

「 rubinhaven 」



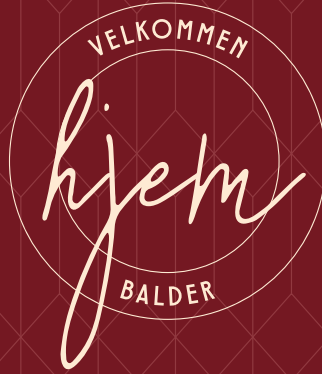
Maintenance instructions

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Contents

Psst... click on the desired topic to go directly to the page

3	Welcome
4	Walls, ceilings, doors, and windows
5	Wooden floors
7	Windows, interior and exterior doors
14	Coatings and handrail on the balcony
15	Bathroom and toilet
20	Drilling instructions
21	Kitchen items and wardrobes
24	Kitchen appliances
26	Ventilation system incl. cooker hood
28	Heat management
29	Internet
30	Installations shafts in apartments (electrical installations, meters, etc.)
33	Door entry phone
34	Smoke detector
33	Door entry phone
35	Household waste management
36	Storage room
37	Contact information & acute problems



Welcome to your new apartment!

When you take over the apartment

Before you move in, the apartment has been inspected and reviewed for visible errors and defects.

When the property inspector hands over the keys to the apartment, the apartment is inspected, and a move-in inspection report is prepared, listing any cosmetic defects or functional defects that need to be rectified.

Functional deficiencies can be, for example:

- A dripping faucet
- Cold and hot water have been reversed on a faucet
- The ventilation is not working
- A door cannot close/lock
- Dishwasher, hob or similar not working
- Power outlet does not work
- Door entry phone does not work

Functional deficiencies in the apartment are rectified within a short time.

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

Welcome home!

Walls, ceilings, doors, and windows

Colour codes and cleaning of painted surfaces

Walls and ceilings in the apartment:

Colour code: NCS 0500-N

Paint: Beckers Scotte 0500-N

Walls in the kitchen:

Colour code: NCS 0500-N

Paint: Beckers Scotte 20

Woodwork in the apartment:

Colour code: 0500-N, gloss 10

Paint: Beckers living gloss 10

Cleaning of painted surfaces

The daily cleaning is done by wiping with a clean cloth, hard wrung in warm water. Wipe with a dry cloth afterwards.

Grease stains that cannot be removed in the way mentioned above should be wiped with a cloth, hard wrung in water, to which a mild soap solution has been added.

Cleaning of wooden floors

Wooden floors are also cleaned with a hard-wrung cloth or mop.

Floors

Wooden floors

Floor distribution

A - Boen Vivace/Finale

Tommerupgade 28, 30, 32

Skanörgade 13,15, 17, 19

B - Baltic Wood

Tommerupgade 34

Skanörgade 21, 23

Climate conditions

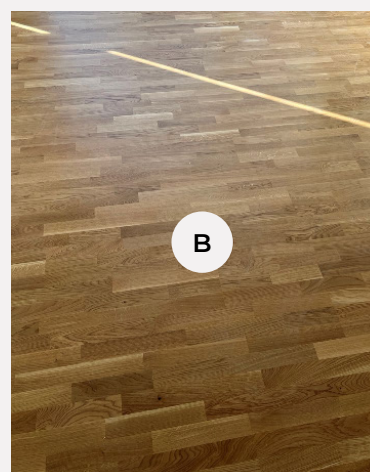
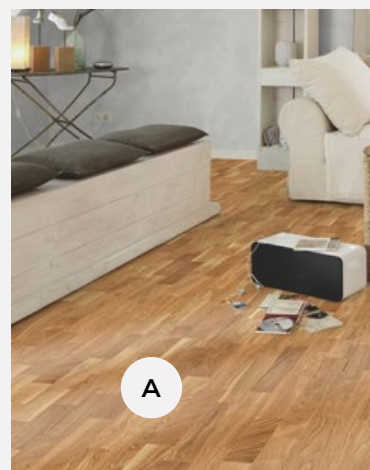
The well-being of wooden floors and people both depend on the quality of the indoor climate. A room temperature of around 20°C is ideal for both wooden floors and humans, and relative humidity of about 45% (min. 35% and max. 65% for very short periods).

During the heating season, when the humidity drops, it is recommended to use humidifiers and/or place bowls of water on radiators. When the humidity is high, it may be necessary to turn up the heat and avoid open windows. If necessary, get a hygrometer.

Note that the characteristics of the wood varieties differ significantly and that wood will always expand and contract 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 wooden floors to be acclimatised.

Constructive maintenance

Using felt plugs under the legs of chairs and tables is recommended to protect wooden floors. Office chairs should be equipped with suitable wheels for wooden floors, and it is recommended to use acrylic mats under office chairs. Be aware of flowerpots, vases, and the like placed directly on wooden floors, as any moisture transfer to the floor must be prevented. If you are unsure if the bottom is completely tight, place it on a pedestal to avoid 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

Daily cleaning is carried out with a dry mop or vacuum cleaner.
When washing the floor, use 25 ml (5 capsules) of BOEN Cleaner in 5 litres of water. Make sure to wring the cloth thoroughly. If the floor is very dirty, you can double the dosage to 50 ml (10 capsules) to 5 litres of water.

Maintenance

It is recommended that the floor in the kitchen is regularly treated with BOEN Polish Mat for extra protection.

How often should you finish the floor with BOEN Polish Mat?

Moderate use, such as living room and bedroom: about once a year or as needed.

Trafficked floors, e.g. corridors: approx. 2-3 times a year or more often as needed.

Removal of stains

If possible, remove stains immediately - dried stains are harder to remove than fresh ones.

- Discolouration from wine, fruit, berries, juice, cream, soft drinks, beer, coffee, tea, etc., is best removed with BOEN Cleaner (and elbow grease)
- If the discolouration is caused by shoe polish, rubber soles, tar, asphalt, oil, grease, or chocolate, it is best removed with a splash of turpentine. Wipe with water to remove any turpentine residue.
- Ink from printer, pen or ribbon.
- Stains from blood are removed with cold water.

Windows, interior and exterior doors

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

On interior veneered doors, lubricate hinges with acid-free grease if necessary.

The handle should be cleaned and lubricated, and any hinges given a few drops of acid-free oil 1-2 times a year on frequently used hinges/fittings.

