

## Technical alteration work

# Alteration work instruction for the holders of the right of occupancy

## 1. General

This instruction is an appendix to Asuntosäätiö's instructions on alteration work during the building phase and occupancy, and it applies to alteration work carried out by the holders of the right of occupancy from 15 June 2022.

The list of alteration work provided in this instruction is not comprehensive. When necessary, Asuntosäätiö will provide separate instructions on other possible alteration work and the required inspections. The alteration work (such as plants or trees) must not obstruct maintenance work (clearing the snow or painting wood surfaces).

## 2. Home appliances

When adding or replacing home appliances, original brands and models or appliances that are at least on the same level as in the original plan are approved.

### 2.1 Stove

The original family stove, which is usually 500 mm wide and has 4 hotplates, can be replaced with another one, such as a stove with a ceramic cooktop.

When your right-of-occupancy agreement ends, you must leave the replaced appliance in the apartment. If you are going to take the new appliance with you when you move out, you must store the original appliance appropriately and install it back before moving out (alteration work during occupancy).

The compensation is calculated from the difference between the new appliance and the new original one, with age reduction applied. The above applies to cases where the appliance is left in the apartment when moving out.

The stove is part of an apartment's basic equipment and, therefore, its maintenance belongs to the property owner and is determined according to Asuntosäätiö's division of responsibilities table.

If a ceramic cooktop is damaged, the resident is responsible for fixing it.

When a stove is replaced due to its technical condition, Asuntosäätiö always replaces it with a standard stove that matches the original plan or level.

## 2.2 Dishwasher

The dishwasher must be installed by an HPAC professional. Plastic flooring with the sides folded upwards (around 100 mm) or a ready-made leak pan must be installed under the dishwasher. The dishwasher must be connected to the water and sewer system with fitted connections and to the water supply with shut-off valves.

If you leave the dishwasher in the apartment at the end of your right-of-occupancy agreement, it must be in working order.

If you decide to take the dishwasher with you when your right-of-occupancy agreement ends, the water and sewer system connections must be plugged reliably by an HPAC professional, and any possible mixer modifications must be left as they are. The holder of the right of occupancy is responsible for inviting the property manager to check the plugging.

## 2.3 Refrigeration equipment

### 2.3.1 Modifications

The original refrigerator can be replaced with other variants, such as a refrigerator-freezer combination.

When your right-of-occupancy agreement ends, you must leave the replaced appliance in the apartment. If you are going to take the new appliance with you when you move out, you must store the original appliance appropriately and install it back before moving out (alteration work during occupancy). The appliances must fit in the existing fixtures.

The refrigerator is part of an apartment's basic equipment and, therefore, its maintenance belongs to the property owner and is determined according to Asuntosäätiö's division of responsibilities table.

The resident is responsible for any additional refrigeration equipment that exceed the basic level.

When a piece of refrigeration equipment is replaced due to its technical condition, Asuntosäätiö always replaces it with a standard refrigerator that matches the original plan or level.

### 2.3.2 Additions

At the end of the right-of-occupancy agreement, the holder of the right of occupancy can take the added refrigeration equipment with them on the condition that they return the cupboards and cabinets to their original state at their own expense.

## 2.4 Other home appliances

The holder of the right of occupancy must take the appliances purchased by them with them when their right-of-occupancy agreement ends. Personal appliances refers to appliances that are not part of the apartment's basic equipment, such as dishwashers,

washing machines, tumble dryers and microwave ovens. The holder of the right of occupancy must also ensure at their own expense that the fixture changes made for home appliances are returned to their original state and the pipe connections are plugged. If the basic equipment of the apartment includes a dishwasher, it must be left in the apartment.

### **3. Floor and wall cladding**

#### **3.1 Parquet, laminate, vinyl and floor tiling**

All installations must be carried out by a trained installer (alteration work during occupancy). When installing the floor material, the product manufacturer's installation instructions, SisäRyl 2013 quality requirements and good construction practices must be followed. You receive the installation instructions when the permission for the alteration work is granted.

The materials used must meet the M1 classification for emissions and laminate flooring must have a durability classification of at least 32.

Once the floor material has been installed as alteration work, the holder of the right of occupancy must ask the technical property manager to inspect the floor. If the flooring is installed incorrectly, it does not qualify as alteration work. The floor must be repaired at the latest when the resident moves out.

#### **3.2 Tiling**

Bathroom renovations are always carried out by Asuntosäätiö's contractors and the technical property manager takes care of the implementation and quality assurance.

#### **3.3 Wallpapering and painting work**

The paint colours and the wallpaper designs must be neutral and subtle. It is possible to wallpaper a painted wall, but wallpapering window walls or the walls in hallways, kitchens and ancillary rooms is forbidden. It is possible to paint a wallpapered wall, but the wallpaper must be removed before painting. Skirting boards must be removed for the duration of the work, and care is required when handling the wall surfaces (alteration work during occupancy).

### **4. Other alteration work**

#### **4.1 Balcony glazing**

Balcony glazing is carried out as extra work and it always requires permission from the property. Asuntosäätiö/property manager or the glazier will apply for a building licence. Please note that the glazing does not make the balcony a dry room (ventilation must be taken into account).

## 4.2 Window blinds

The holder of the right of occupancy can add white or grey aluminium blinds to their apartment's windows as extra work. They must be installed by a professional in the field.

At the end of the right-of-occupancy agreement, the holder of the right of occupancy is not allowed to take the window blinds installed as alteration work with them.

## 4.2 Air source heat pumps

The holder of the right of occupancy may purchase an air source heat pump to their apartment as compensable alteration work. An air source heat pump for cooling and warming can be installed in detached houses, semi-detached houses and row houses.

In apartment buildings and maisonettes, air source heat pumps are only allowed to have the cooling capacity.

When purchasing an air source heat pump, you must follow these rules:

- Acquire written permission from the property manager for the air source heat pump.
- The property manager will order the pump from a current partner according to a preliminary contract and the price and installation methods agreed by Asuntosäätiö.
- The resident will pay for the appliance and its installation to the partner.
- It is also possible for properties to purchase air source heat pumps as property-specific projects.
- If it can be shown that the air source heat pump harms other residents, the resident who purchased the appliance is obliged to solve the problems. Otherwise, the appliance will be removed and the resident will be liable for the costs of this.
- Removing the air source heat pump when moving out is not allowed.

If necessary, the resident is obliged to move the outdoor unit due to repair or maintenance work performed on the building or its structures.

The resident is responsible for the costs of this relocation. The resident is not entitled to a reduction in the residence charge or other compensation for the period of time when the air source heat pump is out of order due to repair or maintenance work.

The resident is responsible for the repair and replacement costs of the air source heat pump. If the appliances have been purchased as a property-specific project, the property is responsible for the repair and replacement costs.

The resident is entitled to a compensation for the air source heat pump in accordance with the alteration work instructions if the appliance has been maintained according to instructions and it is otherwise in working order.

## 5. Right to amend

If necessary, Asuntosäätiö has the right to amend this alteration work instruction. When the amended instructions become effective, all of the alteration work must comply with them.