surface after fixing is essential because decisively affects the ease of maintenance and cleaning during use. The remaining mortar or grout should not be allowed to dry on the floors and should be immediately removed during the grouting process itself. All wasted cement, adhesives, grouting mortars, plasters, paints or other materials used during the construction phase should be immediately removed from the floor.

If they come into contact with it, do not let it harden on the floor, at risk to becoming extremely difficult or even impossible to remove, particularly in the case of non-slip floors.

After the jointing stage, the ideal is to protect the floors of other products used at work, covering the floors with suitable materials. Cleaning of the ceramic tiles after completion of the work can be performed with the aid of a descaling agent, while being careful to follow the manufacturer's instructions in its use. All major manufacturers of cement paste and mortar grouting have appropriate products, so they should be consulted. **Should never be used descaling agents based on hydrofluoric acid (HF) or have this acid in its composition because it attacks the ceramic surface.**

As a matter of precaution, before proceeding with the clean up, a test should be done in a limited area. Particularly in the case of non-slip floors and / or with its structured surface, the application of descaling agents may be accompanied by mechanical agitation (soft broom). The use of descaling agents generates very significant amounts of salts. The removal of which involves the full use of abundant clean water for effective cleaning of the floor. The use of a machine blasting high pressure water is recommended for non-slip floors.

You should never let it dry on the surface the water that results from washing the same, this may lead to the re-deposit of the salts and dirt you wish to see removed on the pavement. For this purpose, it may be used squeegees or appropriate systems of fluid intake. All the safety indications inherent to the products used should be followed as well as care in the protection of other building elements that can be attacked by descaling agents.



B) Recommendations for Maintenance of Covered Surfaces

Ceramic tiles have excellent characteristics of cleanliness and hygiene. Unlike other products, their technical characteristics prevent the adhesion of dirt. They are also therefore extraordinarily easy to clean and maintain using only water and avoiding the use of detergents containing surfactants, provided they followed certain rules that should be recalled. The regular maintenance of ceramic tiles is critical to ensure its performance and functionality, particularly in non-slip floors. The maintenance involves the correct choice and selection of appropriate cleaning agents to ceramic floor tiles to keep the type of dirt that predominantly occurs in the place of use. The paved areas should be cleaned periodically depending on intensity of use, preventing dirt from accumulating.

The maintenance of ceramic tiles should be performed taking into consideration the following:

1. Any spill liquid or falling debris (eg food scraps) on the ceramic product should be cleaned immediately after the event.
2. Before making a wet cleaning, sweep or vacuum all surfaces carefully to remove any loose dirt that may exist on the surface.
3. There are in the market professional cleaning agents suitable for use in each circumstance.
4. Nevertheless, it should be avoided the use of cleaning agents with surfactants or detergents that leave a waxy layer or film on the floors after drying.
5. In any case, in general, the ceramic tiles can be cleaned effectively, using the same products that are used for cleaning windows, applied pure in extreme cases, but usually simply diluted in a bucket with clean water.
6. To clean the floors, it's recommended to use a broom / brush bristles of soft or medium hardness, make a movement back and forth in order to release the dirt that are ingrained. Alternatively, if conditions allow and in larger areas, May be used auto washers equipped with soft brushes or washing systems with water jet at high pressure.
7. After doing that, the floor should be cleaned with clean abundant water. If the zone allows, having drainage ditches, for example in kitchens or baths, a hose can be used or a small washing machine of high pressure.
8. The rinse water should be removed from the surface (eg with squeegees or appropriate aspiration systems) and should not be allowed to dry on it.



CARE AND CLEANING FOR GLAZED FLOOR TILES

14.6.2019

9. If the clear floor area is extensive, do not try to do your cleaning at one time, clean smaller areas at a time.

Any cleaning agents should be used with the greatest precautions and always following the manufacturers' instructions. Their use may, in certain circumstances, cause damage to ceramic tiles and joints as well as damaging other building elements (wood, metal, rubber) or furniture on the site, and should always be taken into account the recommendations of their manufacturers.

The mops and brooms / brushes used must be of good quality and suitable for use in question. You should avoid the use of mops. There are several reputable manufacturers of cleaning agents with ranges appropriate to each specific use. Each case is different, and particularly when used in public spaces, it is recommended to consult the manufacturer to develop a maintenance program appropriate to the existing floor and the circumstances of their use.