Brackets on windows and doors must be maintained regularly, and the frequency depends on the location and weather conditions. As a general rule, they should be lubricated as necessary; however, at least once a year. In the case of specific climatic conditions, e.g. in coastal and industrial areas, the salt or acid in the air may be so high that metal parts require more frequent maintenance and lubrication. Lubrication and maintenance in such exposed areas should be more frequent than in places with less surface impact.

Wash all moving parts and surfaces on bracket components twice a year. An acid-free lubricating oil is used for the lubrication of moving parts. If necessary, spray the sliding rails with Teflon-based lubricant, for example, Fin Lube or similar (never ordinary lubricating oil!). Note the friction arm must never be lubricated.

Warranty against corrosion is only valid in case of malfunction and provided that the above maintenance instructions are followed. In industrial and agricultural areas, coastal areas, south-facing façades, humid indoor climates, and areas with a high concentration of traffic, maintenance of windows and doors must be carried out more frequently.

Washing/cleaning the window, frame, and sill

Cleaning is best carried out using a soft cloth or brush and lukewarm water with some dish detergent or other mild detergent without abrasive properties or solvents added. Traces of adhesive marks and glue residue on the glass are removed by rubbing them with a cloth dipped in alcohol. According to the glass industry, it can take up to two years for marks from suction cups and black stripes from glass seal tape to disappear completely by regular washing.

Exterior aluminium

Should be washed at least twice a year (for example, when cleaning the window). Residue from concrete in new constructions must be washed off immediately, as the glass and frame otherwise become dull. Damage does not affect the durability of aluminium, as exposed aluminium quickly forms a natural oxide layer that prevents corrosion and attack by white rust.

Interior wood

The sill is coated with water-based paint or varnish and should be washed regularly. Sealing strips, glass seal tape, and glass seal strips should only be kept clean, for instance, by wiping with a cloth wrung in clean water, if necessary, with a mild detergent added. Damage to the coating of the frame must be repaired. For repairs or if you want to paint the sill, use water-based, diffusion-based paint - avoid getting paint on the sealing strips, glass seal tape, and glass seal strips.

Dew on your windows?

Condensation occurs naturally when moist heat and cold meet. Most have experienced it on the bathroom mirrors, but the windows of the apartment may also fog up.

Appreciate the exterior dew

Previously, dew only occurred on the inside of the window. However, in recent years, many have experienced how dew can also occur on the outside of the window – especially in the night and morning hours. The outer condensation is because the windows have an insulating ability at the very top. Simply put, the windows are insulating so effectively that it is a cold window that meets cold outdoor air, after which the dew – or condensation, as it is also called, occurs. The dew disappears as the outside air gets warmer during the morning. Exterior condensation is completely harmless and only disturbs the view.

Get rid of the inside dew

If dew occurs on the inside of your windows, you need to do something about it. The dew is caused by hot damp indoor air being cooled off against the cold windows and releasing water droplets that settle on the pane. This indicates too high humidity due to too poor air circulation. A humid indoor climate is unhealthy for both people and windows. The Indoor Climate Manual (Indeklimahåndbogen) and the Danish Asthma and Allergy Association (Astma- og Allergiforbundet) recommend relative humidity of no more than 45% indoors during the winter season. Keeping the humidity this low requires effort as our houses become ever closer and better insulated.

There are three important factors that reduce the risk of dew indoors:

- Air out (create a draught) at least three times a day for 5-10 minutes, also when
- Turn the heat to 20-22°C the whole day.
- Ensure good air circulation in all rooms – for example, leave vents in windows and walls open and leave the interior doors open.

If you notice condensation between the glasses in an energy pane, the pane is punctured and needs to be replaced.

Operation of windows

A - The window opens by turning the handle to the horizontal position. Then, the window frame is pushed outwards. A ventilation position is built into the handle; push the window about 1 cm outwards and close the handle again.

Opening restrictor/child safety lock

B - The opening restrictor is automatically activated when the window opens about 10 cm. To fully open the window, pull the window frame slightly inwards and release the lock with a finger.

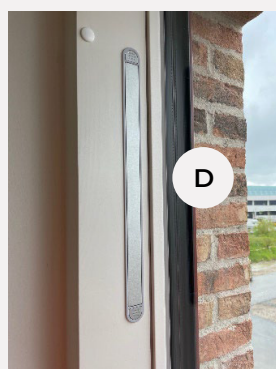
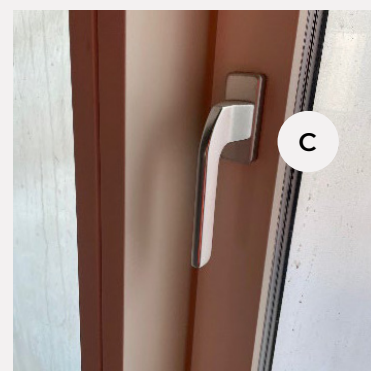
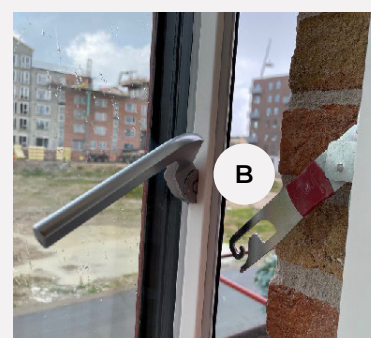
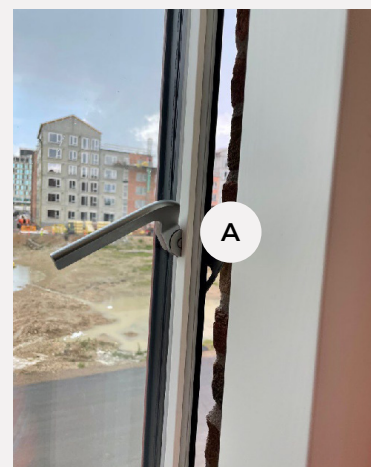
Operation of inward-opening doors (on French balconies)

C - The inward-opening doors are opened by turning the handle horizontally. The door frame can now be opened inwards.

D - All terrace doors are fitted with a fresh air valve that can be opened as needed, for example, when the cooker hood is running, but it is a good idea to leave them open permanently. Press to open.

Thermal cracking

Do not place objects (pillows!) leaning on the thermal panes, and do not cover them in part. The temperature of the pane may, thereby, vary, resulting in cracking.



