

Responsibilities matrix

Apartment upkeep and maintenance

TARGET AND TASKS	REPAIR RESPONSIBILITY		
KEYS AND LOCKS	R	W	W/R
Acquiring additional keys			X
Rekeying the external door lock			X
Acquiring and installing a security lock ***	X		
Acquiring and installing a security chain ***	X		
WINDOWS	R	W	W/R
Repairing window panes *			X
Sealing windows *			X
DOORS	R	W	W/R
Repairing the apartment entrance door and balcony door *			X
Sealing the apartment entrance door and balcony door *			X
Acquiring and installing a door peephole ***	X		
EQUIPMENT	R	W	W/R
Repairing and replacing household appliances belonging to the apartment *			X
Cleaning the cooker hood grease filter	X		
HEATING AND VENTILATION	R	W	W/R
Bleeding and adjusting radiators *		X	
Cleaning ventilation valves	X		
WATER SUPPLY AND SEWAGE FIXTURES AND FITTINGS	R	W	W/R
Washing machine connections and installation ***	X		
Cleaning floor drains	X		
Cleaning stench traps	X		
Acquiring and replacing a shower hose *			X
Replacing the toilet seat *			X
ELECTRICAL APPLIANCES	R	W	W/R
Acquiring and replacing a fire detector and battery	X		
Acquiring and replacing fuses and lamps	X		
Acquiring and replacing the refrigerator			X
Acquiring and replacing door buzzer batteries			X
Repairing light switches and power outlet sockets ***		X	
Replacing MPY's Internet access modem (office)			X
Storage of MPY's Internet access modem and peripherals	X		
Acquiring and replacing stones for the apartment sauna			X
DIY REPAIRS	R	W	W/R
Interior painting and wallpapering **			X
Replacing floorings **			X
Other DIY repairs **			X

* Contact the property maintenance worker

** Advance approval required

*** Only by an expert or specialist company; to be agreed upon on a case-by-case basis

R= Resident

W= Wartalo Kodit Oy

W/R= case-by-case basis