

## Technical alteration work

# Alteration work instructions for right-of-occupancy holders

## 1. General

This guide 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 right-of-occupancy holders from 1<sup>st</sup> October 2025.

When necessary, Asuntosäätiö will provide separate instructions on other possible alteration work and the required inspections. For example, alteration work on plants or trees must not obstruct maintenance work on the property, such as snow removal or the painting of wooden surfaces.

## 2. Home appliances

When adding or re-placing home appliances, appliances of the original brand and model or at least the same level as the original design are accepted.

### 2.1. Stove

Asuntosäätiö replaces stoves based on their technical condition. The new stove provided by Asuntosäätiö is always a basic model.

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

The original family stove, which is usually 500mm 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 re-placement stove in the apartment.

The resident is responsible for the maintenance of equipment acquired as alteration work. A stovetop and separate oven are always regarded as alteration work.

## 2.2. Dishwasher

If the dishwasher is part of the basic equipment of the apartment, the maintenance of the dishwasher is the responsibility of the property owner and is determined in accordance with the current Asuntosäätiö responsibility allocation table.

If a resident acquires a dishwasher, it must be installed by a HPAC professional. The dishwasher compartment must be fitted with either a plastic mat with raised edges (approximately 100mm) or a prefabricated leak pan. Connections to the water and sewer networks must be fixed connections and connections to the water supply must have shut-off valves.

If the dishwasher is not considered reimbursable alteration work, you must take the appliance with you when you move out. In this case, the water and sewer connections must be reliably plugged by a HPAC professional, and any mixer modifications must be left as they are. It is the responsibility of the right-of-occupancy holder to invite the property manager to inspect the plugging.

If the dishwasher is part of the basic equipment of the apartment or is a right-of-occupancy benefit, it must be left in the apartment.

## 2.3. Refrigeration appliances

### 2.3.1. Alterations

Asuntosäätiö replaces refrigeration appliances based on their technical condition. The new appliances provided by Asuntosäätiö are standard equipment according to the original design or in the original quality.

The refrigeration appliances are part of an apartment's basic equipment and, therefore, their maintenance is the property owner's responsibility and is determined according to Asuntosäätiö's responsibility allocation table. Additional refrigeration equipment over and above the basic level is the responsibility of the resident.

The original refrigerator can be replaced with other variants, such as a fridge-freezer combination. At the end of the right-of-occupancy agreement, any appliances that are regarded as alteration work must be left in place. The equipment must fit in the existing furniture space.

### 2.3.2. Additions

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

## 2.4. Other appliances

Any household appliances purchased by the right-of-occupancy holder – such as a dishwasher, washing machine, tumble dryer and microwave oven – that are not part of the basic equipment of the apartment must be taken with them at the end of the right-of-occupancy agreement. The right-of-occupancy holder must also see to it that any structural alterations made for household appliances are restored to their original state and that plumbing connections are plugged. The cost of this is to be borne by the right-of-occupancy holder.

## 3. Floor and wall coverings

### 3.1. Parquet, laminate, vinyl and floor tiles

All installations must be carried out by a skilled installer (alteration work during occupancy). When installing the flooring material, the manufacturer's product installation instructions must be followed, along with the SisäRyl 2013 quality requirements and good construction practice.

**NB: For laminate installation instructions, see pages 6 and 7.**

Once the alteration work for the flooring material is completed, the right-of-occupancy holder must invite the technical property manager to inspect the floor. If the flooring is installed incorrectly, it does not qualify as acceptable 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 of the project.

The floor of a separate toilet can be tiled as alteration work. Note that waterproofing must always be installed regardless of whether there is a floor drain or not.

### 3.3. Wallpapering and painting work

You can hang wallpaper on painted walls with the exception of walls with windows and walls in hallways, kitchens and utility rooms. You can 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).

When moving out, the walls must be restored to their original state.

## 4. Other alteration work

### 4.1. Balcony glazing

Balcony glazing carried out as alteration work always requires a building permit for the property. The building permit is applied for by Asuntosäätiö/property manager or the company carrying out the work. Note that the glazing will not turn your balcony into a dry room (ventilation must be taken into account).

### 4.2. Window blinds

The right-of-occupancy holder can add white or grey aluminium blinds to their apartment's windows as alteration work. The installation must be carried out by a professional. The blinds must always be installed between window panes.

Blinds installed as alteration work must be left in place at the end of the right-of-occupancy agreement.

### 4.3. Air source heat pumps

The right-of-occupancy holder may purchase an air source heat pump for their apartment as reimbursable alteration work. Air source heat pumps for heating and cooling can be installed in single-family houses, two-family houses and row houses. In apartment buildings and "luhtitalo" type buildings, you can only install a cooling (air-conditioning) unit. An air conditioner can be installed in a home in an apartment building if the apartment has a balcony where the outdoor unit can be installed on its feet.