Maintenance

Friction brake

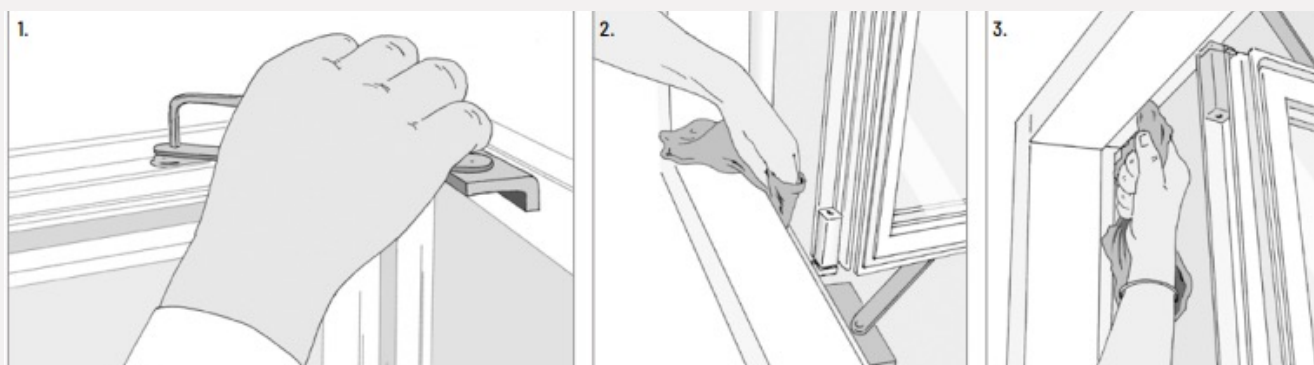
The brake is tightened by turning the friction screws – COUNTER-CLOCKWISE on both sides of the window with a 4 mm hex key (1). The friction brake can be located at the top or bottom, but here shown at the top.

Cleaning

When the window opens at 90°, a cleaning slit opens on the "hinge side". The outside of the window can now be cleaned from the inside.

Maintenance

Keep the slide rails free of dust and dirt, e.g. with a cloth (2 + 3). The slide rails can be sprayed with Teflon-based lubricant, e.g. Fine Lube or similar. (Never use ordinary lubricating oil!)



Balcony and terrace doors

A – The door is opened by turning the handle horizontally and pushing the door outwards. The door opens up to 90° and is equipped with a friction brake. The door is closed by pulling it in towards the frame and turning the handle down to vertical. Do not leave the door open in stormy weather.

Maintenance

B - The friction brake's slide rails must be kept free of dust and dirt, for example with a cloth (1).

Do not lubricate the friction arm as this will only collect more dirt. We recommend that you lubricate the hinges with acid-free oil at least once a year while opening and closing the door to get the oil completely into the hinges (2).

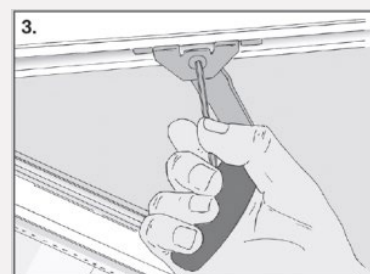
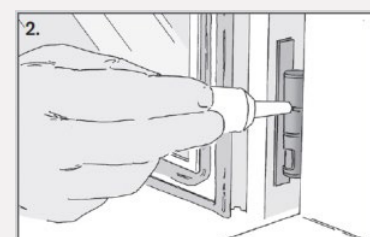
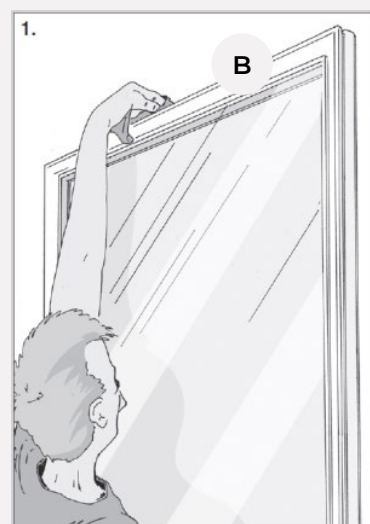
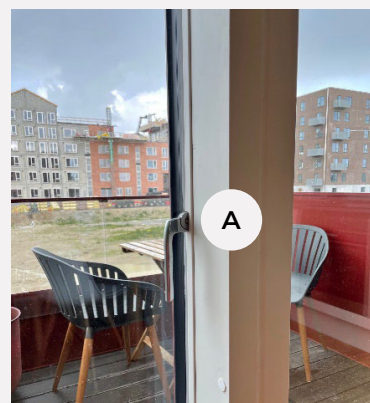
The friction brake is located at the top and is adjusted by turning the screw in the bracket with a 4 mm Allen key (3).

Hinges/brackets and screws

See maintenance/care of hinges/brackets and screws for windows.

Wood interior and exterior

See maintenance and care page 6.



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.

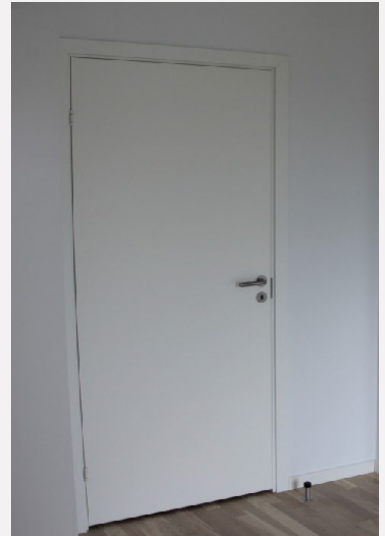
Tape, stickers, etc.

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

Door grip

Cleaning is done with clean water and mild detergent. If the door handle becomes loose, tighten the pinol screw.

A – Pinol screws should be re-tightened at least once a year.



Main door

A - Internal lock

To lock, turn clockwise and to unlock, turn counterclockwise.

B - Pinol screw and hex screws

C - Handle - Base door handle Kupé

Cleaning of the door handle

Cleaning is done with clean water and mild detergent.

Maintenance of door handle

If the door handle becomes loose, re-tighten the pinol screw and/or hex screws on the outside and inside of the door leaf. Pinol screws and hex screws should be re-tightened at least once a year.

