

Fyrkanten



Maintenance instructions



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## **Congratulations on your new apartment!**

We are pleased to welcome you to Fyrkanten. We have long worked hard to build an attractive and modern property that will form the framework of your life.

### **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.

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### **Functional defects can be, for example:**

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

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

We hope you will be happy with your new apartment, 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: RAL 9010, gloss 5 Paint: Flügger Flutex 5

#### **Walls in the kitchen:**

Colour code: RAL 9010 Paint: Flügger H20

#### **Bath cabins:**

Colour code: raw white S0500-N, semi-matt Paint: Flügger wet room paint

#### **Woodwork in the apartment:**

Colour code: RAL 9010, gloss 40  
Paint: Flügger Easy finish 40

#### **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 aforementioned way should be wiped with a cloth, hard wrung in water, to which a mild soap solution has been added.

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

## Wooden floors

### 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 with water on radiators. When the humidity is high, it may be necessary to turn up the heat and avoid open windows. Get a hygrometer if necessary.

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.



Type: Boen Vivace/Finale Oak three-strip  
matte lacquered 14/3,5 x 215 x 2200 mm -  
5G click

### Constructive maintenance

To protect wooden floors, using felt plugs under the legs of chairs and tables is recommended. 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 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

Daily cleaning is carried out with a dry mop or vacuum cleaner.

When washing the floor, use 25 ml.

(5 capsules) 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 to regularly coat the floor in the kitchen with a coat of BOEN Polish Mat as extra protection.

### **How often should you use the product?**

Moderate use such as living room and bedroom: about once a year or as needed  
 Trafficked floor, e.g. corridor: about 2-3 times per year or more often as needed.

### **Removal of stains**

If possible, remove stains immediately. Dried stains are harder to remove than fresh.

- 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 and lipstick are best removed with surgical spirit.
- Stains from blood are removed with cold water.

## Windows, interior and exterior doors

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

#### Hinges/brackets and screws

Hinges on interior veneered doors should be lubricated, if necessary, with acid-free grease.

The handle must be cleaned and lubricated, and any hinges should get a few drops of oil 1-2 times a year – frequently used.

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, friction brakes and slide rails are sprayed with a Teflon-based lubricant, for example, Fin Lube or similar (never regular lubricating oil!).

The corrosion guarantee is only valid for lack of function and provided that the above maintenance instructions have been 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. If necessary, try using a cleaning agent for glass-ceramic hobs.

#### Exterior aluminium

Must be washed at least twice a year (for instance, when the window is polished). 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 of white rust.

### **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 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.

### **Dew on your windows?**

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

### **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 due to the fact that 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- Allergi Danmark) 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 it rains.
- 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.

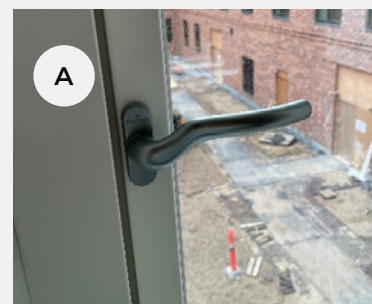


**A – Operation the windows**

The window is opened by turning the handle horizontally.

Then, the window frame is pushed outwards.

There is a ventilation position built into the handle; push the window about 1 cm outwards and close the handle again.



**B – Child safety lock**

The child safety lock is automatically activated when the window is opened to about 10 cm. To fully open the window, pull the window frame slightly inwards and release the lock with a finger.

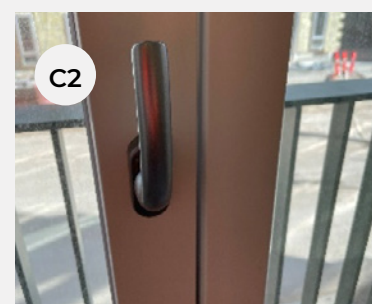


C – Operating the inward-opening doors (in French balconies).

**C1** – The inward-opening doors are opened by turning the handle horizontally. The door frame is now pulled inwards.



**C2** – Before tilting the door, close it completely and turn the handle upwards. The door frame is now tilted inwards at the top. When doors are closed, press on the upper part of the frame with the opposite hand.