C) Important Note

All information provided here are indications of generic character that serve as a guide to applying, cleaning and maintenance of ceramic tiles. Precautions must be taken into consideration in selecting products for gluing and grouting, considering also the specificities of the chosen ceramic tiles and future circumstances of use. Similarly, the selection of a product or cleaning agent should be careful and should always be followed to manufacturer's instructions, read the safety data sheet and its compliance with the indications for their handling.

Before the first use of a product or cleaning agent, there should be made a little test on a very limited area in order to verify if the product affects the ceramic floor in some way. Pukkila does not take any responsibility for the behavior and performance of the products or cleaning agents selected and used.

Stain Removal Lexicon

Dirt type	Cleaning agent	Comments
Algae	Specialised cleaning agent: algae remover, cleaning agent containing Organic solvents	
Bitumen		E.g. petrol, acetone or scouring pastes. Remove coarse dirt using wooden scraper if possible
Blood	Alkaline cleaning agent - weak	Do not use hot water!
Chewing gum (dried)	Freezing spray	Available at chemists; freeze-dry residue then knock off
Coffee	Alkaline cleaning agent - weak	
Epoxy resin	Scouring paste, specialised cleaning agent	
Excrement	Alkaline cleaning agent - weak	
Expansion gaps, residues	Mechanical	E.g. remove coarse dirt using wooden scraper if possible
Fat	Alkaline cleaning agent - strong	For extreme dirt types: solvents
Felt-pen	Alkaline cleaning agent, organic solvent	
Grooves containing dirt	Alkaline cleaner	Mechanical, e.g. using brush
Limescale deposits	Acidic cleaning agent	
Lime soap residues	Acidic cleaning agent - weak	
Lipstick	Alkaline cleaning agent - weak	
Metallic markings	Acidic cleaning agent	Mechanical assistance (e.g. brushes)
Mould, black	Cleaning agent containing chlorine, mould remover	
Moss	Specialised cleaning agent: moss remover	
Nail varnish	Organic solvents	E. g. acetone
Oil	Alkaline cleaning agent - strong	For extreme dirt types: solvents
Paint spillage	Organic solvents	E.g. petrol, acetone or scouring pastes. Remove coarse dirt using wooden scraper if possible
Pencil marks	Mechanical cleaning	Eraser, scouring powder
Plant residues	Specialised cleaning agent: algae or moss remover	
Red wine	Alkaline cleaning agent	
Rubber marks	Mechanical cleaning	Eraser or scouring powder
Rust deposits	Acidic cleaning agent	
Tar	Organic solvents	E.g. petrol, acetone or scouring pastes. Remove coarse dirt using wooden scraper if possible
Urine scale	Acidic cleaning agent	
Vomit	Alkaline cleaning agent - weak	
Water-based paints and other water-soluble coloured substances	Water, alkaline cleaning agent weak, mechanical cleaning	
Wax	Hot water; alkaline cleaning agent - strong	For extreme dirt types: solvents, cleaning pastes

13. DOORS



MATTIOVI

Care and maintenance instructions for interior doors

The painted and varnished surfaces of the interior doors and kernels, tolerate normal substances used in households such as water, soft drinks, alcohol, oils, fats and other nutrients well. However, prolonged exposure of surfaces to external agents must be avoided.

Cleaning doors

The surfaces are cleaned as soon as possible after fouling, so that they can be cleaned more effortlessly. Clammy or moist scrubbing with a cleaning cloth moistened with dishwashing liquid is usually sufficient. After the moist scrubbing, the door surface must be dried. Keep the duration of action of chemicals as short as possible. Remove the dye and water-insoluble stains with heavy naphtha or denatured sprit and finally wipe the area with a damp cloth. Severe stains, as well as traces of heat and moisture, can be carefully rubbed with a furniture wax.

Do not use:

- strong solvents (for example acetone and paint thinner), because they might soften the varnish and paint
- abrasive detergents and washing utensils (matt and semi-matt lacquered surfaces are most sensitive to abrasion)
- detergents containing ammonia
- strongly alkaline or acid cleansers

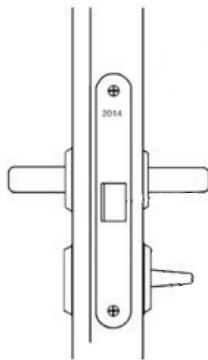
Avoid long-acting fluid effects, water use, hot objects and hot water. Avoid using waxes as their removal might cause difficulties. Also, note that uneven mechanical stress on the surface often results in an uneven gloss.