External lock / Salto key fob

D – To open and lock the home, a Salto key fob is used, which is held up against the sensor. Then turn the lock to the left to open and to the right to lock.

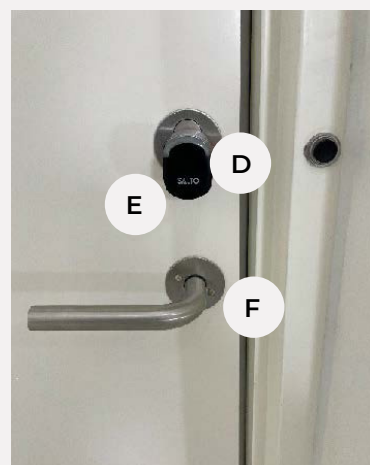
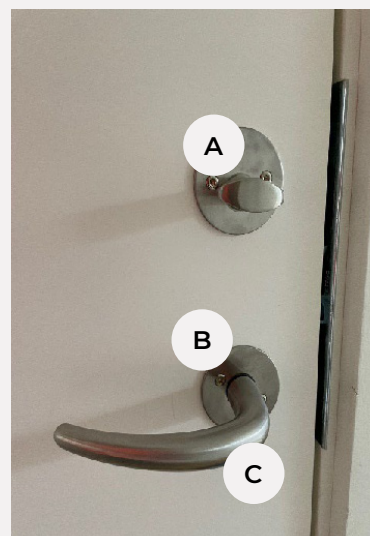
Neo-cylinder

E - The cylinder is maintained with lubrication at least once a year.
Use an oil designed for lubricating cylinders.

F - Pinol screw and hex screws

Key to mailbox and storage room (if any)

It is the same key used to open the mailbox, and the storage room in the basement, if one is available.



Coatings and handrail on the balcony

General maintenance

Clean your balcony of debris at least once every year.

Leaves and fallout from trees are removed. Use clean water and a brush.

Glass can be cleaned like ordinary windows.

Wipe steel parts with a wrung-out cloth.

Do not store items on the balcony as this may cause water build-up.

If holes are drilled in the bottom of flower boxes, discolouring of the balcony floor may occur.

Hot objects such as disposable grills, patio heaters, fire pits etc., must not be placed on the balcony/terrace floor.

The grill must not be placed close to the glass, as there is a risk of thermal cracking.

Bathroom and toilet

Cleaning of shower set

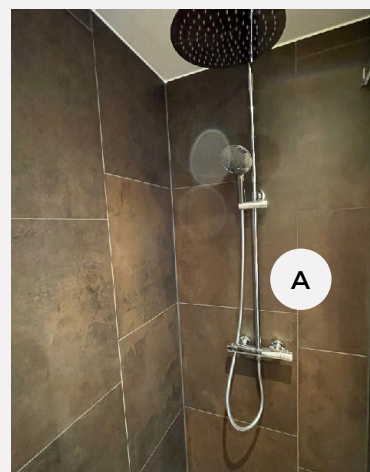
- A** - Avoid using abrasive sponges and scouring powders for cleaning. The use of solvents and acidic cleaning products is not recommended. These cause the surface to become matte. Only use a little soap and a damp cloth to clean the fixture. Then rinse it off and wipe it dry. Limescale deposits are removed by using ordinary household vinegar.

Dryer

- B** - The dryer is a condensation dryer with heat pump technology and is connected to a drain. For operation, please refer to the user manual.

Washing machine

- C** - For operation, please refer to the user manual.



Cleaning the mirror

D - Daily cleaning should be carried out with the glass cleaners specified.

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

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

Cleaning the tabletop

E - In daily life

For daily cleaning, wipe the tabletop and doors with a soft cloth and clean water.

Most stains and grease can be removed with water and a liquid detergent. Subsequently, the surface is wiped with a dry, soft cloth to avoid lime deposits.

Thorough cleaning:

Use a mild scouring cream and a white scouring sponge for any difficult spots on the counter with a silk matte finish. Clean the entire surface with a cloth using gentle circular movements. Then, rinse with clean water and with wipe the surface using a dry, soft cloth. This method is also recommended at intervals over the entire tabletop.

It removes scratches and lime stains and makes the counter look new and nice.

Cleaning the washbasin

F - Daily cleaning is recommended as above. For difficult stains, fill the sink with hot water (not boiling) and add a dishwashing detergent and leave for a few hours or overnight. Then wash with a brush, rinse, and dry with a soft cloth.

Cleaning the fixture

G - Avoid using abrasive sponges and scouring powder for cleaning. Dissolving and acidic detergents containing acetic acid are also not recommended. They attack the surface, and the fixture becomes dull and scratched.

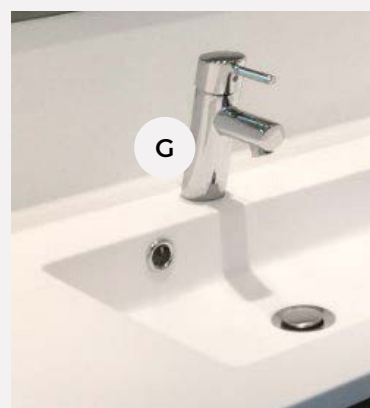
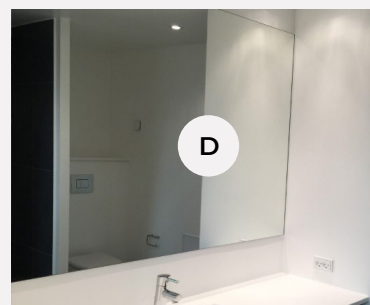
As the composition of common cleaning agents changes frequently, it cannot be guaranteed that they will be gentle on the fixture.

Only use a little soap and a damp cloth to clean the fixture. Then rinse it off and wipe it dry.

Maintenance instructions:

The aerator is cleaned from limescale deposits by soaking it in household vinegar until the limescale deposit is dissolved.

Common descaling agents, such as those containing mineral acid (hydrochloric acid or acetic acid) cause more damage than benefit. Check all parts, replace them if necessary and lubricate them with special fixture lubricant.



