

Shared-responsibilities table

The shared-responsibilities table shows how the property's maintenance responsibilities are shared between Asuntosäätiö (Asuntosäätiön Asumisoikeus Oy), the property, and the resident.

Property-wide replacements of equipment, fixtures and fittings as well as appliances are the responsibility of Asuntosäätiö, and the costs for these are covered by the basic charge. Repairing and replacing individual fixtures, fittings and appliances that belong to the property is the responsibility of the property, and the costs for these are covered by the communal charge.

In accordance with the careful resident principle, the resident must take care of any small maintenance tasks and cases of negligence in their apartment. The resident's responsibilities can be found in the shared-responsibilities table.

The resident must immediately notify the owner of the building about any damages or deficiencies in the apartment (Right-of-Occupancy Housing Act 650/90, Section 15). The notification obligation also concerns children's play equipment. Deficiencies and accidents must be immediately reported through Kotikulma or the Help centre. The Help centre (tel. 09 4246 9333) serves 24/7, every day of the year. No service fees will be charged for the call. Callers can leave a callback request, if they wish.

The shared-responsibilities table does not apply to any alteration work carried out by the resident, as any movable property acquired as alteration work falls under the resident's responsibility. The resident must get a separate written permission for any alteration work (see Alteration work instructions).

The resident is responsible for getting an insurance to cover any damages caused by careless use of their movable property. In addition, the resident does not have the right to order any such work or equipment that would incur costs to Asuntosäätiö.

The shared-responsibilities table does not apply to day care centres, business premises etc. that are located in the property.

The up-to-date shared-responsibilities table is always available in Kotikulma.

This specified shared-responsibilities table will enter into effect starting from 30 September 2022.

1. External structures and structures in the area	Asuntosäätiö	Property	Further information
1.1. External structures*	●		Asphalt, pavement etc., surface water gutters, road and parking areas.
		●	Levelling the ruts and depressions on the road and parking areas (gravel surfaces), car park markings on asphalt.
1.2. Vegetation*		●	Trees, bushes and other plants, and the lawn.
1.3. Structures in the area	●		Retaining walls, outside stairs and railings.
1.4. Fences*	●		Original fences between plots and apartments, gates and their locks.
1.5. Structures in the yards		●	For example pergolas, protective fences around planting areas and additional structures, such as fences, grill huts etc.
	●		Costs for repairing and renewing play equipment, benches and tables that are part of the property's basic equipment. Costs for maintaining all the equipment. Clothes lines and carpet hangers, flag pole and signs.
		●	Play equipment purchased/stored by the property, which are not part of the basic equipment. Strings that are part of the equipment, the Finnish flag, individual mailboxes or mailboxes purchased by the building committee.
1.6. HVAC fixtures and equipment*	●		Outside lights and their poles, car-heating socket outlets and their poles, and yard drains. Deliberately broken: property or resident.
		●	Repairing or replacing deliberately broken outside lights and their poles, car-heating socket outlets and their poles, and yard drains will be paid for by the property or by the resident.
1.7 French drains and drainage wells	●		Repairs and replacements.

		●	Clearing drainage wells, flushing and unclogging the French drains.
*Responsibilities of the resident			<ul style="list-style-type: none"> • Maintaining the trees, bushes, other vegetation and lawn in the apartment's garden. • Snow work and anti-slip work in front of the apartment's outer doors. • Snow work and anti-slip work in the parking space when it is in use. • Any detected defects must be reported immediately. • A trampoline may only be placed in the apartment's garden. Placing jacuzzies and hot tubs in the apartment's garden is prohibited. • Maintenance of additional fences. • Paying the repair costs for a deliberately broken outside light, car-heating socket outlet or yard drain.

2. Condition of the buildings	Asuntosäätiö	Property	Further information
2.1. Foundations	●		
2.2. Base floor, intermediate floor and roof structures	●		
2.3. External walls and load-bearing partition walls*	●		Includes wooden trellises and other facade claddings.
2.4. Beams and pillars	●		
2.5. Outdoor tiles and balcony tiles*	●		Includes balcony railings and original concrete or wooden terrace tiles.
2.6. Stairs	●		Includes railings and handrails. Stairs inside apartments, see 4.1.4.
2.7. Roof structures	●		Includes fire escape ladders and roof walkways, gutters and chutes for rainwater, roof drains, roof hatches and their ladders, and other roof equipment.
		●	Cleaning and clearing the gutters, chutes, and drains. Snow work.
*Responsibilities of the resident			<ul style="list-style-type: none"> • Cleaning the balcony and terrace, including snow removal, and cleaning and clearing the drainage holes. • Building a canopy on the pergola is allowed only after receiving a written permit for alteration work; municipal building control must be taken into account. The pergola canopy must be adequately maintained.