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

- You always need permission for the air source heat pump. To get permission, submit a notification of alteration work in OmaAsuntosäätiö.
- Asuntosäätiö will send a contact request to a partner. The partner will contact the resident and they will then agree on how to proceed.
- The resident will pay the partner for the air source heat pump and its installation.
- The repair and replacement of the air source heat pump is the responsibility of the resident, who is also responsible for the costs incurred.
- It is the resident's responsibility to move the outdoor unit for any repair or maintenance work on the building or structures. The cost of moving the outdoor unit is borne by the resident. During the period when the air source heat pump is out of service due to repair or maintenance work, the resident is not entitled to a reduction in the maintenance charge or other similar compensation.

- If it can be shown that the air source heat pump causes inconvenience to other residents, the resident who purchased the appliance is required to solve the problem. Otherwise, the appliance will be removed and the costs incurred will be borne by the resident.
- The appliance must be left in place at the end of the right-of-occupancy agreement.
- When moving out, the resident is entitled to 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 in working order, and if less than 10 years have passed since it was purchased.

#### **4.4. Kitchens**

Kitchen renovations are always carried out by Asuntosäätiö's contractors and the technical property manager takes care of the implementation and quality assurance of the project. Kitchen renovations by the resident are not allowed. Replacing doors is also not permissible alteration work.

#### **4.5. Saunas and bathrooms**

For the maintenance of sauna benches, always use transparent, untinted wood preservatives such as paraffin or linen oil. If you want to treat boards or panels with tinted wood preservatives, you will need to apply for an alteration work permit. Otherwise, you will be charged for the sauna restoration work when you move out.

#### **4.6. Trees and shrubs in the area under your control**

Residents are always responsible for the planting and maintenance of their private gardens. Plants must not grow in such a way that they inconvenience the upstairs residents or harm the building. Room must be left next to the building wall to allow maintenance and drying of the structures.

When planting trees and shrubs, take into account the space they require when they grow. Trees must be planted at least two metres away from the building and shrubs must be planted at least one metre away from the building. Trees and shrubs must also be trimmed as needed.

You are not allowed to plant any vines.

### **5. Right to amend**

Asuntosäätiö has the right to amend these alteration work instructions as needed. Amended instructions will apply to alteration work carried out after their entry into force.

## Laminate flooring installation guide

This guide contains working instructions for the installation of laminate flooring.

Here are some general guidelines for installing laminate flooring:

- Install the laminate flooring as a so-called floating floor.
- Always follow the product manufacturer's installation instructions.
- The subfloor must be dry, level, firm and suitable for the installation of laminate (see manufacturer's installation instructions).
- The work must comply with Sisä RYL 2013 general quality requirements.
- The materials used must meet the M1 classification for emissions and the laminate's usage class must be at least 32.
- The floor covering must not be installed as a floating structure on top of another floor covering, but the existing floor covering needs to be removed before installing the new one.

## 2. Installation steps

### 2.1. Preparations

- Protect structures as needed (floors, furniture, cupboards, etc.).
- Follow the dust management guidelines.
- Remove thresholds and skirting boards.
- **Removal of existing flooring.**
- Remove any carpet lint, adhesives and unevenness.
- Clean the substrate of loose debris and vacuum it.
- Recycle all waste according to regulations.

### 2.2. Ground work

- The subfloor must be level according to the laminate manufacturer's installation instructions and comply with Sisä RYL 2013 class 2 requirements.
- Minor unevenness must be corrected with a suitable filler for the subfloor.
- If any air leakage gaps are found in external walls, internal walls or pipe penetrations, the gaps must be sealed with a suitable elastic compound.
- The humidity of the subfloor must be ensured and the required RH % stated by the manufacturer in the installation instructions must be followed.

### 2.3. Laminate installation

- When installing the laminate, always follow the manufacturer's installation instructions.
- Install a suitable underlay according to the instructions.
- Movement joints and clearances must be in accordance with the laminate manufacturer's installation instructions.
- Where necessary, the door frames and interior doors must be shortened.
- Install the laminate continuously between rooms; only in special cases can you leave an expansion joint in the doorway (ask for confirmation in advance).
- If the floor is connected to the old floor, leave an expansion joint at the boundary.
- For expansion joints, use a joint cover strip matching the colour of the laminate.
- Always install the laminate under the household appliances, along with a leak pan under the fridge-freezer and dishwasher.

### 2.4. Skirtings and thresholds

- To fasten the skirting boards, use nail plugs, skirting board nails or screws (metal frame), applying a spacing that is not too wide.
- The new skirting must cover the marks of the old skirting on the wall. If necessary, use a taller skirting board.
- The threshold can be replaced by a plate or strip in accordance with the flooring manufacturer's system.
- You can use products such as QUICK-STEP KIT for, for example, the threshold joints of balcony doors, exterior doors and wet room doors.
- Ensure that the doors are shortened as necessary, and air can flow freely.
- The skirting boards and thresholds must not prevent the movement of the laminate.

## 3. Finalising steps

The joints between the laminate and the wall/furniture are sealed with a suitable elastic joint filler.