

# LYNG HAVEN



## MAINTENANCE MANUAL



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**WE ARE DELIGHTED TO  
BE ABLE TO WELCOME  
YOU TO LYNHAVEN**

**WE HAVE LONG PUT A LOT  
OF EFFORT INTO BUILDING AN  
ATTRACTIVE AND MODERN  
PROPERTY THAT WILL  
FORM THE FRAMEWORK  
OF YOUR LIFE**



## 1. WELCOME

### WELCOME TO YOUR NEW HOME

#### When you take over the apartment

Before your move-in, the apartment has been inspected for visible defects.

As you receive the keys for the apartment, the apartment is reviewed and a move-in inspection report is prepared, listing any cosmetic defects as well as functional- defects that require rectification.

#### For example, functional defects can be:

- A dripping faucet
- Hot and cold water reversed on faucet
- The ventilation does not work
- A door cannot close/lock
- The dishwasher, cooker hood or similar does not work.
- A power outlet does not work
- The door phone does not work

Functional defects in the apartment will be rectified within a short time.

Please note that the layout the kitchen, bathrooms, shafts, etc. of the apartments of vary from apartment to apartment.

We hope you will be pleased with your new home, and you are always welcome to contact Balder for further assistance.

## 2. WALLS, CEILINGS, DOORS, AND WINDOWS

### Colour codes and cleaning of painted surfaces

#### Mountings and skirting boards:

Paint from Jotun, JOTAPROFF Wood Interior 40, Gloss 40, RAL 9010

#### Walls in the apartment:

Paint from Jotun, JOTAPROFF wall and ceiling matte 05, Gloss 5, RAL 9010

#### Walls in bathroom and above kitchen table:

Paint from Jotun, JOTAPROFF acrylic 25, Gloss 25, RAL 9010

#### Ceilings in the apartment:

Paint from Jotun, JOTAPROFF wall and ceiling matte 05, Gloss 5, RAL 9010

#### Cleaning of painted surfaces:

Daily cleaning is carried out by wiping with a clean cloth, hard-wrung in warm water. Wipe with a dry cloth. Grease stains which cannot be removed by using the method shall be wiped with a cloth hard-wrung in water, with a mild soap solution added.



**Type:**

Tarkett - Pure Oak Nature Lacquer 3 Rods PEFC

### 3. WOOD FLOORING

#### Climatic conditions

The well-being of wooden floors and people both depend on the quality of the indoor climate. A room temperature around 20°C is ideal for both wood floors and humans.

Note that the characteristics of the wood varieties differ significantly, and that wood will always move depending on the humidity. Thus, the width of the gaps in the flooring will not always remain the same, and it is to be expected that larger gaps may occur than usual during, for example, the heating season, when the air is typically dry. It takes about one year for wood flooring to be acclimatized.

#### Constructive maintenance

To protect wood flooring, using felt plugs under the legs of chairs and tables is recommended. Office chairs should be equipped with suitable wheels for wood flooring, and it is recommended to use acrylic mats under office chairs. Be aware of flowerpots, vases, and the like, which are placed directly on wooden floors, as any transfer of moisture to the floor must be prevented. If you are not quite sure if the bottom is completely tight, place it on a pedestal to avoid any direct contact with the floor. Loose carpets, mats, etc., should not be placed on the floor until 2-3 weeks after flooring or treatment. Use mats at entrances to prevent dirt etc., on the wooden floor.

#### Daily maintenance/care

The daily cleaning of lacquered floors is carried out with a broom, microfiber mat, or vacuum cleaner. When washing, use clean, lukewarm water and a well-wrung cloth. In case of major water spills, the water should be wiped up immediately to avoid moisture damage.

#### Thorough cleaning

When carrying out a thorough cleaning, wash the floor using a microfiber mop. Do not leave water on the floor. Swabs or regular mops are not recommended as they leave too much water on the floor.

A little water can be added to Tarkett Green floor detergent. If necessary, maintain the floor with Tarkett Lacquer Refresher to give the floor optimal protection. In normal wear and tear in private homes, Tarkett Refresher should be used approximately once a year. Do not apply Refresher to newly laid floors. Floors with jointed edges or brushed products require a little extra cleaning as dirt can accumulate in the joints and/or settle in the pore openings of the wood and veins. This applies particularly in areas of traffic. Therefore, it may be necessary, a few times a year, to clean the floor/joints partially with a damp cloth with a little Tarkett Blue Basic Cleaning. Subsequently, neutralise with cloth with clean water. Then wipe up all the water thoroughly with a dry cloth.

*Newly lacquered floors should not be cleaned for the first three days after painting.*

### Spot guide

Tarkett lacquered wooden floors have a high resistance to scratches and stains. For the best results, remove stains while fresh. Once the stain has been removed, wipe with clean water and a hard-wrung cloth. Please note that mats, doorstops with rubber back and rubber wheels etc. may contain latex. Latex discolours the lacquer surface and cannot be removed.

### Lacquering

Over the years, the surface of the floor will be worn or scratched- and a re-paint may be necessary. When reapplying lacquer to UV-lacquered floors, a grinding is recommended until the wood is completely free of lacquer residue which gives the floor the best look and is the best solution.

### After lacquering

Always observe recommendations on drying time and use. Covering and possible laying of carpets should not take place until the lacquer has reached its full strength.

### Important!

When reapplying lacquer, Bona Traffic is used.

Carefully read the instructions for use on the back of the container with lacquer before applying it.

### Storage room floor

Type: PCI Zemtec® Top

### Daily maintenance/care

Cleaning as needed with soft sponge and clean water, possibly in mixed ordinary detergent.

## 4. WINDOWS, INTERIOR AND EXTERIOR DOORS

### Maintenance/care of sills, windows, hinges/brackets, and screws

#### Aluminium exterior

Aluminium is cleaned at least 6 months increments. Remove ordinary dirt using neutral non-abrasive cleaners without solvents. Alternatively, aluminium can be polished with wax (car shampoo). This makes the surface more dirt resistant and at the same time avoids impurities in the joints.



#### A - Windows side-controlled

The window opens by turning the handle horizontally. Note that they are equipped with child safety locks.

To disable the child safety lock, press both buttons at the same time and then turn the handle horizontally.

The window frame can now be opened inwards. The window handle is pictured in closed position.

## Interior wood

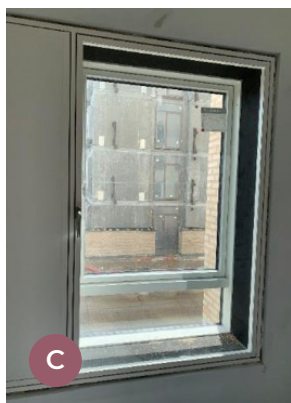
The sill is coated with water-based paint or lacquer and should be washed regularly. Sealing strips, glass seal tape, and glass seal strips should only be kept clean, for instance, by wiping



### B - Windows tilt

To tilt the window, the child safety lock is deactivated again by pressing both buttons in at the same time, and then turning the handle vertically. The window frame can now be tilted. The window handle is here in the side open position.

**NOTE!** To change the position of the window, the window must be closed. It is not possible to switch to tilt if the window is open.

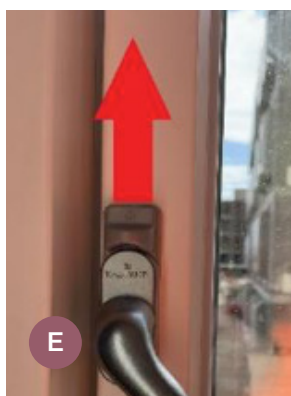


### C - Sound barriers

Some apartments also have windows with sound barriers or sound-absorbing windows that help reduce external noise when they are open.

### D - Inner window

The inner glass windowpane is opened by turning the handle horizontally and opening inwards.



### E - Outer window

The outer glass windowpane is opened by pressing up the child safety lock as depicted in the picture and turning horizontally while holding the child safety lock in position. The window is then pushed outwards.



### F - "Without glass"

The inner glass windowpane closes again, and then the window "without glass" is opened by turning the handle horizontally and pulling inwards.



with a cloth wrung in clean water, if necessary, with a mild detergent added. Any damage to the sill's surface treatment must be repaired. When repairing, or if you wish to paint the sill, use water-based, diffusion open paint – avoid getting paint on sealing strips, glass seal tape, or glass seal strips.

## Maintenance

### Care

Brackets are lubricated with acid-free oil during repeated activation. An acid-free grease may be useful. As an alternative lubricant to side-controlled brackets, white Vaseline can be used. Lubricate as needed, but at least once a year.

Fittings/aluminium rail must be kept clean and washed with regular dishwashing soap with a neutral Ph value for optimal function. It is recommended that the surface be rubbed with a cloth or sponge. Do not use emery canvas, wire wool or soda-ash and other detergents and abrasives containing alkalis or acid, but only neutral solvents.