Cleaning of cabinets

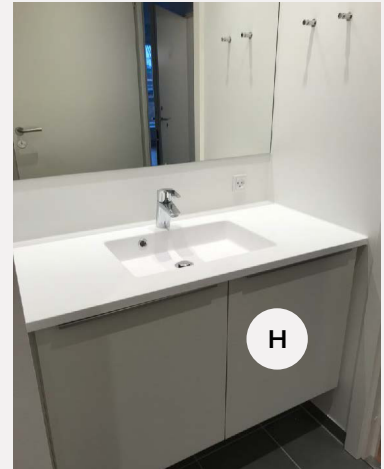
H - The daily cleaning is done by wiping with a clean cloth, hard wrung-out in warm water. Wipe with a dry cloth afterwards. Grease stains that cannot be removed in the above way should be wiped off with a cloth, heavily wrung out in water, to which a mild detergent has been added, and then wiped off with a dry cloth.

I - Stopcock for hot water

J - Stopcock for cold water

Cleaning of sink trap in the cabinet

K - 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.



Cleaning the flush panel

L – Avoid using abrasive sponges and scouring powders 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 it off and wipe it dry.

Cleaning the toilet seat

M - Clean only using a little soap and a damp cloth. Never use abrasive cleaners; they will damage the material over time.

Cleaning the toilet bowl

N - Use the toilet brush often to avoid discolouration of the drain bend. Never use abrasive cleaners, as these will damage the porcelain in the long run.

Maintenance instructions for toilet bowl

N – To remove fatty membranes or dissolve the dirty coatings that are caused by daily use, it is recommended to regularly clean the sanitary porcelain using an alkaline agent. If a large amount of dirt and limescale deposits have already accumulated, use a descaling agent such as 30% acetic acid, citric acid diluted 1:5 or phosphoric acid diluted 1:10. Let it sit for 10-15 minutes. When cleaning the toilet with special cleaning products, you should leave the lid and seat up so that these do not come into contact with the detergent.

Cleaning of toilet paper holder

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



Cleaning of floor and wall tiles

Normally cleaned once a week.

P - Wall tiles

Q - Floor tiles

Normal cleaning

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

Sticking dirt

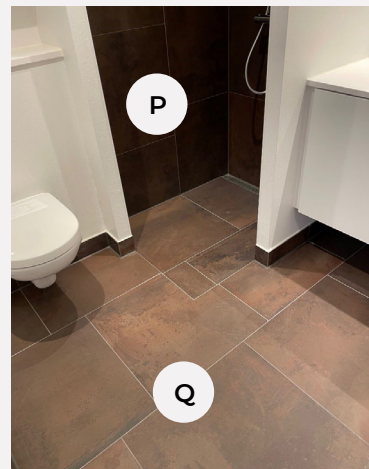
Remove by washing with FILA CLEANER, following the manufacturer's mixing ratio (FILA CLEANER can be purchased at, e.g., Bauhaus or Silvan) Use 2 buckets - one for washing water with FILA CLEANER and one for clean rinsing water. Wash an area of the floor. Then rinse the mop or cloth in the rinse water before dipping it in detergent again. This ensures that loose dirt is removed from the floor.

Basic cleaning

Regardless of cleaning routines, it may be necessary to prime with FILA PS/87 a few times per year. Any lime stains, grout residues and cement slurry can then be removed with FILA DETARDEK

Cleaning of spots

R - Clean with a soft cloth. If necessary, use a little soap and a damp cloth. Remove the soap using clean water and wipe the spot dry. Do not use abrasive sponges and scouring powder for cleaning.



Drilling instructions

Mounting inside and outside of shower cabin walls and other apartment walls

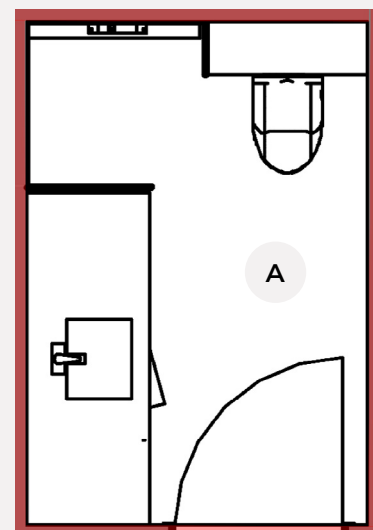
In the entrance hall and in the bathroom, it is not allowed to drill into the ceiling, as these are dropped ceilings.

There are usually embedded pipes with live wires in a vertical line above and below electrical switches and outlets. A safety distance of 15 cm must be maintained on both sides of the installation.

Water supply to mixers is usually through pipes embedded in the wall vertically above/below the mixer. Avoid hanging in these places. If the tenant chooses to defy these requests, the tenant will be held financially liable.

Mounting in and up against the bathroom: the figure is a principle drawing of the apartment's bathroom, the layout can therefore vary from apartment to apartment

It is not allowed to drill into the walls of the bathroom and the walls facing the bathroom (e.g. from the entrance hall and kitchen).



A – 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.

Kitchen items and wardrobes

Types may vary from apartment to apartment

Kitchen

Cleaning of cabinet surfaces

A – The daily cleaning is done by wiping with a clean cloth, hard wrung-out in warm water. Wipe with a dry cloth afterwards. Grease stains that cannot be removed in the above way should be wiped off with a cloth, hard wrung out in water, with a common soap solution such as soap shavings (not dishwashing detergent), and then wiped off with a dry cloth.

Cleaning the tabletop

B - For daily cleaning, use a damp cloth and dry tea towel. Using soapy detergents will leave the surface greasier over time. Grease residue can be removed with Nobia CoreStone Cleaner kit, applied as required. Spray Corestone Cleaner on the entire tabletop. In circular motions, wipe the surface with the microfiber cloth provided. Leave the product on for 1-2 minutes. The entire surface is then wiped with a damp microfibre cloth and dry tea towel. For stubborn stains, repeat the process. Ensure good ventilation. Strongly colouring liquids and the like can cause discolouration of the surface and should be removed as soon as possible. CoreStone Basic does not tolerate direct contact with hot pots and pans. Electrical appliances that radiate heat downwards (coffee machine, toaster, electric kettle, etc.) must not be placed directly on the tabletop, as this may cause heat damage/scalds on the worktop.



Cleaning the kitchen sink

A - Daily cleaning is carried out using a wrung-out 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.

Cleaning the fixture

B - Avoid using abrasive sponges and scouring powders 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 it dry. Lime residue can be avoided by wiping the fixture after each use.

Cleaning of sink trap under the kitchen sink

C - 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.