Maintenance of hinges, locks, gaskets and ferrules

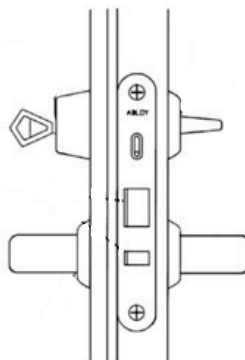
Due to wood being a living substance, the tightness of the hinging screws should be checked within one year of the installation of the door.

The door locks are to be lubricated regularly, so they work properly. Various oils can be used for lubrication. The poles are lubricated on either side, the key cavity and the root of the possible torque.

The seals are mainly made of silicone or EPDM-rubber. The seals do not require special maintenance; regular cleaning when cleaning the door is sufficient. The seals should be checked regularly. If the seals are broken, they must be replaced.



Interior door



Fire/ soundproofing door

14. EXHAUST AIR VENT

KSO, KSOV and KSOS Exhaust valves

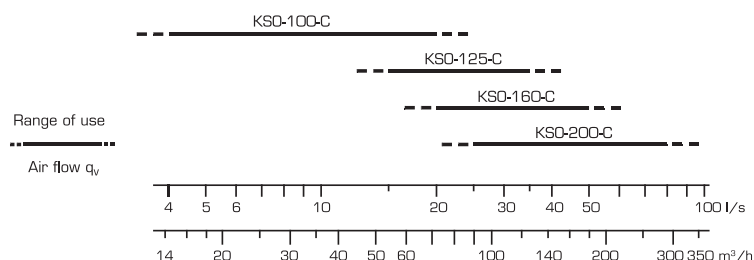
FläktGroup®

KSO, KSOV and KSOS Exhaust valves



KSO is an exhaust valve suitable for houses, offices, etc.

Quick Selection



Specifications

- CleanVent coating as standard.
- Manufactured of sheet steel.
- Cone of the variant KSOV filled with attenuation material.
- Special KSOS typ for sauna with max working temperature 120 °C