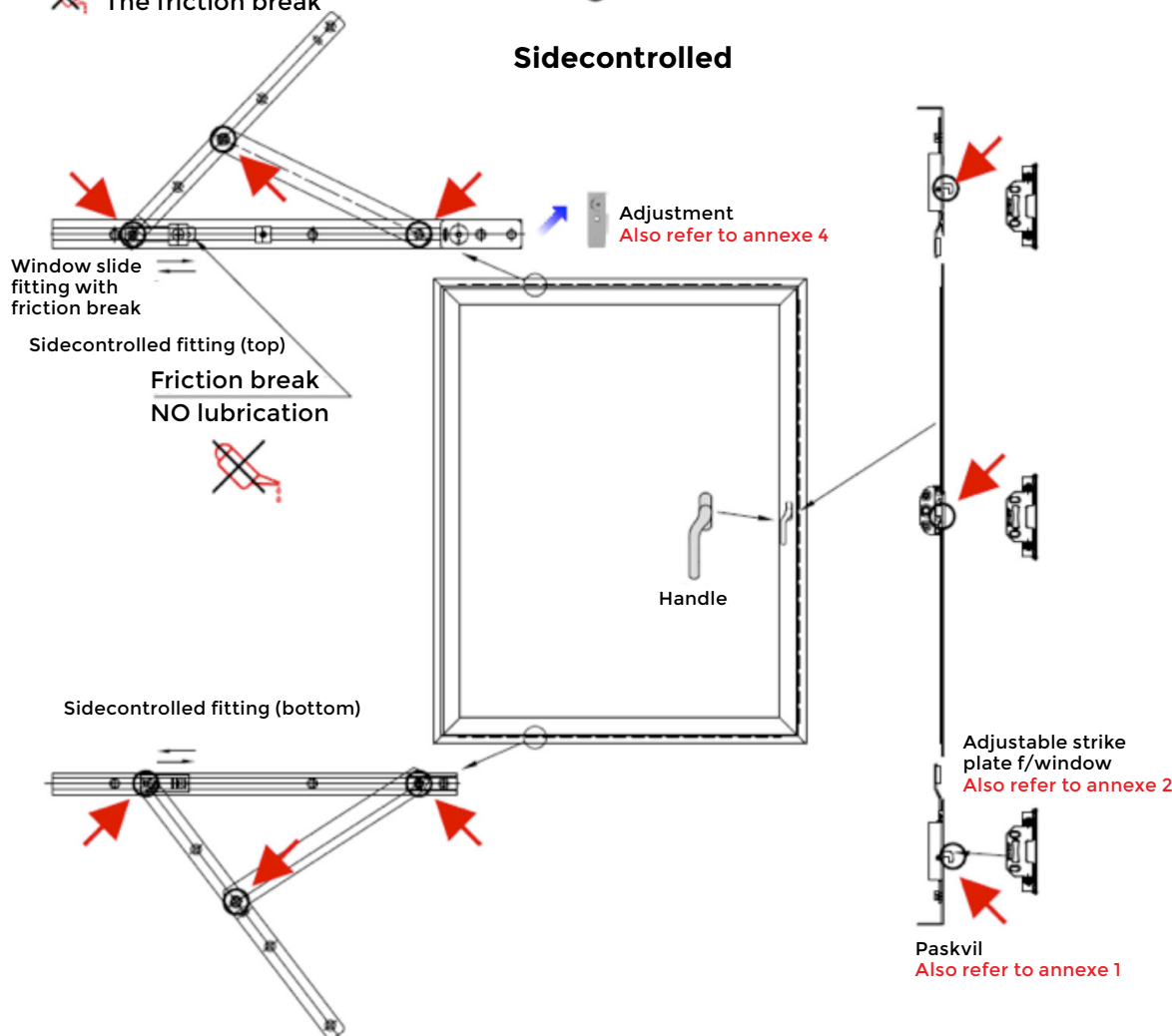
Sealing strips must be lubricated with talc they begin to stick.

### Lubricating the following parts:

- Assembly points in fittings
- Hagekolvepaskvii
- The aluminum sliderail in the fitting
- The friction break



### Sidecontrolled



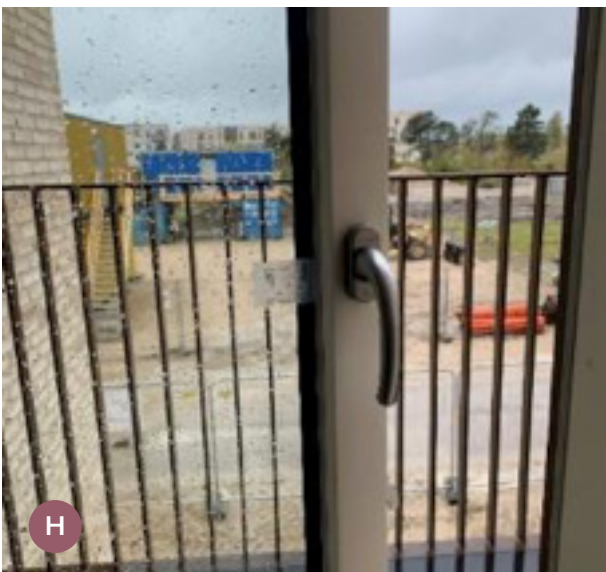


## **G - Cleaning**

When the window is opened 90°, the outside can now be cleaned from the inside.

Clean the windowpane using mild cleaning detergents. Impurities on the pane which cannot be removed by regular cleaning with water, sponge, squeegee, washcloth, or regular cleaning products from the shops may be removed using a very fine industrial wire wool (the kind used for ceramic hobs).

Scraping tools, razor blades, abrasive cleaning products, wire wool or similar should not be used as these cause scratches in the surface of the windowpane.

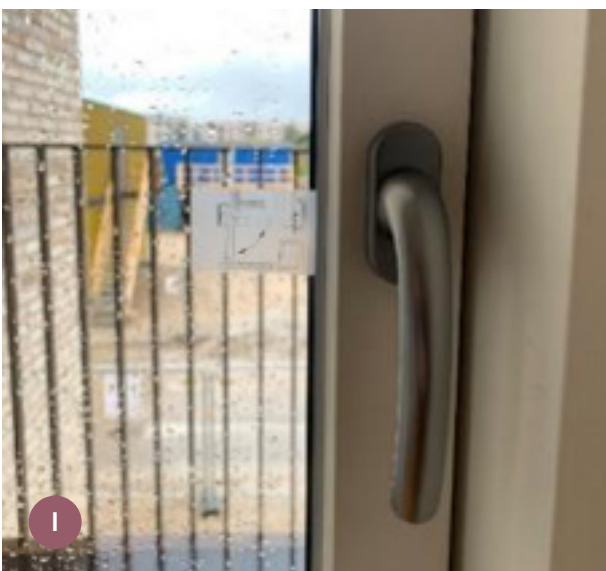


## **H - Balcony- and terrace doors opens**

Open the door by turning the handle horizontally and pushing the door outwards.

The door can be locked in an open position. The locking mechanism is activated by turning the handle back to vertical when the door is open. The door is now in a locked position.

This function should not be used in windy weather, as the grip-operated brake may be damaged by a strong gust of wind.



## **I - Balcony- and terrace doors closes**

handle back to horizontal before pulling the door inwards to close it. Otherwise, the grip operated brake will be damaged.

The door is now closed by pulling it to the sill and turning the handle down to vertical.

