

## MAINTENANCE RESPONSIBILITY GRID

It is the duty of the resident to report defects and repair needs found in the apartment.

	Who reports			Who does			Who pays		
	Resident	Mngmnt	Service	Resident	Mngmnt	Service	Resident	Mngmnt	Service
<b>HEATING</b>									
Bleeding radiators (due to knocking)	X					X			X
Repair radiator valve (ball valve)	X					X	X		
Radiator repair (other)	X					X	X		
Official temperature reading after preliminary check by tenant	X					X			X
<b>VENTILATION</b>									
Cooker hood service	X					X		X	
Vent cleaning (every 3 months)	X			X			X		
Vent repair	X					X		X	
Cleaning grease filters (every 3 months)	X			X			X		
Apartment/ building air conditioning unit		X	X		X	X		X	
Air conditioning duct cleaning		X			X			X	
Ventilation system adjustment		X			X			X	
Exchange air vent cleaning (spring/autumn)	X			X			X		
Exchange air vent filter change	X					X		X	
<b>WATER AND DRAIN FITTINGS</b>									
Tap/faucet washers	X					X		X	
Change tap/faucet	X					X		X	
Connecting/stopping washing machine/dishwasher	X			X			X		
Replacement shower hose	X					X		X	
Basin/sink plugs	X					X		X	
Cleaning sink/floor trap/odour traps	X			X			X		
Unblocking drain (plunger/chemical)	X					X		X	
Water leak	X					X		X	
Toilets	X					X		X	
<b>ELECTRICAL FITTINGS</b>									
Apartment fuses	X			X		X	X		
Master circuit breaker	X					X		X	
Bulbs/tubes for house lights, fridge, oven, and cooker hood	X			X			X		
Switches, light fittings and sockets/outlets	X					X		X	
Antenna and phone sockets/outlets	X					X		X	
Antenna cable/wire	X			X			X		
Sauna stove	X					X		X	
Replacement sauna stones	X					X		X	
Fire alarm (battery)	X			X			X		
Fire alarm (mains)	X					X		X	

WINDOWS AND DOORS	Who reports			Who does			Who pays		
	Resident	Mngmnt	Service	Resident	Mngmnt	Service	Resident	Mngmnt	Service
Window panes (not broken by tenant)	X					X		X	
Window panes (broken by tenant)	X					X	X		
Window seals	X					X		X	
Latches	X					X		X	
Window frame / fittings repair	X					X		X	
Blinds mounted between sashes (must be left in apartment after end of lease)	X			X			X		
Roller blinds (ceiling or wall mounted)	X			X			X		
Apartment external doors	X					X		X	
Letterbox and doorbell	X					X		X	
Outside door nameplate		X				X		X	
Outside door change of locks	X				X		X		
Locks and fittings	X					X		X	
Internal door repair	X					X		X	
External door security lock (permanent door)	X				X		X		
Spyhole (permanent door)	X			X			X		

#### KEYS

Additional keys	X				X		X		
Replacement of broken key	X				X			X	
Lost keys / change locks (pins)	X				X		X		

#### FITTINGS

Cupboards, including shelves and fittings	X					X		X	
Hat shelf / hooks	X					X		X	
Fridge/freezer repair and basic fittings	X					X		X	
Tenant's own appliances (including ones accepted from former tenant) e.g. dishwasher	X			X			X		
Cooker and hood	X					X		X	
Racks for drying cupboard	X					X		X	

#### INTERIOR SURFACES

Ceiling and wall paintwork		X			X			X	
Flooring		X			X			X	

#### BALCONIES

Snow removal and cleaning	X			X			X		
Drain cleaning	X			X			X		
Balcony glass	X				X			X	
Installation of fittings	X				X		X		

#### GARDEN/YARD

Unfenced lawn			X			X		X	
Fenced-off lawn, area inside hedging/bushes	X			X			X		
Growing plants in own garden/yard	X			X			X		