D - Stopcocks for hot water

E - Stopcocks for cold water

Stopcocks should be exercised once a year.

F - Electrical connection of dishwasher

Water alarm

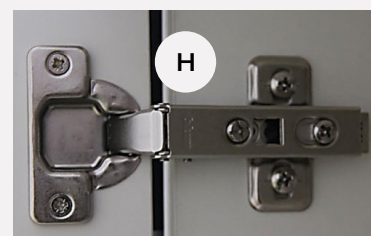
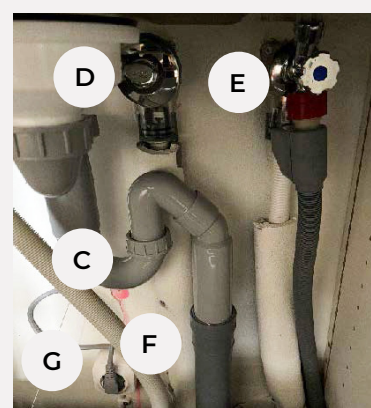
G - In case of beeping sounds, replace the battery. If a high-pitched sound sounds, there is water leakage. Turn off hot and cold water in the living quarters and investigate the cause.

Adjustment of hinges

H - Applies to all cabinets. Carefully remove the Invita cover and/or door damper and adjust the hinge using the marked screws. The Invita sign is carefully removed without the use of tools.

Transformer

I - The transformer for LED spots is located in the cabinet above the cooker hood. The white plastic caps are removed without tools, and the cover plate is carefully clicked off.



Wardrobes

Cleaning of cabinet surfaces

J – The daily cleaning is done by wiping with a clean cloth, hard wrung-out in warm water. Wipe with a dry cloth afterwards. Grease stains that cannot be removed in the above way should be wiped off with a cloth, hard wrung out in water, with a common soap solution such as soap shavings (not dishwashing detergent), and then wiped off with a dry cloth.

Push-Up

K - Installation cabinets and wardrobes are equipped with "Push-Up". The lid opens by light inward pressure, after which it pops open.



Kitchen appliances

Cleaning the dishwasher

- A** – To clean the front and panel of the dishwasher, use the same method when cleaning kitchen cabinets.
For internal cleaning of the dishwasher, use cleaning products that are especially suitable for the dishwasher.
Always follow the instructions in the instruction manual from the manufacturer.

Control panel

- B** – Read the user manual for more information.

Cleaning the hob

- C** - Clean the hob every time it has been used for cooking. Do not clean the hob until it has cooled down sufficiently. Use only cleaning products suitable for cooking/ceramic hobs. Always follow the instructions in the instruction manual from the manufacturer.

Control panel for hob

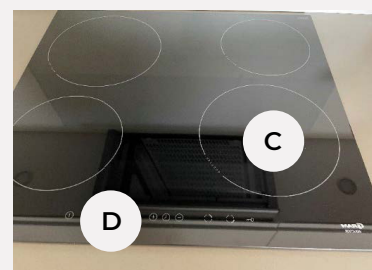
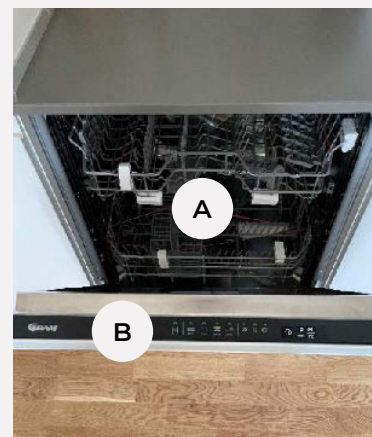
- D** – Read the user manual for more information.

Control panel

- E** - Read the instructions

Cleaning the oven

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



Cleaning of refrigerator and freezer

G - For light cleaning of the fridge, use pH-neutral dish detergent in lukewarm water. Ensure that dishwashing water does not enter the lighting, drain hole, or evaporation area. Always follow the instructions in the instruction manual from the manufacturer.

Refrigerator and freezer control panel

H - Temperature control, read the user manual for more information. The ventilation slots at the top and bottom of the cabinet may not be covered.



Ventilation system incl. cooker hood

Avoid damage from moisture

A good indoor climate requires good ventilation, airing out so much that no dew appears on the windows.

If moisture damage is discovered, contact the caretaker. Moisture damage is most easily remedied if immediate action is taken.

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 maintaining a room temperature between 18-22 degrees
- by airing out the bedroom every morning
- by creating a draught twice every day for 5-10 minutes.

Ventilation system (Dantherm HCV400)

A - The correct indoor climate in the apartment is ensured by a decentralised ventilation system type HCV 400. The system is located in the installations shaft and is set to the correct airflow.

When the cooker hood is activated, the extraction is increased, and the ventilation into the apartment is increased so that a correct air balance is always ensured. System parameters should never be adjusted.

In the event of a fault with the system, please contact customer service.

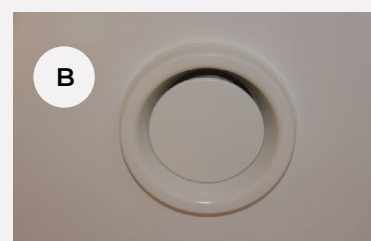
Ventilation unit

In most apartments, the ventilation unit is located in the installations shaft with a separate installations shaft door. Filters must be replaced once a year. These will be distributed by the landlord, and the tenant is responsible for replacing them.

Cleaning and adjusting the exhaust vent

B - 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. Adjusting it will have consequences for the apartment and the other apartments connected to and supplied by the ventilation system.



Cleaning the cooker hood

C - The filter is removed by clicking the buttons, after which the filters are washed alone in the dishwasher.

This is done at least every two months.

The inside of the cooker hood must be cleaned at least every six months.

Cooker hood (Exhausto ESL 145 AER)

D - The cooker hood is switched on using the on/off button on the right side when it is pulled out.

The light is also switched on and off on the right side. Even when the cooker hood is not 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, protecting the apartment from moisture damage. The cooker hood has been professionally mounted and adjusted for normal operation.

1 - Turn on

2 - Light

Ventilation into apartment (Termic MC75R200100)

E - The ventilation into the apartment comes through 2-5 floor grates, which are placed in front of windows in the apartment. The grates must never be closed or otherwise blocked, as this damages the overall ventilation of the apartment.