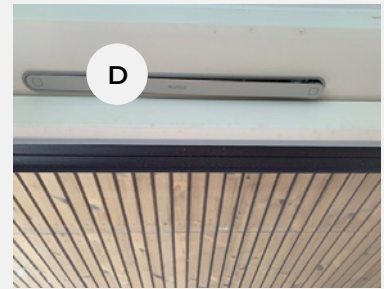


### D – Air vent

All façade doors have a built-in fresh air vent that can be opened as needed. For instance, when the cooker hood is running at full power (button on 1).

### Thermal cracking

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



## Maintenance

### A – The friction brake

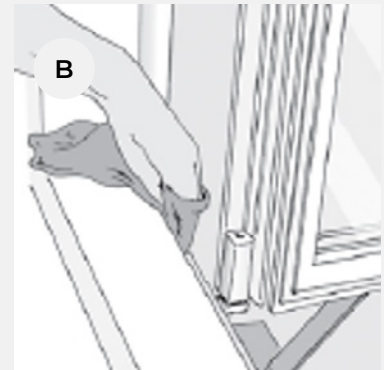
The brake is tightened by turning the friction screws – COUNTER-CLOCKWISE on both sides of the window with a 4 mm hex key (1). The friction brake can be both at the top or bottom; here, it is shown at the top.



### B – Cleaning

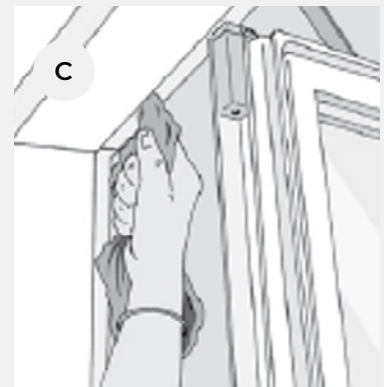
When the window opens at 90°, a cleaning slit opens on the "hinge side".

The exterior side of the pane can now be cleaned from the inside.



### C – Care

The slide rails must be kept free from dust and dirt. At least once every year, the slide rails must be sprayed with a Teflon-based lubricant, for example, Fin Lube or similar (never use regular 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 to the sill and turning the handle downwards to vertical. Do not leave the door open in stormy weather. The balcony and terrace doors are equipped with a key as a child safety device.

### Maintenance

**B** – The friction brake's slides must be kept free of dust and dirt, for instance, by using a cloth.

**C** – Do not lubricate the rails as they 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 all the way into the hinges.

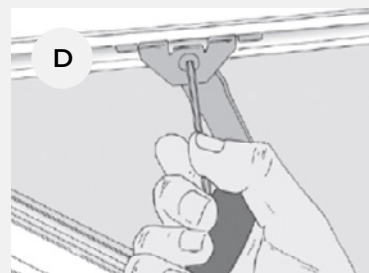
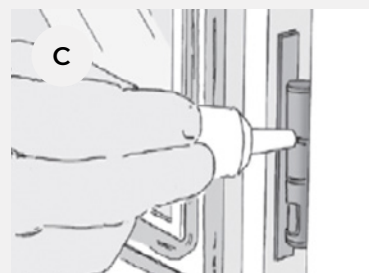
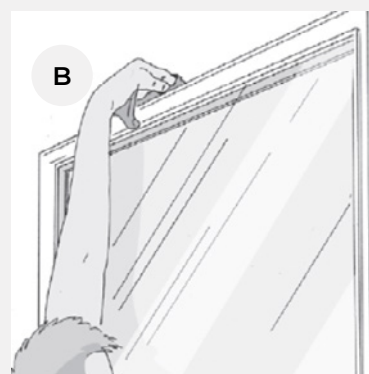
**D** – The friction brake is located at the top and can be adjusted by turning the screw in the bracket with a 4 mm hex key.

### Hinges/brackets and screws

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

### Wood interior and exterior

See maintenance and care section 2.



## 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 carried out with clean water and mild detergent. If the door handle becomes loose, tighten the pinol screw. Pinol screws should be tightened at least once every year.