3. HVAC systems	Asuntosäätiö	Property	Further information
3.1. Heating system*	●		The heat production unit, including its control devices, pipes, including their shut-off valves and other valves. Heat adjustment in the entire property.
		●	Adjusting individual radiators and repairing and replacing thermostats.
3.2. Water supply system	●		Water pipes and their valves, under-floor heating pipes, water meters (including apartment-specific meters).
3.3. Sewage system	●		Sewer pipes, separators and pumping stations, and drains.
		●	Unclogging, flushing and emptying drains and sewer pipes.
3.4. Ventilation system	●		Ventilators, ventilation ducts and vent valves, heat recovery devices. Cleaning ducts in the entire property and adjusting the valves.
		●	V-belts, purchasing and changing filters.
3.5. Electric and telecommunications systems	●		Electric and telephone switchboards and wirings, building automation systems.
		●	Maintenance of the property's internal telecommunications network, and original telephone outlets.
3.6. TV systems	●		Cable, satellite, and master antenna systems.
		●	Individual repairs in the apartments and addition or switching of channels.
3.7. HVAC systems within the structures	●		For example, the ventilation of crawl spaces, radon removal systems and systems for thawing the structures, etc.
*Responsibilities of the resident	Maintenance, servicing and replacement of air source heat pumps. The installation of air source heat pumps is allowed only after acquiring a permit for alteration work, and the installation must be carried out by the contractor chosen by Asuntosäätiö.		

4. Apartments and common areas			
4.1 Supplementary structures	Asuntosäätiö	Property	Further information
4.1.1. Windows and special windows*	●		Windows and their handles, frames and flashings. Special windows include, for example, skylights, window walls and smoke vents.
		●	Seals and adjusting the margins and repairing and replacing individual handles.
4.1.2. Doors and special doors*	●		Doors and their handles, frames, and metal door sills, as well as related equipment, such as door closers and stoppers. Locks, see 4.6.
		●	Seals and adjusting the margins and repairing and replacing individual handles.
4.1.3. Light partition walls	●		Includes cage walls in storage rooms and other special partition walls and enclosures, including their access doors.
4.1.4 Stairs inside the apartment	●		Stairs inside the apartment, including their railings and handrails.
4.1.5. Flues, chimneys and fireplaces	●		Repairs and replacements.
		●	Cleaning flues and oil-fired boilers, and servicing burners.
*Responsibilities of the resident	Lubricating the apartment's doors, window hinges, locks and lever bolts.		
4.2 External structures	Asuntosäätiö	Property	Further information
4.2.1. Roof, wall and floor surfaces*	●		Includes suspended ceilings, acoustic treatments, panellings in saunas and other special surfaces. Maintenance of the original laminated floor.

*Responsibilities of the resident	<ul style="list-style-type: none"> Monitoring the condition of surfaces in wet rooms. Any detected defects must be reported immediately. Maintenance and possible replacement of laminated floor that has been installed as alteration work. Asuntosäätiö is responsible for repairing the original laminated floor and replacing it when necessary. 		
4.3 Fixtures ja appliances	Asuntosäätiö	Property	Further information
4.3.1. Fixtures	Common areas	Apartments	Fixed closets and cupboards, desks and sink and work counters, shelves, and sauna benches, for example. Fixtures purchased/stored by the property, which are not part of the basic equipment, belongs to the property.
4.3.2. Appliances*	<ul style="list-style-type: none"> ● 		In common areas: original coat racks, hooks, airing racks, smoke alarms, name boards, entrance grates, and racks for outdoor exercise equipment, for example. In addition, the original balcony glazing, and shutters.
		<ul style="list-style-type: none"> ● 	In apartments: maintenance costs for individual balcony glazing and shutters.
4.3.3. Civil defence devices and equipment	<ul style="list-style-type: none"> ● 		Devices and equipment required by regulatory provisions.
		<ul style="list-style-type: none"> ● 	Replenishing and replacing civil defence equipment, such as iodine tablets.
*Responsibilities of the resident	<ul style="list-style-type: none"> Removing the dishwasher cabinet in the apartment (see Technical alteration work instructions). This does not apply to properties where the dishwasher is part of the original appliances. Replacing the batteries of smoke detectors not connected to the electrical grid. Maintenance of balcony glazing and shutters that has been installed as alteration work. 		