If there is visible dirt at the bottom of the grate, the grate can be clicked off, and the underlying box vacuumed clean.



Heat management

The heat source is a district heating system connected to a radiator/ underfloor heating system with thermostats.
The underfloor heating is controlled according to the room temperature.

Underfloor heating control

A - The underfloor heating is regulated in rooms by pressing +/- on the thermostat.



Internet

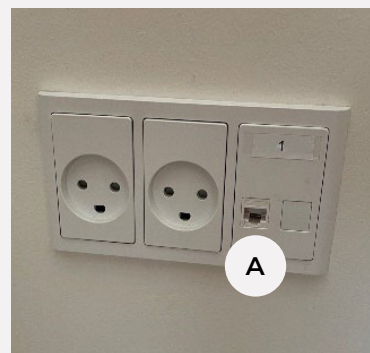
Internet

A - PDS outlet

Internet / Fibernet

The property is supplied with a fibre network by TDC Net. In each apartment, there are 2 PDS outlets. It is possible to make an agreement with the provider to run a PDS cable to rooms that do not already have a PDS outlet. Pipes have been prepared for this purpose. However, the tenant will have to pay this cost to a provider.

Residents are free to choose between TDC Net's providers, which can be found at tdcnet.dk/fiber/udbydere. Once the provider has been selected and an agreement is reached, the router is handed over by the provider. This is set up by the fibre box in the installations shaft.



Installations shafts in apartments (electrical installations, meters, etc.)

Electrical installations

A - Electrical installations

Ventilation unit

- 1 – Consumer Unit (fusebox)
- 2 - Underfloor heating control unit
- 3 - Fibernet box

B - Ventilation unit

C - Control panel for programming/adjustment

D - Filter for replacement

Residual Current Device

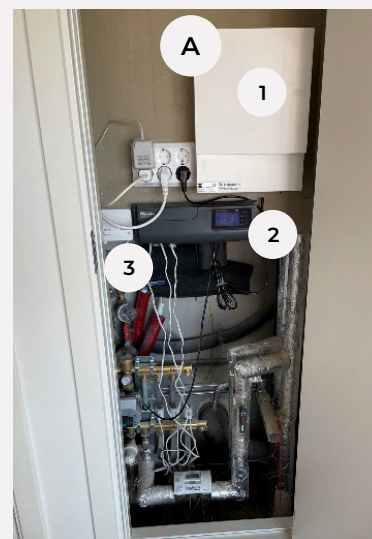
The entire installation is secured with a Residual Current Device (RCD). The RCD switch automatically switches off all electricity in the apartment in the event of an electrical fault. If the RCD turns off the electricity, the electricity can be turned back on by pushing the switch up. The test button (T) on the RCD switch should, at a minimum, be activated once a year to make sure it works properly. If the RCD does not switch off, an electrician must be called immediately. This is done through customer service.

Consumer Unit (fusebox)

On the fusebox, 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.

Fuses

Lights and outlets: 10A fuses
Force: 16A fuses



Electricity meter

E - The majority of the building's electricity meters are located in cabinets in the basement of the building, which can be accessed either from Skanörgade 13 or the staircase from the gate. Electricity meters are also located in the bulky waste room and the pram room.

The electricity company remotely reads electricity consumption, but it is recommended to check consumption regularly.

NOTE! *Installation number may not be removed.*

Consumer number

F - The consumer number and address are located at each electricity meter and in the consumer unit in the apartment.

Use the consumer number when choosing an electricity supplier via this link www.elpris.dk



Plumbing installations

The layout of the installations shaft

The layout can vary from apartment to apartment. Stop valve for closing hot water for consumption.

Cold water for consumption

A – Meter for reading the consumption of cold water for consumption.

Stop valves for cold water shut-off.

Hot water for consumption

B – Meter for reading the consumption of hot water for consumption.

Stop valve for closing hot water for consumption.

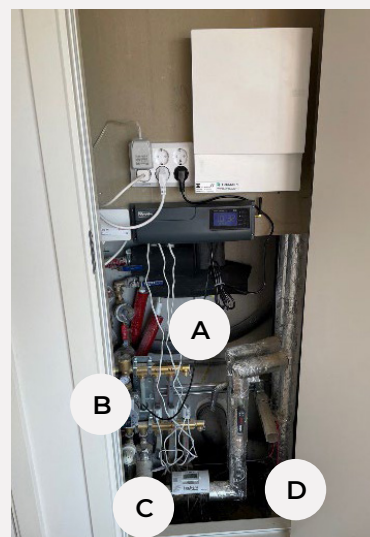
Measures district heating

C – Meter for reading the consumption of district heating. All meters are read remotely.

Moisture alarm

D - A moisture alarm is installed at the bottom of the installations shafts and under the kitchen sink. This alarm is installed so that you can detect any leakage in the pipe shaft using a high-pitched alarm tone. The alarm in the sink cabinet is equipped with a 9-volt battery. The battery should be replaced after 3-4 years. However, you will also hear an alarm when the battery is running low.

The alarm in the shaft is wired and connected to the socket at the unit. This may not be removed.



Door entry phone

A – Door entry phone

- 1 - The apartment is called by pressing the button for the desired apartment.
On contact with the apartment, speak clearly into the speaker. The door can be opened when a click is heard.
- 2 - For access with a keyfob, the keyfob is placed in front of the reader at the light area.



B - Door entry phone in the apartment

Maintenance

The door phone may only be cleaned with a soft cloth dampened with a mild soap solution.

- 3 - Dry cleaning, aggressive detergents and abrasives can damage the surface.



Smoke detector

1 - Alarm

2 - Display for voltage supply 230 V

3 - Test button

A - Smoke detector

The smoke detector is connected to the apartments's power supply. In case of power failure, a battery is installed in the smoke detector. When it is time for the battery to be replaced, a beep will sound from the alarm.

Batteries can be replaced by the user. They can be bought in most grocery stores, electronics shops, and DIY stores.