### A – Pinol screw



## Front door

### A – Interior lock

To lock, turn clockwise and to unlock, turn

### B – Pinol screw

### C – Handle

Randi Line 18, No. 7021.

### D – External lock / Salto key fob

To open and lock the door to the apartment, 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.

### E – Neo-cylinder

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

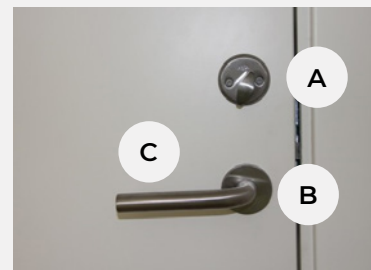
### F – Pinol screw

### Key

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

### Door grip

Cleaning is carried out with clean water and mild detergent. If the door handle becomes loose, the pinol screw and/or hex screws through the door leaf must be tightened. Pinol screws should be tightened at least once every year.



## Coatings and handrail on balcony

### General maintenance

Clean your balcony of debris at least once every year. Leaves and fallout from trees should be removed.

Use clean water and a brush. Use clean water and a brush.

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, terrace heaters, etc., may not be used on the balcony/terrace floor.

## Bathroom and toilet

### A – Cleaning the shower set

Do not use abrasive sponges and scouring powder for cleaning. The use of solvent 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

### B – Dryer

The dryer is a condensation dryer, and the drawer must be emptied of water after use.

For operation, refer to the instruction manual.

### C – Washing machine

For operation, refer to the instruction manual.





### A – Cleaning of 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.



### B – Cleaning of tabletop

Daily:

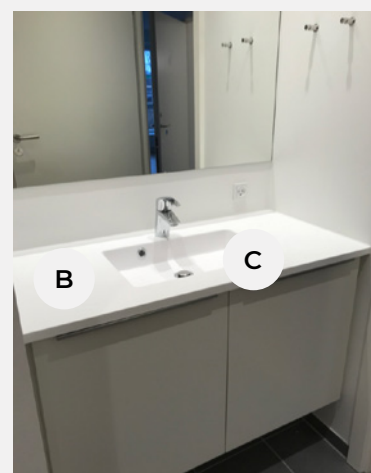
For daily cleaning, wipe the counter with a soft cloth and clean water. Most stains and grease can be removed with water and a liquid detergent. Subsequently, the surface is wiped with a dry, soft cloth to avoid lime deposits.

#### 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 using soft circular movements. Then, rinse with clean water and with wipe the surface using a dry, soft cloth.

This procedure is also recommended for gaps all over the counter.

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



### The sink

The daily cleaning is recommended, as stated above. Difficult stains can be removed by filling the sink with hot water (not boiling) and adding a dishwasher tab. Leave it for a few hours or overnight. Then wash with a brush, rinse, and dry with a soft cloth.

### 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. These cause damage to the surface, and the fixture becomes matte and scratched.

As the composition of common detergents changes frequently, it cannot be guaranteed that these are gentle to the faucet.

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

Check all parts, replace them if necessary and lubricate them with special fixture lubricant.

### E – Cleaning of cabinets

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

### F – Stopcocks for hot water

### G – Stopcocks for cold water

### H – Cleaning the sink 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.

### I – Flush plate with small flush (small push button) and large flush (large push button).

### J – Toilet seat

### K – Paper holder

### L – Toilet bowl

### 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 it off and wipe dry.

### Cleaning the toilet seat

Use the toilet brush often, and discolouration in the drain bend will be prevented. Never use abrasive cleaners, as these will damage the porcelain in the long run.

### Maintenance instructions

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.