4.4 Appliances and machines	Asuntosäätiö	Property	Further information
4.4.1. Shared machines and appliances	Replacement	Repairing	Machines and appliances in the building's laundry room and drying room, mangle, the sauna stove of the building's sauna, machines and appliances in club rooms and similar facilities, the building's refrigerating rooms.
4.4.2. Apartment-specific machines and appliances*	Replacement	Repairing	Stoves, refrigerators, freezer refrigerators, cooker hoods, and sauna stoves. Dishwasher that is part of the original appliances.
4.4.3. Sauna stove stones*		●	Periodically replacing the sauna stove stones in the entire property.
*Responsibilities of the resident	<ul style="list-style-type: none"> • Cleaning the defrost drain tube of the apartment's freezer refrigerator and cleaning the condensers of refrigerated cabinets. • Installing a washing machine, tumble dryer and dishwasher (see Technical alteration work instructions). A dishwasher that is part of the original appliances of the apartment does not have its own cabinet, and Asuntosäätiö is responsible for its installation. • The water tap for the washing machine and dishwasher must be in the "OFF" position whenever the machine is not in use. • Replacing and adding stones for an individual sauna stove. 		
4.5 HVAC fixtures ja appliances	Asuntosäätiö	Property	Further information
4.5.1. Radiators	●		Includes radiators and their valves and thermostats.
4.5.1. Radiators		●	Venting radiators, adjusting, repairing and replacing individual radiator valves and thermostats.
4.5.2. Plumbing fixtures and equipment*	●		Planned repairs and replacements, such as taps and mixers and water-circulated radiators.
4.5.2. Plumbing fixtures and equipment*		●	Repairing and replacing individual fixtures and equipment (such as toilet seats, taps, mixers, seals) and bidet showers and shower hoses.
4.5.3. Wastewater fixtures and equipment*	●		Planned repairs and replacements.
4.5.3. Wastewater fixtures and equipment*		●	Unclogging drains and water

			seals, replacing the toilet seat lids, repairing and replacing individual parts (e.g. water seals).
4.5.4. Ventilation fixtures and equipment*	●		Valves and vent diffusers.
		●	Cleaning and adjusting valves and vent diffusers, as well as V-belts and other similar maintenance work in the common areas.
4.5.5. Air filters*		●	Ventilation/heat recovery devices, fans/hoods, make-up air.
4.5.6. Electrical fixtures equipment*	●		Repairing and replacing fixed lights, switches and socket outlets.
		●	Replacing lamps and LED modules in common areas.
*Responsibilities of the resident	<ul style="list-style-type: none"> Any detected defects must be reported immediately. Monitoring the apartment's taps and toilet seat for any leaks. Cleaning the apartment's water seals and floor wells. Cleaning the apartment's outflow valves (without adjusting the settings) and cleaning and replacing the apartment's cooker hood filter and make-up air valves and filters. Purchasing and replacing lamps, fluorescent lamps, starters, fuses and antenna cable inside the apartment. Switching the lamp socket's screw terminal to a plug or vice versa. Electrical and plumbing works must be carried out by a professional in the field. 		
4.6 Locks	Asuntosäätiö	Property	Further information
4.6.1. Locks in the property	●		Replacing or rekeying the locks in the entire property.
4.6.2. Individual locks		●	Repairing, replacing or rekeying individual locks (including electrical locks and code locks, and door phone systems), and additional keys to common areas.
*Responsibilities of the resident	<ul style="list-style-type: none"> Additional keys. Rekeying due to lost keys. Purchasing additional keys to the apartment and lubricating the locks. Installing a security lock, security chain, etc.: see Alteration work instructions. 		
5. Lifts	Asuntosäätiö	Property	Further information
5.1. Lifts	●		Repairs.
		●	Servicing and periodic inspections.