## Maintenance

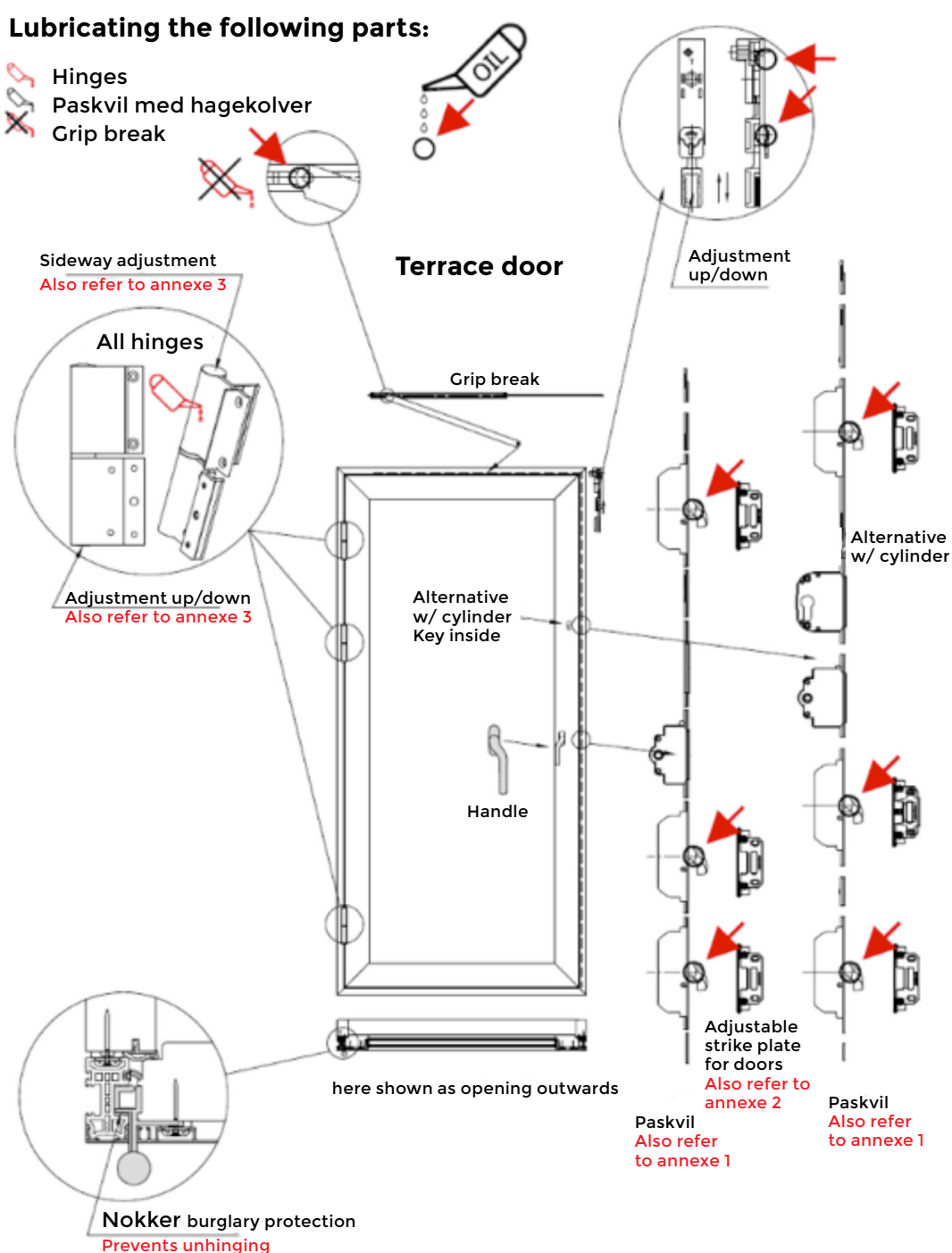
### Care

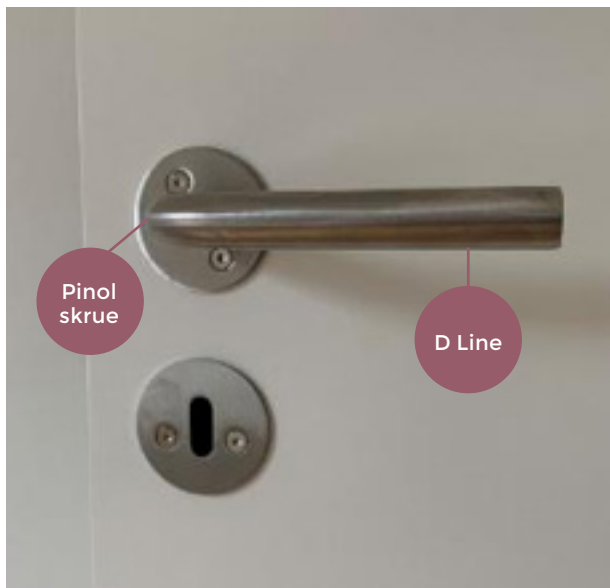
The paskvil is lubricated with acid-free oil during repeated activation. An acid-free grease may be useful. Lubricate as needed, but at least once year.

Fittings/aluminium slid rail must be kept clean and washed with regular dishwashing soap with a neutral Ph value for optimal function. It is recommended that the surface be rubbed with cloth or sponge.

Do not use emery canvas, wire wool or soda-ash and other detergents and abrasives containing alkalis or acid, but only neutral solvents.

Sealing strips must be lubricated with talc they begin to stick.





## Interior doors

### Daily maintenance

The doors are cleaned with a soft cloth wrung in warm water, if necessary, with a mild detergent added. After cleaning, always wipe the door with a dry cloth.

Never use wire wool, scouring powder, or other abrasive cleaning products, as this causes abrasive stains and causes damage to the surface of the door. Grease stains, shoe polish and the like can be wiped off using a plastic cleaner. Strong solvents may not be used

### Tape, stickers, etc.

If tape and stickers are applied to the surfaces, the warranty on the surface will be void.

### Hinges

Hinges should be lubricated as necessary, but at least once a year.

### Door handles

Cleaning is carried out with clean water and a mild detergent. Never use wire wool or the like for cleaning and maintaining stainless steel. Ordinary iron causes iron marks on stainless steel, thus starting a corrosion attack on the stainless-steel surface.

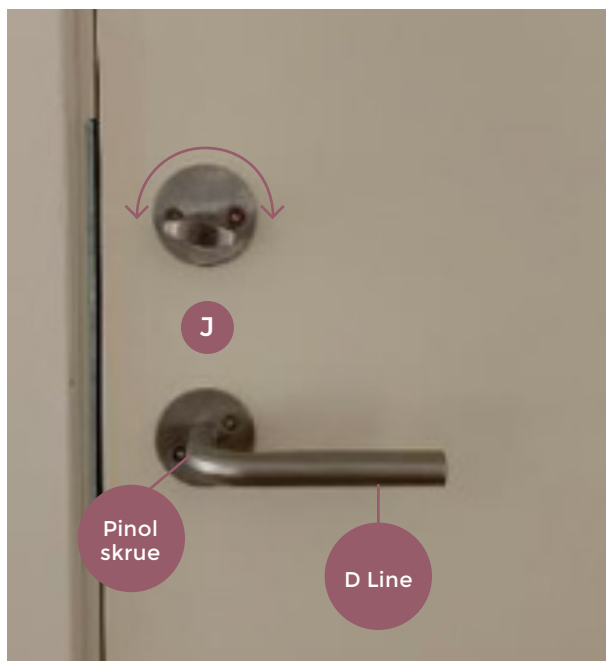
If the door handle becomes loose, tighten the pinol screw . Pinol screws should be tightened at least twice a year.

### Repair

In the event of damage to the front door or interior doors, D Line or one of their dealers may be contacted for repair paint.

### Doorstops

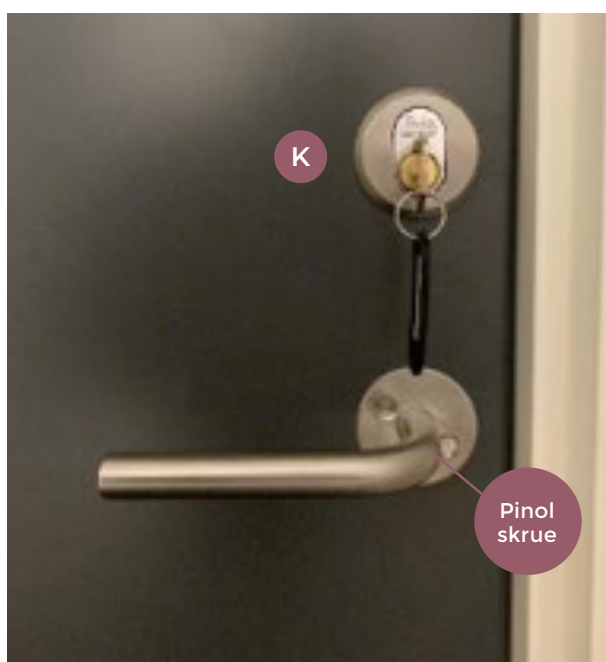
Doorstops are installed at the inner doors to protect the doors and walls. Some interior doors are equipped with rubber door handle stops, on the door handle, instead of a regular doorstop in the skirting board. The door handle stop can eventually harden and get looser compared to how it was initially. If this happens, the door handle stop must be replaced.



## Frontdoor

### J - Interior lock

To lock, turn towards the door cylinder and to unlock, turn away from the door cylinder.



### K - Exterior lock

To lock, turn towards the door cylinder and to unlock, turn there away from door cylinder.

### Key

The key used to open the front door is the same key used to open the mailbox.

### Hinges

Hinges should be lubricated as necessary, but at least once a year.

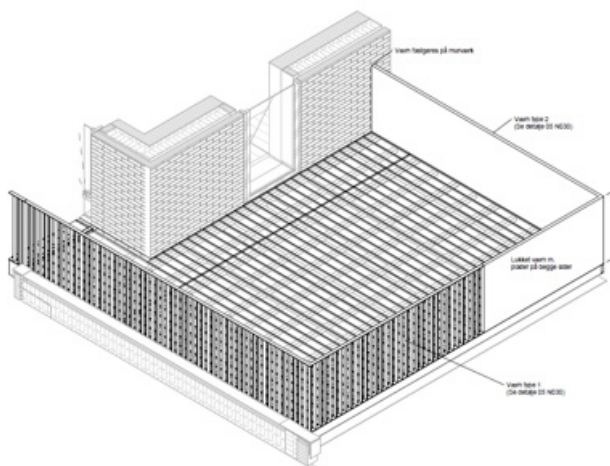
### Door handles

Cleaning is carried out with clean water and a mild detergent.

If the door handle becomes loose, tighten the pinol screw . Pinol screws should be tightened at least twice a year.

### Cylinder

The cylinder is maintained with lubrication at least once every year. Use an oil made for lubrication of cylinders. To be tightened at least once a year.



## 5. BALCONY AND TERRACES

### General maintenance

Clean your balcony/terrace at least once a year for dirt. Leaves and fallout from trees are removed. Make sure there are no clogged gaps between the boards or against other building parts.

Sweep the floor with a regular soft broom as needed and wash with a cloth, floor scrub, possibly with liquid brown soap dissolved in warm water to a ratio of 50 ml. to 5 litres of water. The balconies drain over the front edge. There are no separate drainpipes for them. Be aware- as the balconies are draining over the front edge, water poured onto the balcony will run down to your downstairs neighbour.

Be sure to always take care of spills immediately. First, try with a cloth or scouring sponge and liquid brown soap or dishwashing liquid dissolved in warm water. If stronger detergents are needed, it is recommended to test the tool in a more discreet area on the balcony/terrace.

Never start in the middle, as colour nuance differences may occur between the treated place and the surrounding area.

If environments/areas of organic growth (green algae and the like) occur, these must be removed with Rodalon or an algal remover. Make sure there are no clogged gaps between the boards and other building parts.

*Wipe down the hand and guard rail with a wrung cloth with clean water*

Do not store items on the balcony/terrace that can cause standing water. If flowers are planted in boxes, etc., on the floor, these must always be put up in such a way that water can drain away unhindered. If holes are drilled at the bottom of any flower boxes, there may be discoloration of the floor. Also, use felt plugs, saucers, and drip collectors for grills.

*Road salt or other thawing agents may not be used on the floor.*

### French balconies

The French balconies and guard rails are cleaned with warm water and mild soap with a neutral PH value.

### Hooks on balconies

Two hooks are mounted onto the balconies, which can be used for a cord, e.g., for hanging laundry.