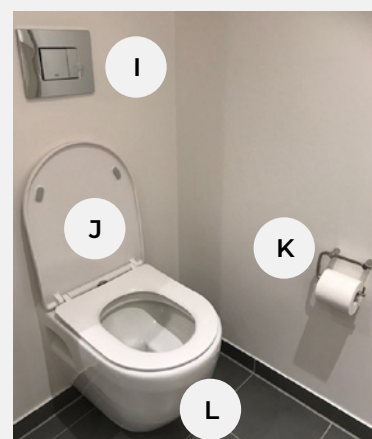
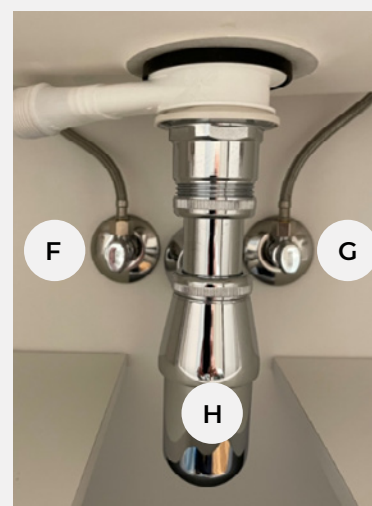
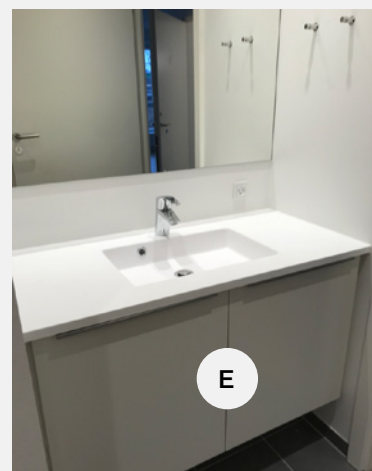
If a large amount of dirt and limescale deposits have already accumulated, use a descaling agent such as 30% acetic acid, citric acid diluted 1:5 or phosphoric acid diluted 1:10. Let it sit for 10-15 minutes.

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 the toilet paper holder

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 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.



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

### What to be aware of

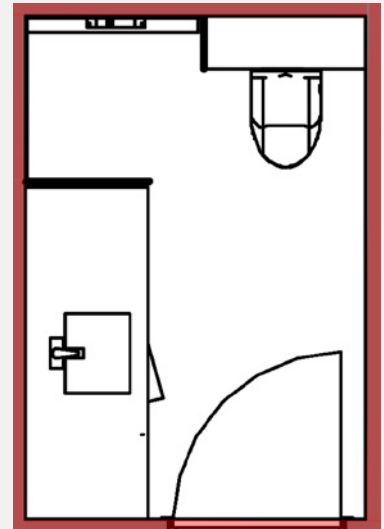
When mounting furniture and the like, please pay attention to the following:

### Bathroom walls

Be careful if you want 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.

### Cleaning of spots

Clean using 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.



**Figure:** 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



## Drilling instructions

It is not allowed to drill in the walls of the bathroom and in the walls towards the bathroom (e.g. from the entrance and kitchen).

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

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.

If the tenant chooses to defy these requests, the tenant will be held financially liable.

## Kitchen items and wardrobes

Types may vary from apartment to apartment

### A - Cleaning of cabinet surfaces

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

### B – Cleaning of tabletop

For daily cleaning, use a damp cloth and dry tea towel. Using soapy detergents leaves the surface more greasy over time. Grease residue can be removed with Nobia CoreStone Cleaner kits applied as required. Spray Corestone Cleaner on the entire tabletop. In circular motions, wipe the surface with the supplied microfiber cloth. Leave the product on for 1-2 minutes. The entire surface is then wiped with a damp microfibre cloth and a 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 emit radiant heat downwards (coffee machine, toaster, electric kettle, etc.) are not recommended to be placed directly on the surface, as they may cause heat damage to the product.

### C – 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.

### D – Cleaning the kitchen sink

The daily cleaning 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.



**A – Stopcocks for cold and hot water**

**B – Cleaning the sink 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.

**C – Electrical outlet for dishwasher**

**D – Water alarm**

In case of beeping sounds, replace the battery.

In a high-pitched sound sounds, there is water leakage. Close for cold and hot water in the installations shaft and investigate the cause.