Product code example

Exhaust valve KSO-100-C

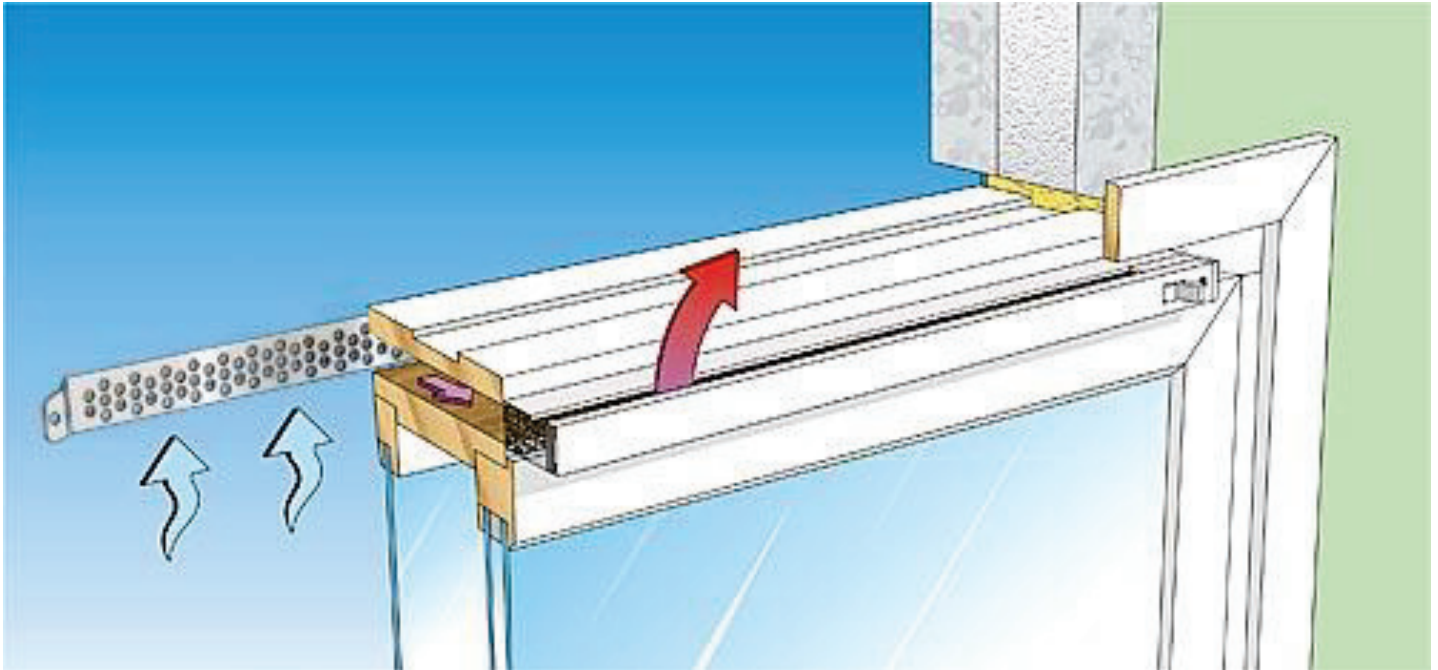
Mounting ring KKT-100

Air vent

The air vents above the doors should be vacuumed a couple of times a year.

15. FRESH AIR VENT

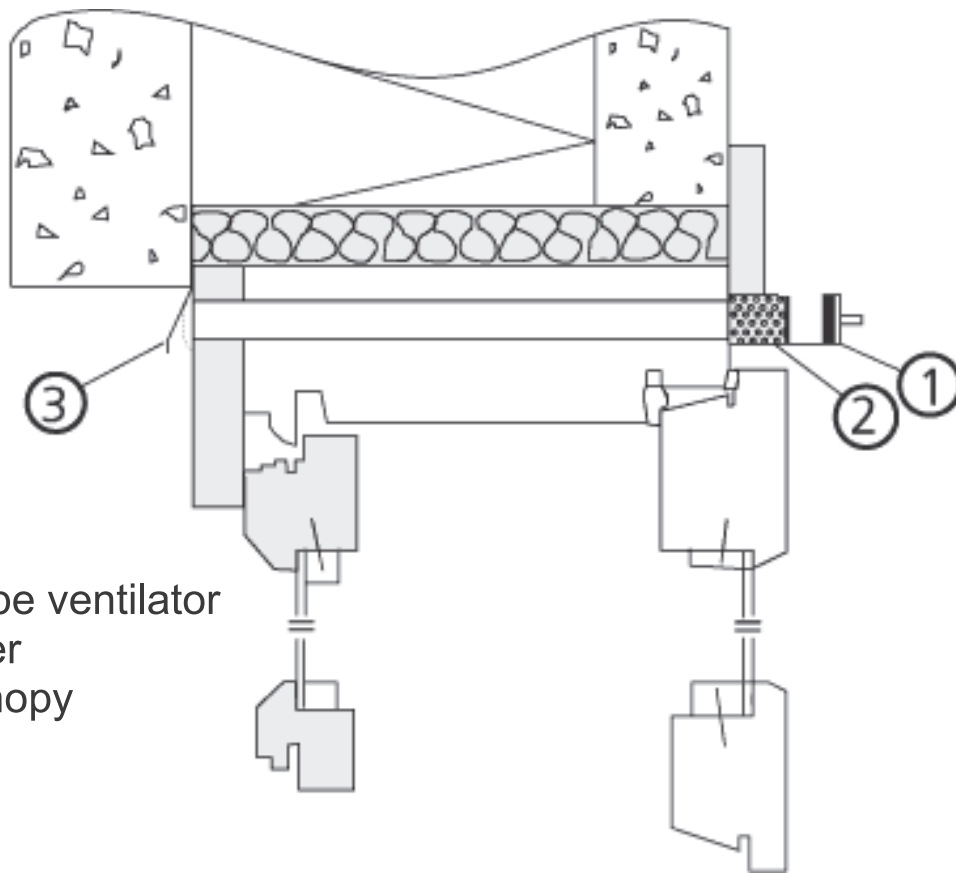
BIOBE VS fresh air ventilator



Biobe VS is a fresh air ventilator that can be placed into the slot milled to the window frame or into slot between frame and wall construction. Biobe is suitable both for new construction and renovation. Using Biobe VS fresh air ventilators the incoming air will flow as controlled into the room both in the gravity and the mechanical ventilation and the amount of fresh air can be guaranteed. Incoming air can be calculated as per room and department.

The filtering unit decreases the pollutants from incoming air. Pointing the flow gap upwards the fresh air mixes into the warm inside air up in the room and reduces the feeling of draught.

The complete VS frame ventilator set includes ventilator (V), filter unit (S) and canopy with insect net (B) or without net (U).