*It is **not** permitted to move on the hooks or to mount several hooks in the masonry.*

## 6. BATHROOM AND TOILET

### General maintenance

To maintain a clean and hygienic look of the bathrooms, frequent cleaning is required. The use of appropriate and environmentally friendly detergents is also a prerequisite for this. When cleaning, water traps should also be refilled with water (for instance, floor drains, toilets, and sinks) to avoid bad odours from the sewer.

The easiest is to clean the bathroom daily. Once a week, you should clean the toilet, sink and, if necessary, the bathtub and wash the floor. Wall tiles, sanitation, drains, and the like are cleaned as necessary. There may also be a need for daily airing out of the bathroom. Always air out after a bath.

### Limescale deposits

The lime in the water is the reason why it is difficult to keep the bathroom clean. When the water dries, the lime is left as deposits. Therefore, it is recommended to wipe wet surfaces with a cloth after a bath.

### Thick coatings of lime are hard to get rid of

In the worst case, vinegar, 32% acetic acid, or phosphate detergent may be used. BUT - be aware that the sink does not tolerate cleaning with acidic agents.

Here only elbow grease and possibly, phosphate-containing detergent should be used.

Where acetic acid can be used, toilet paper dipped in vinegar or acetic acid can be laid on the lime coatings, or you can put the aerator, shower head and similar in vinegar or acetic acid.

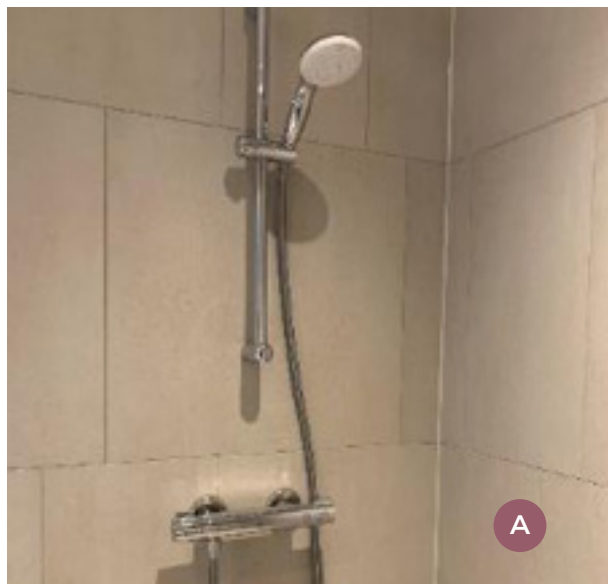
After using 32% acetic acid, rinse with lots of water. Undiluted acid in the drain may damage the drainage system.

### Cleaners

The use of acids and other strong detergents should be avoided. They must always be used wisely. Excessive use of detergents can damage the sewerage system and is harmful to the environment.

**Remember** – never use acids with chlorine-containing agents, e.g., toilet cleaner. They develop very toxic fumes.

Whenever possible - use hand or mechanical cleaning, e.g., soft scouring brushes, rotating cleaning brushes, hoses, soap shavings and the like.



### A - Cleaning the wall and floor tiles:

Light and daily cleaning of loose dirt does not require washing but is done with dry mopping.

Stuck dirt is removed by washing with tile cleaner FILA CLEANER. The mixing ratio of the manufacturer must be complied with. Use 2 buckets – one for washing water with FILA CLEANER and one with clean water for rinsing. Wash an area of the floor. Then rinse the mop or cloth in the rinse water before dipping it back into the washing water. This ensures that loosened dirt is removed from the floor.

To remove dirt between dirt in grout joints, cement residues, and lime, for example, tile

cleaner, for instance, FILA DETARDEK is used. The mixing ratio of the manufacturer must be complied with. In case of heavily soiled surfaces, concentrated FILA DETARDEK can be used. However, it is very important to carry out a test on one tile in a non-visible place before treating the entire surface. Moisten the surface with water and apply the detergent and work it well into the surface with a brush. Wait a few minutes while the agent works. Then wipe it off and rinse with clean water. Be careful to remove all loosened dirt.

To remove oil, grease, and dirt, use, for example, FILA PS/87. Moisten the surface with water. Brush the detergent thoroughly onto the entire surface and let it work for a few minutes. Brush the surface thoroughly with a brush. Remove the detergent and rinse with clean water. Make sure all dirt is removed from the surface. If possible, use a water vacuum cleaner to remove dissolved dirt and detergent.

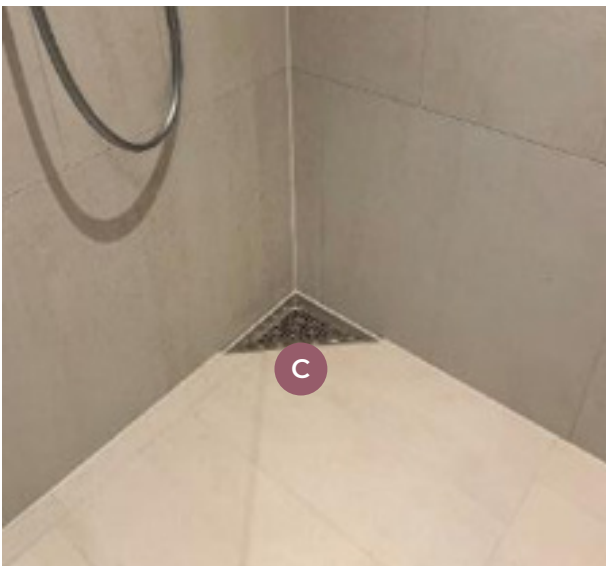
Regardless of cleaning routines, it may be necessary sometimes every year to perform a thorough cleaning with FILA PS/87. Any limescale deposits, grout residue, and cement residue can then be removed with FILA DETARDEK.



### **B - Cleaning the shower kit**

Do not use abrasive sponges and scouring powder for cleaning. The use of solvent and acidic cleaning products is not recommended. This causes the surface to become matte.

Only use a little soap and a damp cloth to clean the fixture. Then rinse it off and wipe it dry. Limescale deposits are removed by using regular household vinegar.



### **C - Cleaning the floor drain**

Remove the grate and lift the water trap. Clean the water trap with detergent as needed, make sure that the water trap gasket is lubricated to avoid bad odours. Odours from the drain are caused by soap residues, skin fat, etc. If the grate cannot be lifted or if the smell is very bad, pour a little undiluted, chlorine-containing cleaning agent into the drain from the shower and let it work as long as possible.

**Remember** that chlorine must not be mixed with acid-containing agents such as toilet cleaner and acetic acid. This will develop toxic fumes. Rinse with water. Mount the water trap using a light pressure and mount the grate.





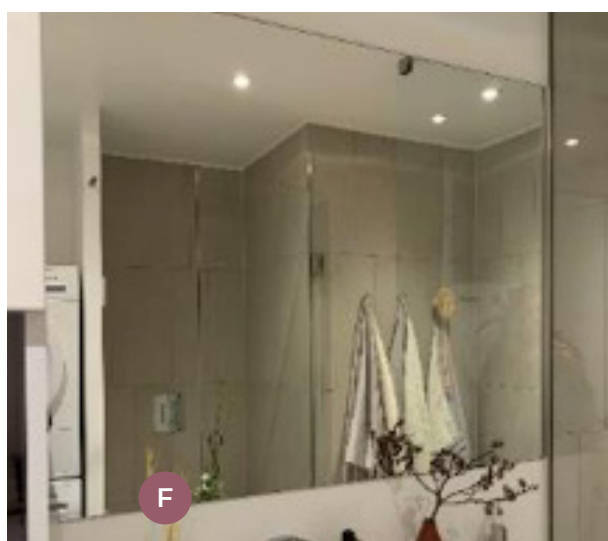
### **D - Dryer**

The dryer is a condensation dryer and is connected to a drain.

For operation, please refer to the instruction manual.

### **E - Washing machine**

For operation, please refer to the instruction manual.



### **F - Cleaning the mirror**

Daily cleaning is carried out with designated cleaning products for glass.

The glass is cleaned as needed and tolerates all ordinary glass cleaning products.

**NOTE!** Caution should be exercised when using abrasive (scratching) tools. This is **NOT** recommended.



### **G - Cleaning the bathroom counter**

The bathroom counter has a matte grinded finish. Frequent use of detergents will eventually cause it to become glossier.

For daily cleaning, scouring agents intended for cleaning should be used, as well as ordinary nylon scouring sponges generally used in households. Limescale deposits are removed with acetic acid.

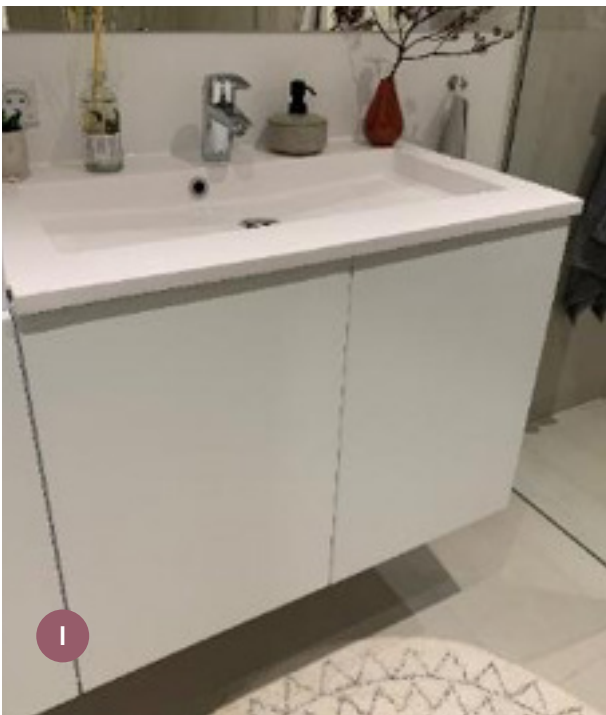
**NOTE!** Detergents with added bleaches must **NOT** be used, for example, chlorine.



