



DIVISION OF RESPONSIBILITIES

	Property	Resident
STRUCTURES:		
Roof	X	
Upper, lower and intermediate floor	X	
Exterior and interior walls, pillars, beams	X	
Thermal insulation and waterproofing	X	
Balcony	X	
Balcony cleanliness and keeping the water downpipe open		X
FIXED FITTINGS AND DEVICES:		
Fixed cupboards, closets, coat racks, sink	X	
Kitchen cupboard's drying racks	X	
DOORS:		
Apartment doors and their locks, lock fitting of entrance door	X	
Lock fitting of apartment's entrance door	X	
Extra keys		X
Acquisition and repair of a door peephole		X
Letter box, door bell and entrance door's name plate	X	
Sealing of apartment's entrance door	X	
Sealing of inner door of apartment's balcony door		X
Lubrication of apartment doors' hinges and locks		X
Safety locks and chains		X
WINDOWS AND BALCONY GLAZING:		
Framework and frames	X	
Sealing of windows		X
Cleaning of windows and balcony glazing		X
Lubrication of latches, hinges and rails		X
Maintenance and cleaning of blinds		X
Curtain fasteners		X
HEATING:		
Basic control of apartment's temperature	X	
Maintenance of heating devices	X	
Maintenance and venting of radiators	X	
GAS DEVICES:		
Gas pipes, meter and hob	X	

PLUMBING AND DRAINAGE EQUIPMENT:	Property	Resident
Sink, bath tub and shower base and all connecting pipes	X	
Faucets and their seals	X	
Toilet seat and equipment	X	
Replacement of toilet seat	X	
Water and drainage pipes	X	
Opening of drain blockages	X	
Apartment-specific water meter	X	
Replacement of shower hose and handle	X	
Cleaning of faucets' nozzles		X
Cleaning of the water locks of sinks		X
Cleaning of floor drains		X
Sink plug		X
Replacement of shower curtain		X
Connecting washing machine to wet room		X
Connecting dishwasher		X*

VENTILATION:

Basic control of ventilation	X	
Maintenance / cleaning of ventilation ducts and flues	X	
Apartment's air conditioning unit	X	
Maintenance of property's hob fans / extractors	X	
Cleaning of hob fans' / extractor's grease filters		X
Cleaning of exhaust air valves between cleaning organised by the company		X
Cleaning of replacement air valves between cleaning organised by the company		X
Fresh air vent filters	X	
Replacement of fresh air vent filters		X
Fireplaces and sweeping them	X	
Cleaning of fireplaces		X

ELECTRICAL DEVICES:

Fixed electricity, telecommunications and antenna lines	X	
Electricity meter, fuse board, power sockets and switches	X	
Fixed luminaires and the repair of their covers	X	
Property's fridge/freezer and cold room	X	
Property's hob and oven	X	
Luminaires, lampshades and bulbs acquired by the resident		X
Replacement of fuses, lamps and ignitors		X
Cleaning behind fridge/freezer and regular melting in accordance with maintenance instructions		X
Replacement of fridge and oven bulbs		X
Replacement of door buzzer's battery		X
Antenna connection cables and extension cables		X
Installation and maintenance of fire alarm (including acquisition and replacement of battery)		X
Sauna stove	X	
Replacement of sauna stove's stones		X

APARTMENT'S EXTERIOR:	Property	Resident
Repairs of storage premises	X	
Ensuring tidiness of storage premises		X
Letter box	X	
Vehicles' heating sockets	X	

YARD AREA BORDERED FOR APARTMENT:

Possible fixed border fence	X	
Fixed garden furniture and equipment	X	
Resident's own garden furniture and equipment		X
Maintenance of plantings and lawn		X

*= Work may only be carried out by a professional