B - Open the smoke alarm

Use only one of the following battery types:

Alkaline batteries:

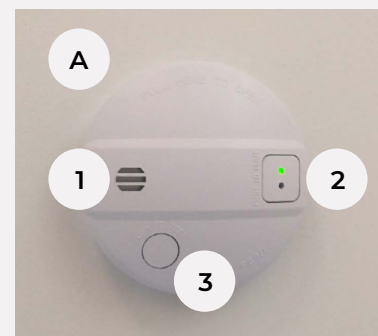
- Eveready Energizer 522 or
- Duracell MN1604

Zinc-carbon battery:

- Gold Peak 1604S

Unmount the smoke detector by turning it counterclockwise. Then unplug the smoke alarm and take it down. To reinstall the smoke alarm, plug the power cord back in and rotate the smoke alarm into place.

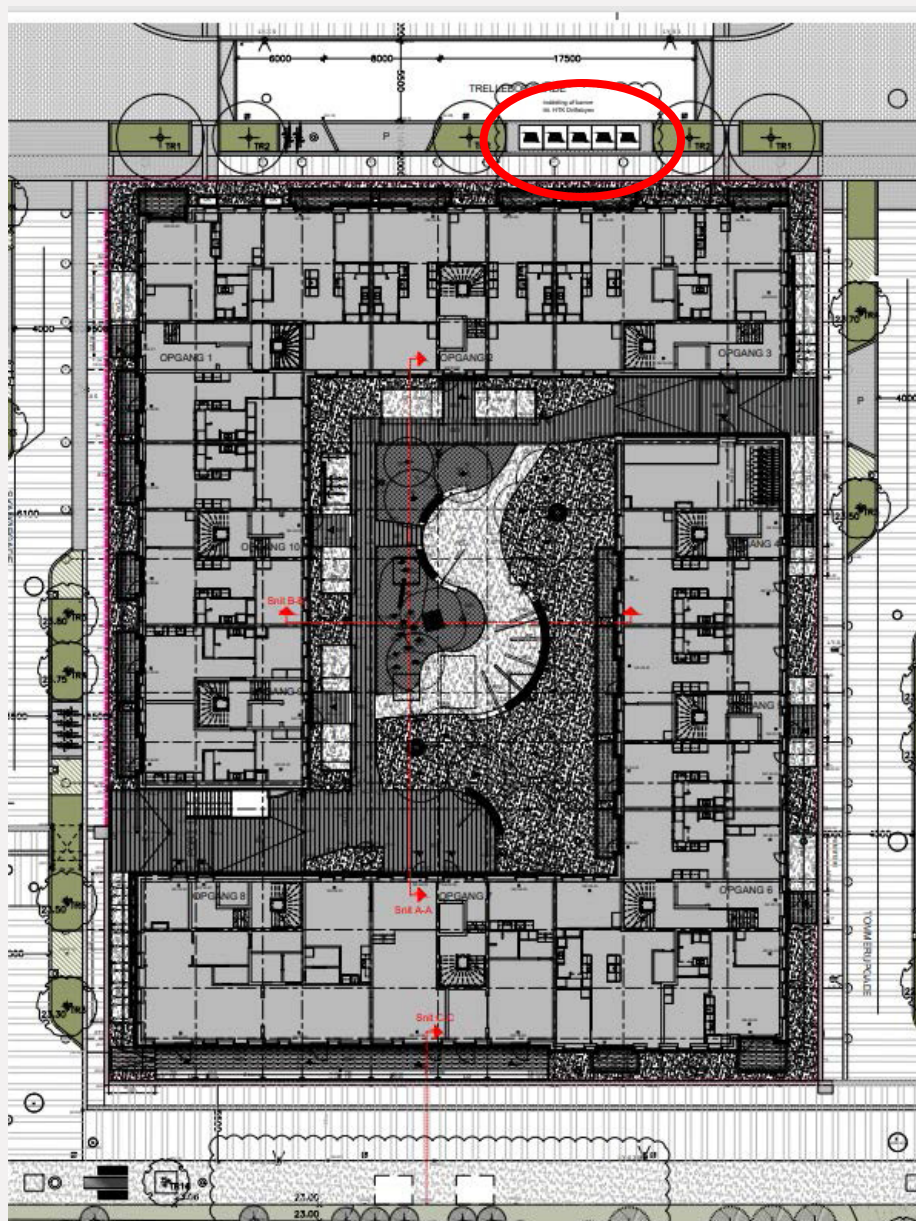
If the smoke detector is activated by mistake, the detector is taken down, and the reset button is pressed, after which the detector is reinstalled. Other fire alarm installations in the building are maintained by operational staff.



Household waste management

Waste management

All waste must be sorted, packed and disposed of in the established pits located on Trelleborggade, as shown with red circle marking on the landscape plan below.



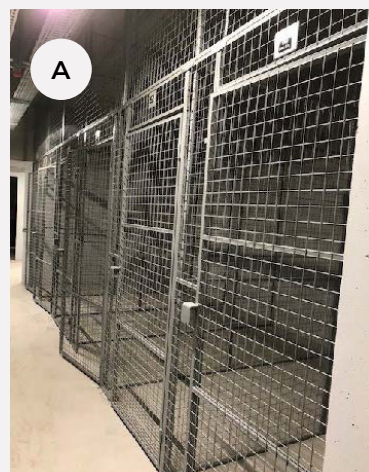
Storage room

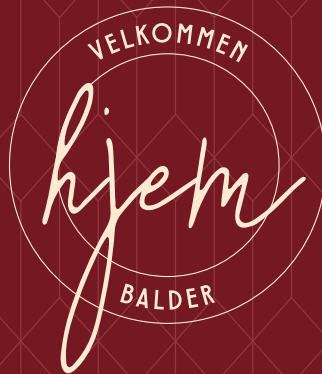
A - Storage rooms in the basement are equipped with number plates.

Apartments that do not have a storage room in the apartment will be assigned a storage room number.

The system keys provided fit the padlock on the door to the storage room and the mailbox.

B - NOTE! Please note that the airflow in storage rooms 51 and 61 must not be blocked according to the signs.





Acute problems

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

Acute problems are defined as

- Water damage caused by, e.g. dishwasher, leaking water pipe or radiator etc.
- Penetrating water from the outside, e.g. torrential rain, 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 order and/or person trapped
- Access door lock does not work
- 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 ACUTE issues. 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 acute. In the event of damage covered by the tenant's maintenance obligation, the tenant will bear the expense.

Contact Balder administration

Customer service

+45 55 55 07 07

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

kundeservice@balder.dk

Rental

+45 55 55 07 07 Mon.-Thurs. 08:00-17:00 and

Fri. 08:00-16:00

udlejning@balder.dk