## H - Cleaning the faucet

Do not use abrasive sponges and scouring powder for cleaning.

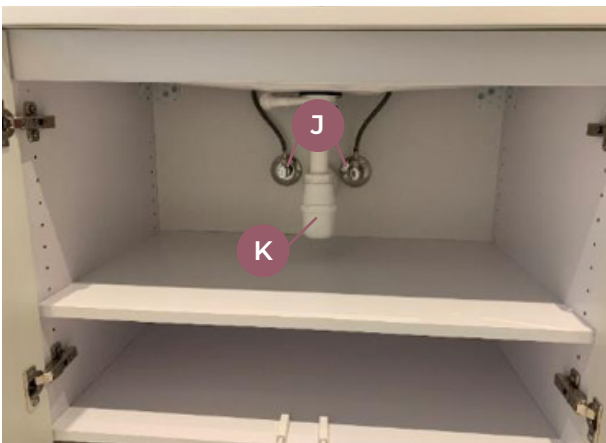
Dissolving and acidic detergents containing acetic acid are also not recommended. Clean only the fixture with a little soap and a damp cloth, then rinse it off and wipe it dry. Lime stains can be avoided by wiping the fixture after every use.



## I - Cleaning the cabinets

Daily cleaning is carried out by wiping with a clean cloth, hard wrung in lukewarm water. Wipe afterwards using a dry cloth

Grease stains that cannot be removed by the method described should be wiped with a cloth, hard wrung in water, with added regular, mild dish detergent, and then wiped dry with a dry cloth.



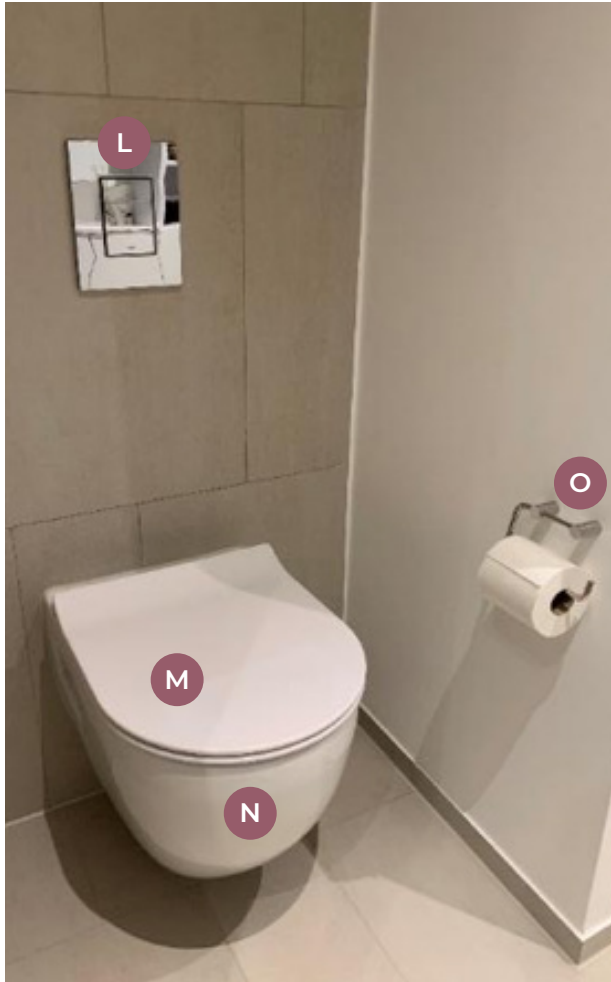
## J - Stopcocks for cold and hot water

*All valves should be exercised at least once a year.*

*This means that they should be opened and closed a few times to ensure that they work.*

## K - Cleaning the water trap in the cabinet

Place a bucket or similar under the sink trap and disassemble the trap. Clean the trap and reassemble it. Make sure that all O-rings are in the correct positions again.



## Toilet

### L - Cleaning the flush plate

Do not use abrasive sponges and scouring powder for cleaning. Dissolving and acidic detergents containing acetic acid are also not recommended. Clean only using a little soap and a damp cloth. Then rinse and wipe dry.

### M - Cleaning the toilet seat

Warm water with mild soap is used for both seat and brackets/hinges. Rinse with clean water and dry with tea towel. Toilet cleaner must not be used on the toilet seat and fittings/hinges.

When cleaning the toilet with special cleaning agents, fold up the lid and seat so that they do not come into contact with the cleaning agent. Never use chlorine, as it can discolour the material.

### N - Cleaning the toilet bowls

Daily cleaning with a toilet brush or a damp cloth with an acidic cleaning agent with pH between 1 and 4.

Especially clean the back of the bowl. Here, excess water from the flushing trench is emptied and a limescale deposit may build over time.

### O - Cleaning toilet paper holder

Daily cleaning is carried out with a soft cloth. Clean only with a little soap and a damp cloth. Then rinse it off and wipe dry. Do not use abrasive sponges and scouring powder for cleaning. Dissolving and acidic detergents containing acetic acid are also not recommended. They attack the surface which becomes matte and scratched.

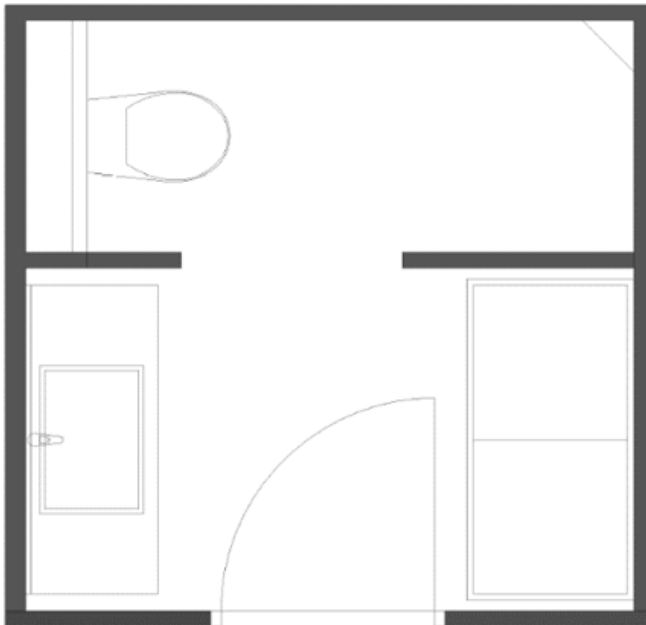


## Cleaning the spots

Clean using a soft cloth.

A little soap and a damp cloth may also be used. Remove any soap using clean water and wipe the spot dry.

Avoid using abrasive sponges and scouring powder for cleaning.



## Mounting inside and outside shower cabinet walls

The figure is a layout drawing of the apartment's bathroom, the décor of the bathroom is shown in general and may, therefore, vary in the individual apartment.

### What to be aware of

When mounting furniture and the like, please pay attention to the following:

#### Bathroom walls

Be careful if you wish to drill holes to mount anything on the walls of the shower cabin. The walls forming the frames of the bathroom are only 6 cm thick, so it is particularly important to pay attention to this to avoid drilling holes through the wall.

#### Load capacity

If you wish to mount something on these walls, the depth of the drill must not exceed 35 mm., and an impact driver must not be used. The wall's load capacity is at 8 mm plastic plugs, fa. Fischer, 15 kg. per plug. This applies both when something is hung on the bathroom side and on the outside.

#### Reinforcement

In the walls are, among other things, embedded reinforcement nets. These are located above openings such as doors and inspection hatches. It is important that the reinforcement nets are not damaged as the load capacity of the wall will be impaired. If you meet resistance when drilling this is because the drill has hit the reinforcement nets in the wall. The drilling must be discontinued, and a new position for the hole must be found.

#### Embedded electrical and water installations

In many parts of the walls, electrical and water installations have been embedded, the location of which cannot be determined with accuracy. Therefore, it is strongly recommended to use a multi-scanner that can determine the exact location of pipes and cables to avoid serious damage.

#### However, a rule of thumb is

In a vertical line above and below electrical switches and outlets, there are usually embedded pipes with live wires. A safety distance of 15 cm must be maintained on both sides of the installation. Water supply for faucets usually comes from pipes that are embedded in the wall vertically above/below the faucet. Avoid mounting anything in these places.

## 7. KITCHEN ITEMS AND WARDROBES

Type may vary from home to dwelling



### Kitchen

#### A - Cleaning the cabinet surfaces

Daily cleaning is carried out by wiping the surface with a clean cloth, hard wrung in lukewarm water. Wipe afterwards with a dry cloth. Grease stains that cannot be removed by the method described above should be wiped with a cloth, hard wrung in water, added a regular soap solution such as soap shavings (not dish detergent). Wipe afterwards with a dry cloth.

#### B - Cleaning the counter

For daily cleaning, lukewarm water is used with a little dish detergent. Stains that cannot be removed with water can often be removed by using alcohol or acetone, or with equal parts water and chlorine. When using these cleaning products, ensure ventilation and be aware that wooden edges do not withstand contact with these agents. Also refer to CoreStone's maintenance manual. After using these agents, it is important to wash the counter with lukewarm water to remove all chemical residue. Laminate cleaner or special cleaning sponge may also be used.

