

# TENANT RESPONSIBILITIES

- Clean the apartment regularly.
- Check the fire alarm regularly and change the battery if necessary.
- Reporting of detected faults in water and electrical equipment.
- A regular cleaning of the stove and oven.
- A regular cleaning and defrosting of the refrigerator.
- Cleaning of the radiators.
- The regular cleaning of the ventilator openings, which can be found in the bathroom and in the kitchen above the cooker.
- Detaching and attaching the dishwasher cabinet door in the kitchen.
- Cleaning of the bathroom floor drain.
- Cleaning the air conditioning inlet and outlet valve.
- Buying and changing broken bulbs of the apartment. Special lamps (e.g. in the oven and in the refrigerator) are to be informed to maintenance.
- Cleaning of the balcony and shoveling snow as well as cleaning the water outlet openings and keeping them open.



KIINTEISTÖHUOLLON AMMATTILAINEN

**Kuopion**  
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**SÄHKÖASENNUKSET,  
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# APARTMENT MAINTENANCE

Tenants are responsible for cleaning in Kuopas apartments. By following the instructions below, the apartment will stay clean and you will avoid the cleaning bill when you move out.

## KITCHEN

1. Defrost and wash the refrigerator regularly. At least once per 6 months. Washing the refrigerator interior and exterior and cleaning the background.
2. Always clean the stove and oven after use. Remove the stove from the installation site and clean the inside and outside regularly.
3. Keep kitchen cabinets clean. Throw away old foods, bottles and utensils (especially if you go on vacation or you are moving out).
4. Wash the stove hood grease filter once a month.



## BATHROOM

1. Clean the toilet and sink regularly.
2. Clean the air lock (under the sink).
3. Clean and dry shower screen and curtain after use.
4. Clean the shower floor drain once a month. (Read more from tenant's guide).
5. Clean the ventilation valve once a month by wiping around the plate.





## KUOPAS TAKES CARE OF THE RENOVATIONS

### RENOVATIONS

Kuopion Opiskelija-asunnot Oy (Kuopas) takes care of the repairs of student apartments. If you think your apartment is in need of renovation, needs spot painting, etc., contact service. Minor renovations are always carried out as needed so that the apartments are in the best possible condition. The principle of continuous maintenance is practiced in the student houses. This means carrying out repairs at all sites whenever faults occur, for example when residents change.

### OWN RENOVATIONS

It is not allowed to make your own renovations in the apartments. If exceptions are granted, they must always have Kuopas' written permission and mutually agreed work instructions.

### NOTE THESE ISSUES:

- All adjustments to the air conditioning valves and radiator valves are always made by Kuopas service. Do not cover the air conditioning valves, as this will prevent air from circulating in the apartment.
- The installation of the dishwasher should always be done by a professional.
- Defective electrical equipment must always be reported to service immediately, as electrical installation work may only be carried out by an electrician with installation rights.
- Structural changes in the apartment are not allowed.
- Always report broken internet socket and antenna boxes to service immediately.

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# MOVING OUT INSTRUCTION

When moving out of a room/apartment, each resident is obligated to do cleaning. Cleaning has to be done so well that the next tenant doesn't have to clean the apartment when moving in.

If the final cleaning is neglected, The Kuopas will bill the tenant for the cost of cleaning.

When moving out of a room/apartment, attention should be paid to the following issues - even when residents remain in the other rooms:

## KITCHEN

- Washing the refrigerator interior and exterior and cleaning the background.
- Washing the stove interior and exterior, cleaning the oven and the baking trays.
- If you live in a studio or family apartment, defrost the freezer and fridge, unplug power and leave the doors open when you leave. Don't wet the floor while defrosting!
- Cleaning the kitchen cabinet interiors and exteriors.
- Cleaning the air ventilation valves, washing the stove hood grease filter.

## BATHROOM AND TOILET

- Cleaning of the toilet and sink.
- Cleaning of the shower floor trap.
- Cleaning the air ventilation.

All floor surfaces of the rooms and the apartment should be vacuumed and washed (kitchens, hall, toilet and bathroom) as well as stains removed from the doors.



## ALSO NOTE THESE ISSUES:

- If there is a dishwasher installed in your home, when removing it, the closet needs to be put back to its original place and the entry and exit valves have to be plugged.
- If the washing machine drain hose is connected to the sink below, the connection has to be plugged when removing the drain hose.
- Personal property storage has to be empty and clean; bicycles, skis, playground equipment, etc. have been removed from general storage.
- The accessories contained in the apartment is left in apartment (TV connections, sliding curtain rail for clamps, shower curtains, etc.).
- Furniture, etc. is not left in the apartment or in the property waste disposal bins.
- All the house keys, car parking keys and key cards have been returned in the rights amounts to Kuopas' office.

NOTE! If the house keys are missing, the serialization of the locks (around 350 euros) will be done at the expense of resident.





# KUOPAS



## KUOPION OPISKELIJA-ASUNNOT OY

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## CUSTOMER SERVICE

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(8.35 c/call + 16.69 c/min)



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## Tiesitkö muuten...

### Kaikissa Kuopaksen asunnoissa on jo **DNA Netti!**

DNA Netti kannattaa ottaa käyttöön, sillä sen perusnopeus (10 Mbit/s) sisältyy jo vuokraan. Saat netin käyttöön, kun aktivoit liittymäsi. Tee aktivointi osoitteessa [dna.fi/tlk](https://dna.fi/tlk) tai soita DNA:n Asiakaspalveluun puh. 044 144 044 tai käy lähimmässä DNA Kaupassa. Aktivoinnin yhteydessä voit tilata nettiä **lisää nopeutta edulliseen taloyhtiösopimushintaan**. Esimerkiksi DNA Netti 100M maksaa Kuopaksen asukkaille vain 9,90 €/kk.

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