- 1. Biobe ventilator
- 2. Filter
- 3. Canopy

Structure

Ventilator, filter body and canopy are made of weatherproofed aluminum and filtering material is polyester net. There is no cold bridge between the canopy and the ventilator, which decreases the risk of freezing during cold temperatures.

Instructions for use

Biobe VS ventilator is installed upon a fresh air channel milled in the window frame. Biobe ventilator is turned off when both switches are pointing toward center and on when they're turned toward outer edges. Half position is on when either of switches is turned to center point and other to the outer edge. No matter which ones.

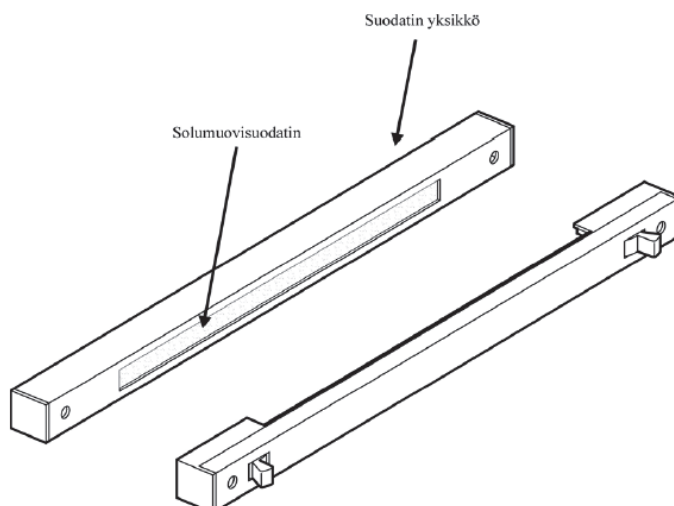
○		ventilator opened		○
○		ventilator closed		○
○		ventilator half opened		○
○		ventilator half opened		○

Biobe filter should be cleaned at least twice a year. The ventilator and filter unit can be removed by unscrewing two fixing screws. The plastic filter unit can be cleaned with mild soap water. Notice that the silencer should not be removed for cleaning. The air channels should only be cleaned with the vacuum cleaner.

For securing ventilation the ventilator should be kept at least half-open, which avoids uncontrolled draught from underneath the door, mail slot, etc.

The moisture created by respiration, cooking and washing creates a favourable environment for harmful microbes and molds. Also if circulation of compensation air is insufficient odours may transfer from apartment to another.

Filter unit with foamed plastic filter:



16. THERMOSTAT



Temperature selection

When the temperature selector lever is rotated so that number 3 and the triangle icon are aligned, the room temperature is about 20 degrees Celsius.

Please note that the maximum temperature turns more than number 3.

The temperature selector dial is 3 degrees Celsius.

If the handle is later rotated down or up, the room temperature changes slowly in the desired direction.



Ventilation

Turn the thermostat for the time of ventilation so that the triangle and sun icons are aligned. That way, you do not lose any heat. After ventilation, turn the thermostat back to the desired position.

If you want to lower the room temperature by night, turn the thermostat slightly to a lower temperature.

Frost protection

The sun icon is meant for frost protection. The thermostat opens when the room temperature goes below 8 degrees Celsius. This is useful, for example, when travelling for a longer period or the room does not need any heating.

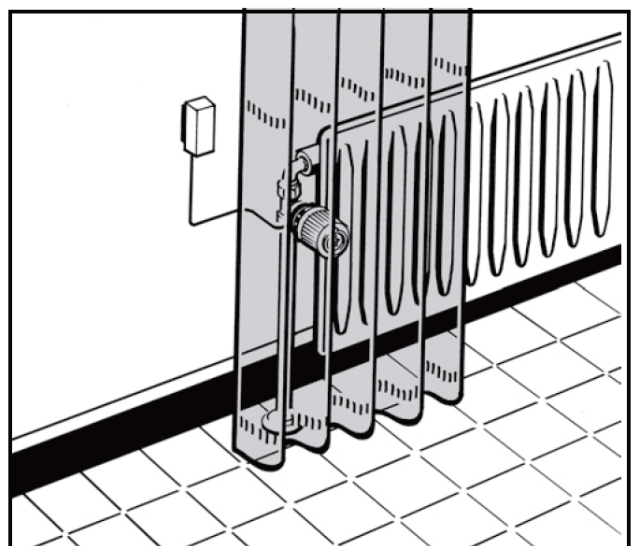


Do not cover the sensor

The thermostat adjusts the room temperature according to the temperature measured by the sensor. The sensor must not be covered with thick curtains, furniture or similar. A detonator is the right solution for concealed radiators.