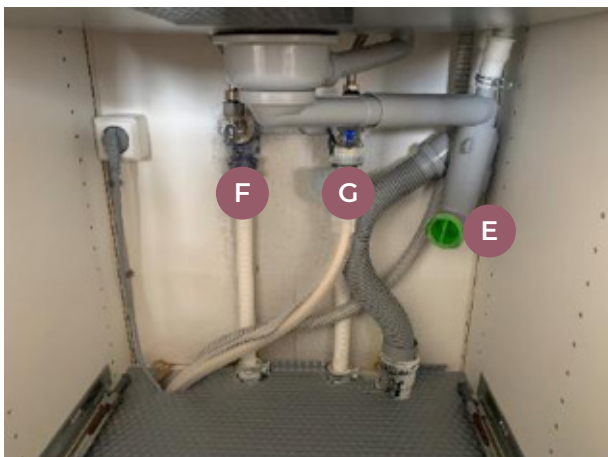


#### C - Cleaning the kitchen sink

The daily cleaning of all types of sinks is carried out using a wrung cloth and dish detergent. Never use wire wool, scouring sponge, scouring cream or similar as these will scratch the surface. Chemical descaling agents may be used for limescale deposits but must never sit on the surface for more than three minutes.

#### D - Cleaning the faucet

Do not use abrasive sponges and scouring powder for cleaning. Dissolving and acidic detergents containing acetic acid are also not recommended. Clean only the fixture with a little soap and a damp cloth, then rinse and wipe dry. Lime residue can be avoided by wiping the fixture after each use.



**E - Cleaning the water trap under the kitchen sink**

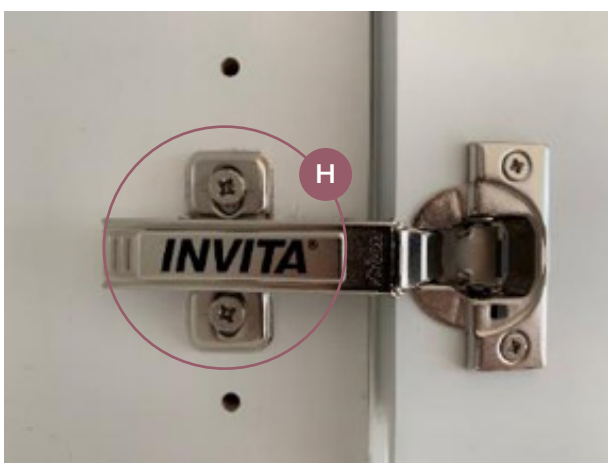
Place a bucket or similar under the sink trap. Unmount the trap by loosening the slip-joint nuts. Clean the trap and remount the sink trap. Make sure that all O-rings are in the correct positions again.

**E - Outlet for dishwasher**

**F - Hot water stopcocks**

**G - Cold water stopcocks**

*All valves should be exercised at least once a year.*



This means that they should be opened and closed a few times to ensure that they work.

**H - Adjustment of hinges**

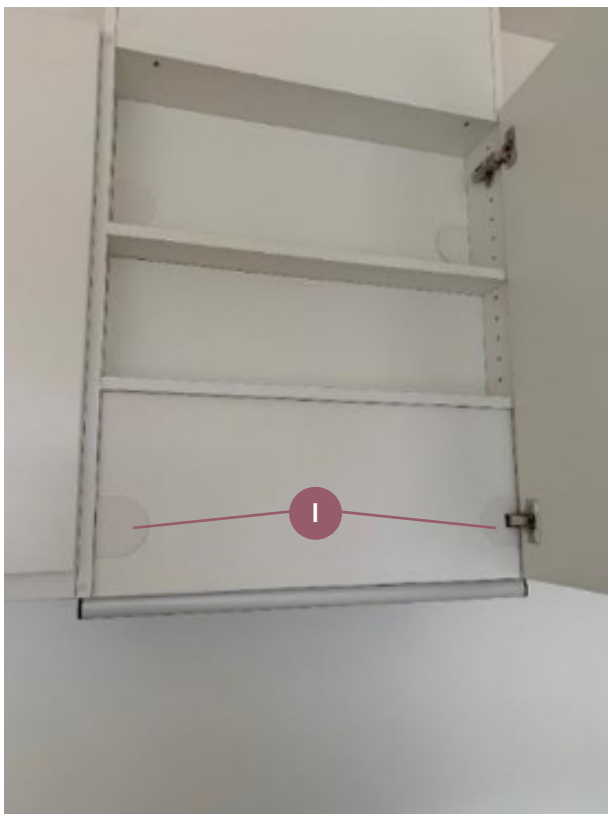
Applies to all cabinets. Carefully remove the INVITA cover and/or door damper and adjust the hinge using the marked screws.

**Kitchen type INVITA**

**Fronts:** Slimline 1,9 Cm thick CQA wood fibre plate

**Coating:** Durable white matte polyurethane varnish, nearest guiding NCS code for Slimline is S0500-Y in Gloss 35.

**Grip:** Milled horizontal grip track



**I - Transformer**

The transformer for LED spots is in the closet above the cooker hood.

The white plastic caps are removed without the use of tools and the cover plate is carefully removed.



### J - Wardrobes

#### Cleaning of cabinet surfaces

Daily cleaning is carried out by wiping with the surface with a clean cloth, hard-wrung in lukewarm water. Wipe with a dry cloth.

Grease stains which cannot be removed as described above are wiped with a cloth, hard-wrung in water, with added regular soap such as soap shavings (not dishwashing-detergent), wipe dry afterwards using a dry cloth.

## 8. KITCHEN APPLIANCES

Type may vary from apartment to apartment



### Cleaning the dishwasher

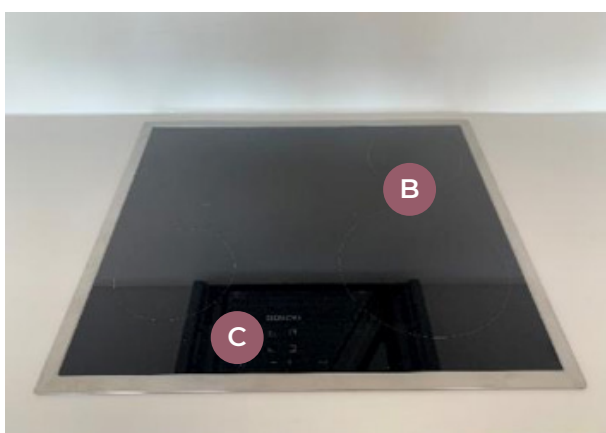
For cleaning the front and panel of the dishwasher, use the same method as when cleaning kitchen cabinets.

For internal cleaning of the dishwasher, detergents especially suited to the dishwasher are used.

*Always follow the instructions in the manufacturer's instructions*

#### A - Dashboard

Read the instruction manual for more information.



### B - Cleaning the stovetop

Clean the stovetop every time it has been used for cooking. Do not clean the stovetop until it has cooled down sufficiently.

Use only cleaning products suitable for stovetops/ceramic stovetops.

*Always follow the instructions in the instruction manual from the manufacturer.*

#### C - Stovetop control panel

Read the instruction manual for more information.



### D - Cleaning the oven

Clean the oven using hot water with dish detergent added, inside and out. Always follow the instructions in the instruction manual from the manufacturer.

### E - Control panel

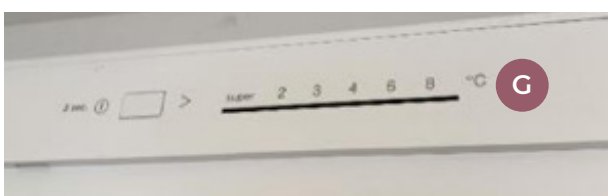
Read instruction manual for more information.



### F - Cleaning the refrigerator and freezer

For light cleaning of the refrigerator, use pH-neutral dish detergent in lukewarm water. Make sure that dishwashing water does not enter the lighting or the drain hole and the evaporation area.

*Always follow the instructions in the instruction manual from the manufacturer.*



### G - Control panel of the refrigerator and freezer

For instructions on regulating the temperature refer to the Instruction manual for more information.



### H - ?



## 9. VENTILATION SYSTEM INCL. EXTRACTOR HOOD

### Avoid damage from moisture

A good indoor climate requires good ventilation, airing out so much that no dew appears on the windows. If damage from moisture is discovered, contact the caretaker.

Moisture damage is easiest to remedy if action is taken immediately.

### Moisture damage is avoided, for example:

- by not drying clothes indoors
- by not cooking without using the cooker hood or opening windows
- by not taking a shower with the door open
- by wiping the bathroom after use
- by keeping the room temperature between 18-22 degrees
- by airing out the bedroom every morning
- by creating a draught twice every day for 5-10 min.



### A - Cleaning and adjusting the exhaust vent

Dust is removed by using a vacuum cleaner and a damp cloth.

**NOTE!** Do not adjust the exhaust vent as it has been pre-set. The vent must always remain in the same pre-set position. Changing it will have consequences for the apartment and the other apartments connected to and supplied by the ventilation system.

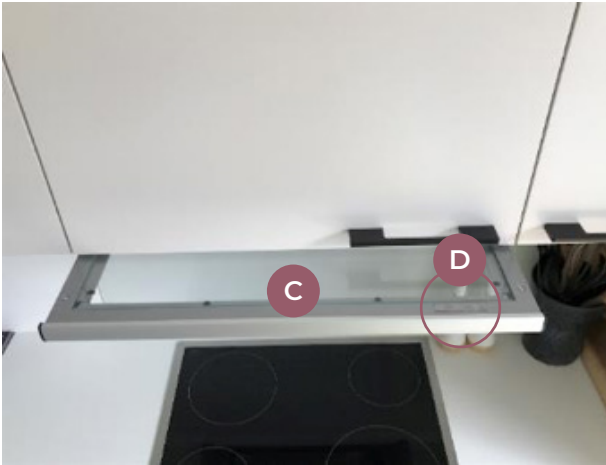


### B - The cooker hood

The control panel is used to turn on the cooker hood. After 60 minutes, the cooker hood automatically turns off. Even when the hood is not turned on, there will be a slight suction in the default ventilation setting.