**E – Hinge adjustment**

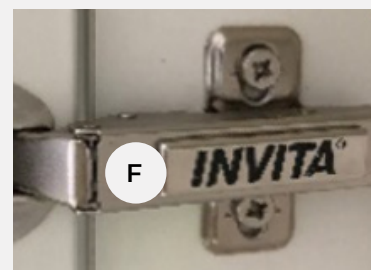
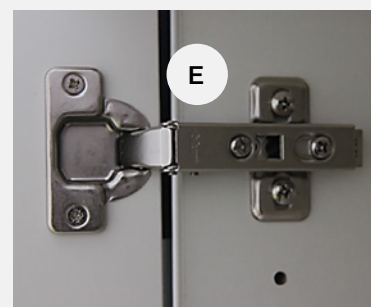
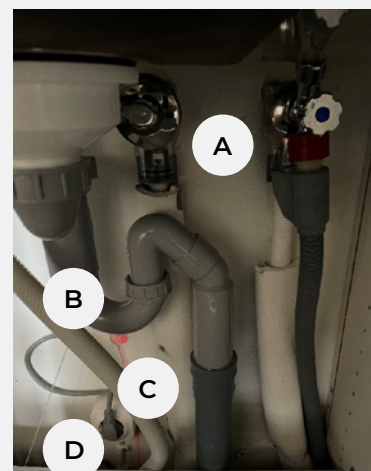
Applies to all cabinets. Carefully remove the Invita cover and/or door damper and adjust the hinge using the marked screws.

**F – Sign**

The Invita sign is carefully removed without the use of tools.

**G – Transformer**

The transformer for LED spots is in the cabinet above the cooker hood. Remove the white plastic caps without the use of tools and carefully click off the cover plate.



## Wardrobe closets

### A – Cleaning of closet surfaces

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

### B – Push-Up

Installation cabinets and wardrobe closets are equipped with "Push-Up". The door is opened with light inward pressure and then pops up.



## Kitchen appliances

### A – Cleaning the dishwasher

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.

### B – Control panel

Read the instruction manual for further information.

### C – Cleaning the hob

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 hobs/ceramic hobs. Always follow the instructions in the instruction manual from the manufacturer.

### D – Control panel for the hob

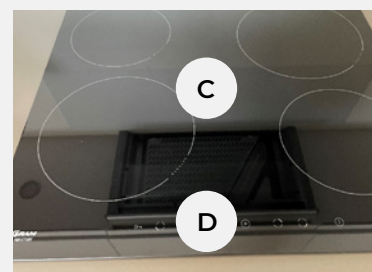
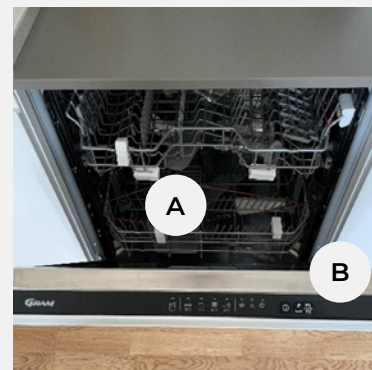
Read the instruction manual for further information.

### E – Control panel

Read the instructions.

### F – 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. There is also a steam clean programme on the oven.





### G – Cleaning the refrigerator and freezer

For a lighter cleaning of the refrigerator, use pH-neutral dish detergent in lukewarm water. Ensure that dishwashing water does not enter the lighting, drain hole, and evaporation area. Always follow the instructions in the instruction manual from the manufacturer. The freezer has NoFrost, which provides some automatic defrosting.

### H – Refrigerator and freezer control panel

Regulating the temperature, read the instruction manual for further 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 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 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 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. Adjusting it will have consequences for the apartment and the other apartments connected to and supplied by the ventilation system.

### B – Cleaning and adjustment of the inlet vent

A dark ring of dust may appear around the inlet vent. This is caused by a turbulent effect of the injected air, which draws dust from the room up around the vent. The dust is best removed with a dry cloth.