NB! When the room reaches the desired room temperature, the radiator starts to cool down: The thermostat works, as it should.

The thermostat uses extra heat from the sun, light and the stovetop and increases the comfort of the home.



17. SMOKE DETECTOR

Fire safety is one of the most important matters in a residential building. Reliable smoke detectors react quickly and report on hazardous situations well in advance.

Statutory smoke detectors

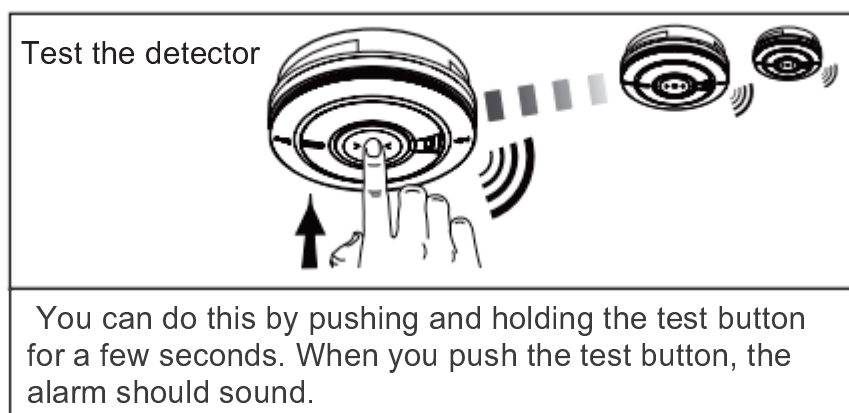
The smoke detector is a statutory safety device that should be installed in every apartment and summer residence. The purpose of the fire alarm is to provide a long enough warning time for the residents to escape from the burning building. According to the law, the power grid connected to new constructions and renovated buildings must be fitted with smoke detectors connected to the mains supply. One detector for every 60 square meters. Fire alarms should also be equipped with a battery backup.

RESIDENTS ARE NOT ALLOWED TO CARRY OUT MAINTENANCE SERVICES RELATED TO FIRE ALARMS

In order for the smoke / heat detector to work properly, the detectors should be tested and serviced regularly. The maintenance program takes into account national laws and regulations and complies with the manufacturer's instructions.

Regular testing of detectors

Smoke/ heat detectors are tested and serviced once a year. Test smoke and a heat exchanger are used as a testing method. If the detector has its own test button, testing the device with the button is recommended at least once a month, for example by a service technician. If the detectors are connected to a central remote controller or remote, testing can also be performed with those.



Measures to be taken in annual maintenance

The tested detectors are marked on the test form. Any faults are reported in the maintenance manual and fixed as soon as possible.

1. Visual inspection of the detectors, ensuring that they are placed correctly and securely fastened.
2. Check that the indicator light works properly.
3. Make sure the detector does not make a beeping sound, which indicates that the battery is low.
4. Lightly clean the detectors by vacuuming.
5. Test the detectors.
6. The sirens are tested for operation and it is made sure, that the alarm can be heard from all rooms.
7. Replace faulty detectors and weak batteries.
8. The detectors will also be replaced if the expiration date is near.

18. RESIDUAL-CURRENT DEVICE

Testing of residual-current device

- The residual-current devices in the power room must be tested monthly.
- First press the yellow T-button, when the button is pressed the blue lever descends to the lower position and the power is cut off from that group. To reestablish the residual-current device, lift the blue lever back to the upper position.



19. GUIDE FOR RESIDENTS



Is there something that needs to be repaired in your apartment or the property

You can submit fault reports concerning your apartment, the property and the outdoor areas via the fault report form on the Hoas website. Through the fault report form, a detailed description of the fault is passed efficiently and accurately all the way to the property maintenance company, along with the tenant's permission for the maintenance staff to enter the apartment. On the form you can also specify whether they may use the master key to enter and inform us of any pets that may be in the apartment. For these reasons, we do not accept fault reports over the phone or via email.

If you want to send photos of the faults please mail them to maintenance@hoas.fi. Unfortunately it is not possible to attach photos to the fault report.

For more information about maintaining the apartment and responsibility of tenant you can find from our webpage hoas.fi, taking care of your home - section.

ATTENTION!

All lights installed in the apartments are LED-lights. The LED lights may not be changed by anyone but the maintenance company.

ATTENTION!