The system's function is to maintain a healthy and good indoor climate in the apartment, preventing house dust mites from thriving, and at the same time protect the apartment from moisture damage.

The hood mounted and pre-set by professionals for optimal function.



## C - Betjeningspanel

### C - Control panel

When the hood is pulled all the way out, the control panel can be used.

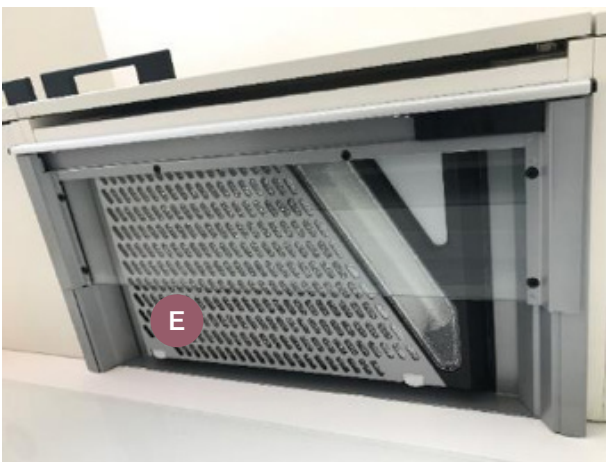
It is located on the right side of the top.

## D - Control panel

Lighting

Damper

Indicator lamp (lit by open damper)



## E - Cleaning

The grease filter must be cleaned at least every two months. The filter is removed by pressing the button indicated. After this, the filter is cleaned in the dishwasher.

This should be done as needed; however, it is recommended that the filter is cleaned at least every two months.

The inside of the hood must be cleaned at least twice a year.



## F - Door to the shaft

To get to the installations shaft, remove the two doors. The plates are not fitted with hinges, so the doors cannot be rotated or shot to the side.



**1** - To remove the door, grab both handles and then lift the door upwards and off the hangers on which it hangs.

**2** - Then move the doors to the side. Now, it is possible to access the ventilation system.



**G - Ventilation system**

Each apartment has its own ventilation system located behind the doors in the installation shaft in the depot room. The system is pre-set at the factory and may only be changed by the caretaker or a technician.



**H - Replacing filters**

The tenant must replace the filters. The caretaker provides filters. The filters should be replaced every six months or as needed.

*"Snap lock" at the top of the system is triggered.*



**1** - The Top front plate is lifted upwards parallel to the system until the filters are visible.

The front plate is re-attached.



**2** - The two filters are removed and replaced by new filters.

*Used filters are disposed of as "residual waste".*

## 10. HEAT MANAGEMENT

Heating is provided via a district heating system connected to an underfloor heating system with room thermostats

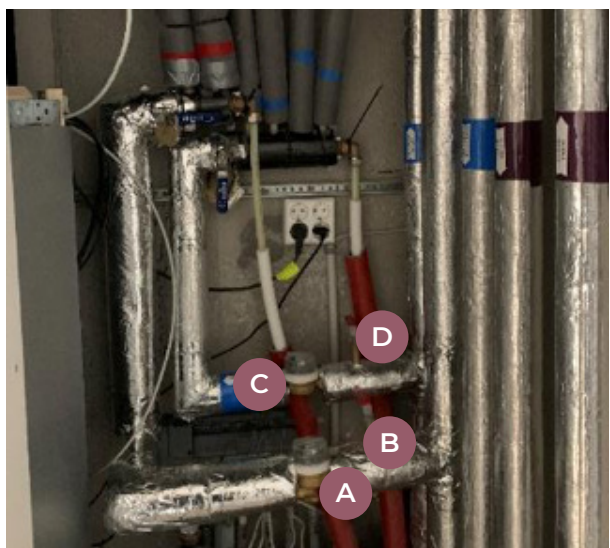


Underfloor heating is regulated by adjusting the temperature – the thermostat should be set at a room temperature of about 20-22 degrees Celsius.

The thermostat for the underfloor heating in each room is located on the walls of the room.

## 11. INSTALLATION SHAFT INCL. WATER AND HEAT METER

The layout may vary from apartment to apartment



### A – Hot water for consumption

Meter for reading hot water consumption.

### B – Stop valves

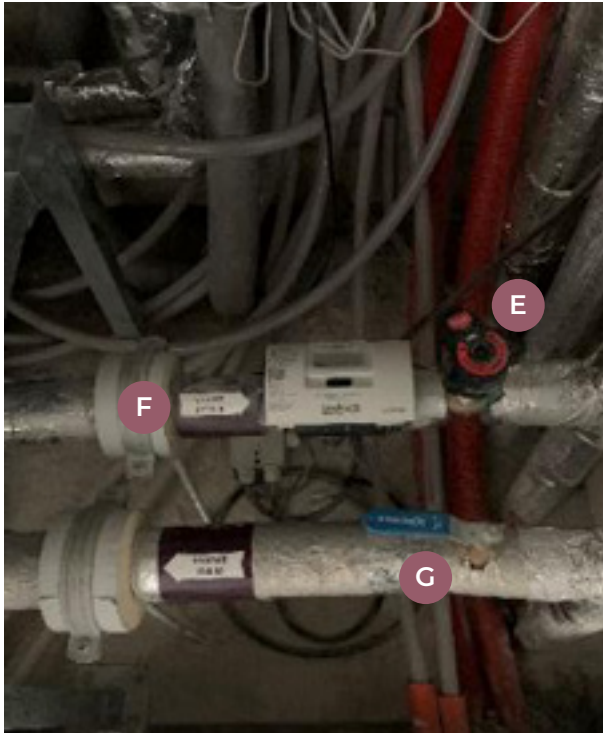
To turn off supply of hot water for consumption.

### C - Cold water for consumption

Meter for reading cold water consumption.

### D - Stop valves

To turn off supply of cold water for consumption.



**E - District heating**

Do **not** adjust the district heating control.

**F - Meter**

For reading the consumption of district heating.

**G - Stop valve**

To turn off supply of district heating.

*All valves should be exercised at least once every year.*

*This means that they should be opened and closed a few times to ensure that they work functionality.*



**H - Moisture alarm**

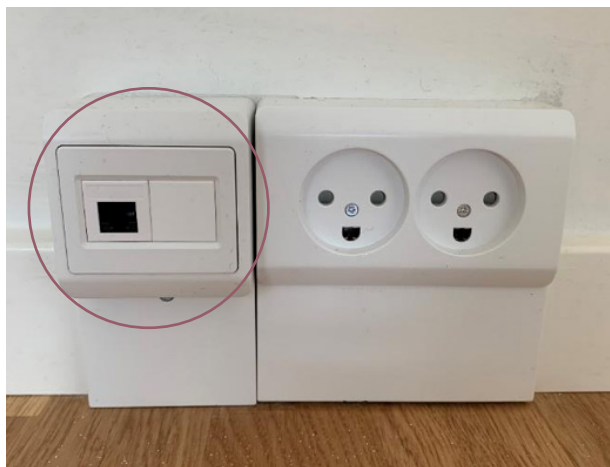
A moisture alarm is installed at the bottom of the installation shafts. This alarm will alert you by sounding a loud tone so that you can detect any leakage in the plumbing shaft.

The alarm is equipped with a 9-volt battery, and the battery should be replaced after 5 years.

However, you will also hear an alarm when the battery is running out.

*In case of alarms, contact customer service!*

## 12. PHONE AND ANTENNA



### TV and Internet

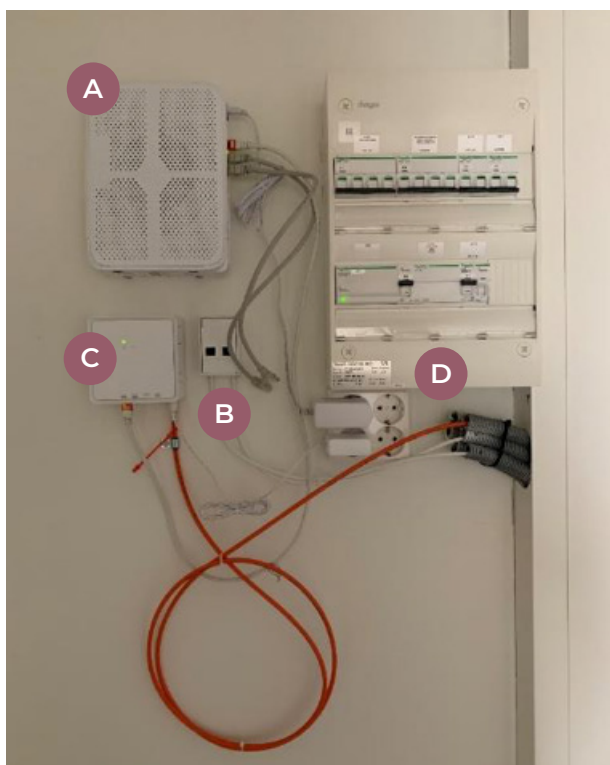
In each apartment are panel outlets, two of which have visible network connectors. The remaining outlets are installed with a detachable cover.

### Internet / phone / Cable TV

Yousee has laid fibre in the property. In this context, Yousee has been allowed to set up routers in all apartments, so you can easily and quickly get online if you want to use Yousee - for further information and registration, contact Yousee.

It is optional whether you want Yousee or choose another provider. On [tjebredbaand.dk](http://tjebredbaand.dk) you can see which providers can provide internet at your address.