**NOTE** - The inlet vent must not be adjusted as it is 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.

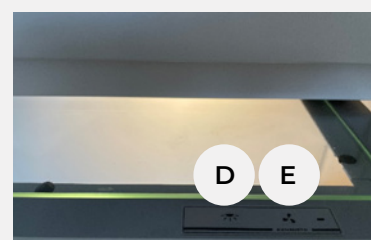
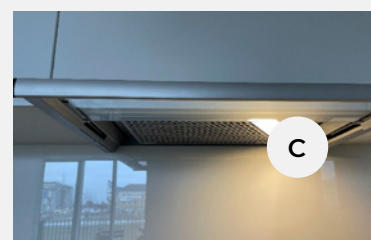
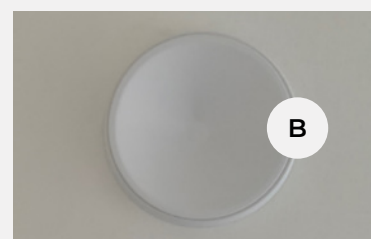
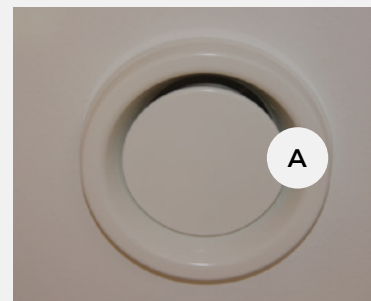
### C – Cleaning

The filter is removed by clicking the buttons shown. The filters are then cleaned 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 has been pulled out.

**E** – 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.



## Ventilation system in the apartment

### A – Control panel for programming/adjustment

Each apartment has its own ventilation system in the installations shaft behind the storage room doors.

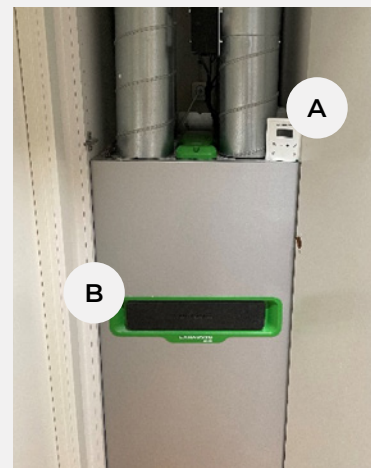
The system is factory set and should only be changed by the caretaker or technician.

### B – Replacement of filters

Replacement must be made by the tenant.

Filters are provided by the caretaker. Replacement must be done semi-annually/as needed.

- The black cover is removed.
- The 2 filters are removed and replaced with the ones supplied by Balder. NOTE it is important not to switch the filters when replacing them. The filter inserted must therefore have the same inscription as the filter removed.
- The system is reset after filter replacement by pressing the button at the bottom to the left – **C**.
- The two replaced filters are disposed of as residual waste



## Heat management

### Avoid damage from moisture

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.

### A – Adjustment

The floor heating is adjusted in rooms by pressing +/- on the thermostat.



## Internet

### Internet

The property is connected to the fibre network by TDC Net. In each apartment, there are 2 PDS outlets. Residents are free to choose between TDC Net's providers, which can be found at [tdcnet.dk/fiber/udbydere](http://tdcnet.dk/fiber/udbydere). Once the provider is chosen, and an agreement is concluded, the provider delivers the router. This is set up in the installations shaft at the fibre box in the installations shaft.

### A – Router



## Electrical installations

### Installations shaft in the apartment

A – Panelboard

B – Fibernet box

### 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.

### 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

Power: 16A fuses

### C – Electricity meter

The electricity meters are located in the switchboard cabinets in the basement of the technical room, the bulky waste room/bicycle room, and the baby pram room, respectively.

The electricity company remotely reads the electricity consumption, but it is recommended to check consumption at regular intervals.

**NOTE! The installation number may not be removed.**

Location of the meter board 1:

Technical room basement - Parkstrøget 1

The switchboard cabinet contains meter boards for apartments located at Parkstrøget 1 and Rønnebygade 20 + 22 + 24.

Location of meter board 2: Bulky waste room/bicycle room

The switchboard cabinet contains meter boards for apartments located at Rønnebygade 18, 30, and 32.