The main water shut off valve can be found from the bathroom ceiling, behind the inspection door.

Our responsibility chart clarifies who is responsible for repairs and maintenance. The tenant must always notify Hoas of any faults in the apartment. The tenant is required to maintain the apartment carefully. Any costs caused by carelessness, improper handling or negligence will be charged to the tenant according to the tenant charge sheet.

Responsibility		Additional instructions
FIRE ALARMS		
Purchasing and maintaining a fire alarm	Tenant	
Maintaining, repairing and replacing a mains-powered fire alarm system (tenant must check that it is operational)	Hoas	If you are not sure which kind of system is used in the property, you can find out in hoas.fi
FIXED APPLIANCES, EQUIPMENT AND FIXTURES IN THE APARTMENT		
Changing light bulbs; also the bulbs in the refrigerator, oven and range hood	Tenant	
Fuses in the apartment fuse box: changing blown fuses / resetting an automatic fuse back to working state	Tenant	
Testing the RCD / switching it back to working position	Tenant	For instructions, see e.g. Hoas.fi
Defrosting the freezer and cleaning the defrosting drain hole in the refrigerator	Tenant	Do not use a knife or other sharp object when defrosting the freezer
Purchasing an antenna cable or internet cable	Tenant	Internet cable needs to be an RJ-45 ethernet cable
Apartment lights and terminal block / ceiling connection box hook	Tenant	If any parts of the connection box are missing when moving in, the tenant must notify Hoas
Repairing and replacing light switches, power sockets, network sockets, TV aerial and phone sockets	Hoas	
Repairing or replacing the fixed appliances, furniture or equipment in the apartment	Hoas	
HEATING		
Measuring the temperature in the apartment	Tenant	The temperature should be 20 degrees or higher in the living area
Repairing or replacing radiators or their parts, and purging air out of radiators.	Hoas	
VENTILATION		
Cleaning the range hood grease filter	Tenant	For instructions, see e.g. Hoas.fi
Cleaning the exhaust and fresh air vents	Tenant	For instructions, see e.g. Hoas.fi
Repairing and replacing the exhaust and fresh air vents and filters	Hoas	Never block the air vents or close them entirely under any circumstances!
BATHROOM FIXTURES AND DRAINS		
Cleaning the bathroom sink drain trap and the floor drain	Tenant	For instructions, see e.g. Hoas.fi
Cleaning the kitchen sink drain trap	Tenant	In the kitchen, using liquid drain cleaner is enough; you do not need to dismantle the drain trap.
Unblocking a clogged drain, if cleaning the drain trap and/or the floor drain is not sufficient	Hoas	If the tenant could have unclogged the drain (hair in the floor drain etc.), the maintenance visit will be charged from the tenant
Installation of a washing machine or dishwasher	Tenant	To use a washing machine, you must have home insurance
Plugging the washing machine water inlet and outlet pipes	Tenant	If the plugs left for the tenant do not fit, the tenant must find plugs that do fit
Purchasing the plugs for sinks and bathtubs	Tenant	If there are no plugs when you move in, let Hoas know
Fixing and replacing bathroom fixtures, like the sink	Hoas	Any unintentional damage caused by the tenant will be charged according to the tenant charge sheet
WINDOWS AND DOORS		
Installing shades or Venetian blinds	Tenant	Must be left in place when moving out
Adding the tenants' names to the front door of the apartment	Tenant	Must be removed when moving out
Installing a peephole or safety chain in the apartment front door	Tenant	Must be left in place when moving out
Repairing or replacing window or door frames, insulation or glass panes	Hoas	
KEYS AND LOCKS		
Installing a security lock	Tenant	Only with Hoas' permission and according to instructions
Repairing a lock and recoding a lock	Hoas	Will be charged from the tenant if necessary
SURFACES		
Painting the apartment and repairing/replacing the flooring material	Hoas	The tenant must never make structural or any other kind of changes to the apartment without permission from Hoas
OUTDOOR AREAS		
Removing snow from stairs/paths that lead only to the tenant's apartment	Tenant	

HOAS

Exchange student responsibility chart

1.1.2015

Our responsibility chart clarifies who is responsible for repairs and maintenance. The tenant must always notify Hoas of any faults in the apartment. The tenant is required to maintain the apartment carefully. Any costs caused by carelessness, improper handling or negligence will be charged to the tenant according to the tenant charge sheet.

Carelessness or being unaware of the rules is not an acceptable excuse to avoid paying the charges.