## 13. ELECTRICAL INSTALLATIONS, TELEPHONE, INTERNET, AND ANTENNA



A - Router

B - Possible network connection

C - Fibre net box

D - Consumer fuse box

### HPFI relay

The entire installation is secured with a HPFI relay.

The HPFI relay automatically switches off all electricity in the apartment in the event of an electrical fault. If the HPFI relay turns off the electricity, the electricity can be turned back on by pushing the switch up. The test button (T) on the HPFI relay switch should at a minimum be activated once a year to make sure it works properly. If the HPFI relay does not switch off, an electrician must be called immediately.

### Consumer Unit (fuse box):

On the fuse box, it is possible to switch off groups of the electrical supply in the apartment. The number of groups varies from apartment to apartment and depends on how many groups have been established. Above each group is a label indicating which areas the group comprises. To turn off one or more groups, press the switch of each group down, and to turn them on again, press them up.

### Fuse types

Lights and outlets: 10A sikringer

Power: 16A sikringer



### E - Electricity meter

The electricity meter is located in the stairwell room on the ground floor.

The electricity company reads the electricity consumption remotely, However, regularly checking the electricity consumption is recommended.

**NOTE!** Do not remove the installation number.

## 14. DOOR ENTRY PHONE, LOCK/ACCESS CONTROL SYSTEM Stairwell door (and glass doors facing the courtyard)

The stairwell door is unlocked either with the same key used for the apartment and for the mailbox, or the key tag. Under the keyboard for the door entry phone is a tag reader that can read your access tag. Hold up your entry tag, and few seconds later the door is ready to open.

If you are asked to update your tag, this is accomplished by using the tag reader by the stairwell door.

If you want to replace tags or keys because of, e.g., loss or theft, this can only be accomplished by contacting customer service.

### Operation

Door stations and answer phones may be damaged by hard or sharp objects! Such objects should never be used to operate the system – use your finger or a plastic pin.

### Cleaning

The surface of the interior door entry phone is to be cleaned with a soft cloth and window cleaner which can be purchased at regular stores. The metallic parts of the door station are cleaned with WD-40. The surface of the products may be damaged by acid-based and abrasive cleaners!

The microphone and speaker can be cleaned with compressed air as needed.



### Door phone in apartment

1. Answering calls
2. Activation of door opener
3. Monitoring function
4. Mute function
5. Customisable button
6. System settings

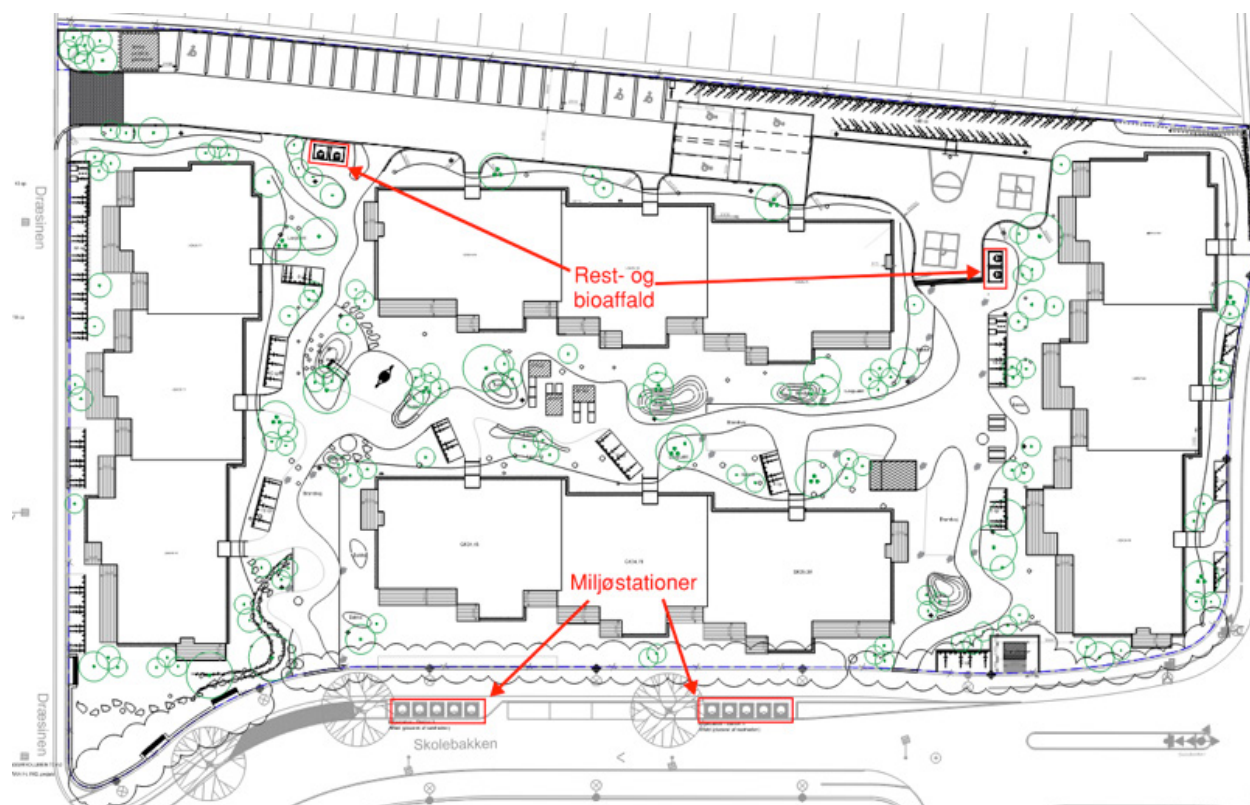


## 15. HANDLING OF HOUSEHOLD WASTE

### Waste management

All waste must be disposed of in the established waste bins and environmental stations indicated in the drawing below.

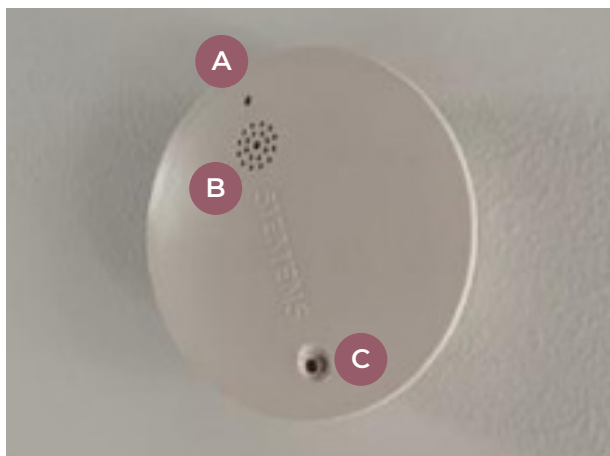
Waste bins established inside the property are for residual and bio-waste.



The environmental stations established on Skolebakken are made up of 7 factions

1. Residual waste
2. Bio-waste
3. Glass and paper
4. Plastics and metal
5. Cardboard

## 16. SMOKE DETECTOR



**A - Showing voltage supply 230 V**

**B - Loudspeaker**

**C - Test button**

### Smoke detector

The smoke detector is connected to the apartment's power supply. In the event of a power failure, the smoke detector has a battery installed. When it is time for the battery to be replaced, a beep will sound from the alarm. Unmount the smoke detector by turning it counterclockwise. The power plug is then removed, and the smoke detector can be lowered. To mount the smoke alarm again, reconnect the power plug and turn the smoke detector back to the original position.

If the smoke detector is activated by mistake, the detector is unmounted, the reset button is pressed, and the alarm is mounted again.

### False alarm

#### False alarms may occur with different physical influences

- Dust in the smoke detector
- Insects
- Water vapour/dew
- Mounted outside the normal temperatures of the area (0 °C to +50 °C)
- Moisture from building parts may damage the smoke alarm over a long period of time.

Troubleshooting physical errors is optical but also the most frequently occurring cause of false alarms.

Dust that is suddenly swirled up due to airflows because of draughts or ventilation.

Moist air when airing out or an open door from a bathroom where you have just used warm water. Use of hairspray and deodorant where it is sprayed indirectly onto the smoke detector.

Generally, if the smoke detector is dirty on the outside, then it is also dirty inside. Typically, we see dust, soot, and cooking debris on and in the smoke alarms.

# LYNG HAVEN

WELCOME HOME!

## URGENT MATTERS

In case of urgent matters on the property or in your apartment outside regular working hours, you can call Balder Akut at +45 70 20 00 92.

### Urgent matters are defined as:

- Water damage caused by, for instance, the dishwasher, leaking water pipe or radiator, etc.
- Penetrating external water, for example during downpours, etc.
- Lack of heat throughout the apartment
- Power failure throughout the apartment
- No hot water or water at all in the apartment.
- Elevator out of service and/or person trapped
- Lock to the entry door not working
- Gross vandalism

### Be aware...

Since craftsman hours are expensive outside regular working hours, it is important that the craftsmen are called upon only in case of URGENT matters.

Otherwise, their work will be at YOUR expense. In the event of damage covered by Balder's external maintenance obligation, Balder will pay the expense in cases where the damage is considered urgent.

In the event of damage covered by the tenant's maintenance obligation, the tenant will bear the expense.

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## CONTACT BALDER ADMINISTRATION



### Customer Service:

+45 88 13 61 51

Mon.-Thurs. 08:00-16:00 and Fri. 08:00-15:30

Email: [kundeservice@balder.dk](mailto:kundeservice@balder.dk)

### Renting:

+45 80 10 11 51

Mon.-Thurs. 08:00-17:00 and Fri. 08:00-16:00

Email: [udlejning@balder.dk](mailto:udlejning@balder.dk)

[www.balder.dk](http://www.balder.dk)