Respon	Additional instructions
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FIRE ALARMS

Purchasing and maintaining a fire alarm	Hoas	If you are not sure which kind of system is used in the property, you can find out in hoas.fi
Testing the fire alarm regularly by pressing the test button	Tenant	
Repairing a removed or broken fire alarm or calling the maintenance company, emergency services or Securitas unnecessarily to check an apartment for fire	Hoas	Always charged from the tenant according to the tenant charge sheet

FIXED APPLIANCES, EQUIPMENT AND FIXTURES IN THE APARTMENT

Changing light bulbs	Hoas	
Defrosting the freezer and cleaning the defrosting drain hole in the refrigerator	Tenant	Do not use a knife when defrosting your freezer
Repairing or replacing the fixed appliances, furniture or equipment in the apartment	Hoas	

HEATING

Measuring the temperature in the apartment	Tenant	The temperature should be 20 degrees or higher in the living area
Repairing or replacing radiators or their parts, and purging air out of radiators.	Hoas	

VENTILATION

Repairing and replacing the exhaust and fresh air vents and filters	Hoas	Do not block air vents!
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BATHROOM FIXTURES AND DRAINS

Cleaning the bathroom floor drain grate (hair etc.) and removing dirt from the floor drain, such as tangled hairs	Tenant	
Cleaning the kitchen and bathroom sink drain trap	Hoas	
Unblocking a clogged drain	Hoas	
Purchasing the plugs for sinks and bathtubs	Hoas	
Fixing and replacing bathroom fixtures, like the sink	Hoas	

ELECTRICAL ITEMS

Switching an automatic fuse back to working position	Tenant	For instructions, see e.g. www.hoas.fi
Fuses in the fuse box: changing the blown ones	Hoas	
Purchasing an antenna cable or internet cable	Tenant	
Repairing and replacing light switches, power sockets, network sockets, TV aerial and phone sockets	Hoas	

WINDOWS AND DOORS

Installing shades or Venetian blinds	Hoas	
Repairing or replacing window or door frames, insulation or glass panes	Hoas	

KEYS AND LOCKS

Repairing a lock	Hoas	
Recoding a lock	Hoas	Will be charged from the tenant if necessary
Removing the wrong kind of key from an iLoq lock	Hoas	Always charged from the tenant according to the tenant charge sheet

Maintaining the apartment - cleaning

As a tenant it is your responsibility to carefully maintain the apartment. You can check the further instructions below. If you are uncertain of how to do specific things e.g. clean kitchen range hood filter or defrost the freezer you can find instructions from Hoas web page among others at

www.hoas.fi/en/tenants/#taking-care-of-your-home

Remember as a part of your daily life

- ☒ Clean the hob and kitchen surfaces and wash the dishes after cooking, especially in a shared apartment
- ☒ Take the bins out when necessary – never store full bin bags in the apartment
- ☒ If you don't want junk mail add "ei mainoksia" (no ads) sticker on your apartment's door
- ☒ Dry the bathroom floor (and walls) after taking a shower and remove hairs from floor drain strainer

Weekly cleaning (do at least every second week)

- ☒ Put the knick-knacks where they belong
- ☒ Dust and remove stains and grime, clean light switches and doors if necessary
- ☒ Wipe the kitchen counters, hob, sink, taps and tiles if needed – remove possible stains from the cupboard doors and walls
- ☒ Hoover and wash the floors, do not use too much water to wash the floors
- ☒ Wash the toilet seat, sink and taps
- ☒ If there are grime gathering to bathroom walls or floors wash them carefully before any limescale forms to the surfaces

Annual cleaning (1-2 times per year)

- ☒ Clean the windows (when outside temperature is above 0 degrees)
- ☒ Clean the air vents
- ☒ Clean the grime from surfaces that are often touched (light switches, door handles)
- ☒ Dust the spots that are harder to reach – behind the radiator, from top of high closets etc.

Kitchen

- ☒ Clean the refrigerator and defrost and clean the freezer
- ☒ Clean the oven, hob and trays thoroughly
- ☒ Empty the cupboards and clean them, clean also the cupboard doors
- ☒ Clean the kitchen range hood filter and the range hood itself

Bathroom

- ☒ Wash the bathroom walls, floors and seaming carefully – if necessary use a brush and chlorite
- ☒ Remove the chalk
- ☒ Clean the floor drain
- ☒ Clean the sink's water trap
- ☒ If needed wipe the bathroom ceiling