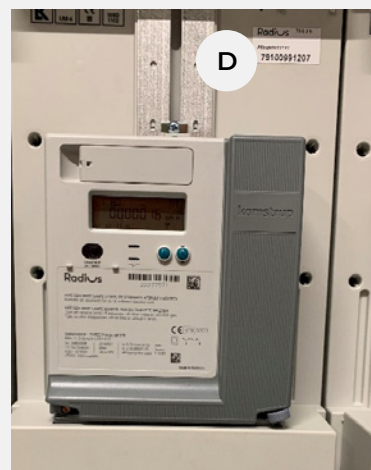
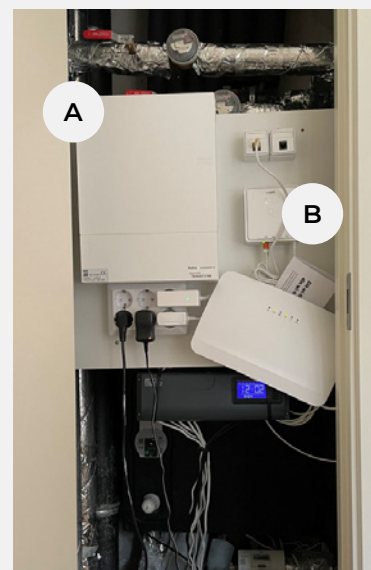
Location of the meter board 3:

Baby pram room - Parkstrøget 3

The switchboard cabinet contains meter boards for apartments located at Rønnebygade 26 + 28 and Parkstrøget 3.

### D – Customer number

The customer number and address are found on each electricity meter and on the panelboard in the apartment.



## Plumbing installations

### A – The layout of the installation shaft

The layout may vary from apartment to apartment.

### B – Hot tap water

Meter for reading hot water consumption Sticker on pipe.

### C – Stop valves for turning off hot water supply

### D – Cold tap water

Meter for reading cold water consumption Sticker on pipe.

### E – Stop valves for turning off cold water

### F – Meter

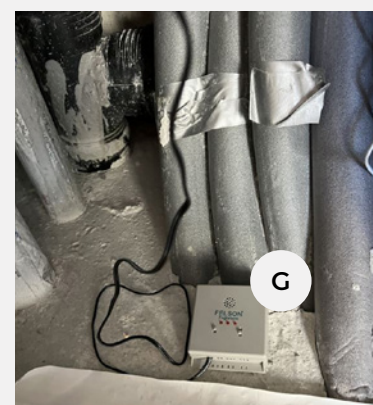
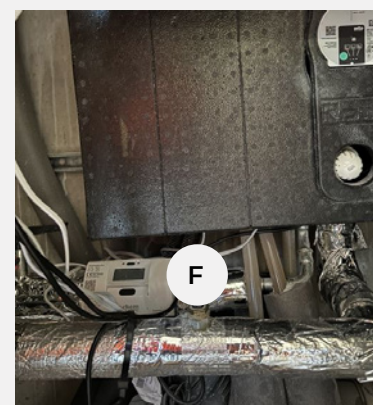
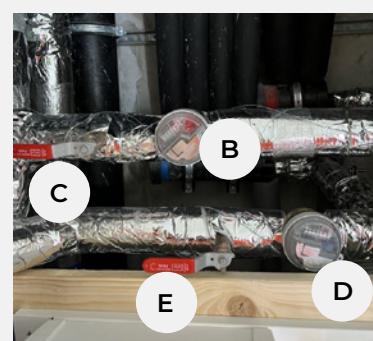
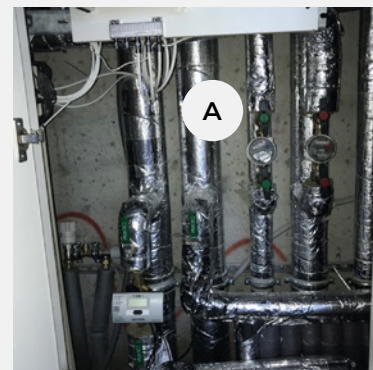
Meter for reading consumption of district heating. All meters are read remotely.

### G – Moisture alarm

A moisture alarm is installed at the bottom of the installations shafts and in the kitchen sink cabinet. This alarm will alert you by sounding a high-pitched sound so that you can detect any leakage in the plumbing shaft.

The alarm in the washing cabinet is equipped with a 9-volt battery, and 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 panel. This may not be removed.



## Door entry phone

### A – Call system at the front door

#### A1 – Call

The apartment is called by pressing the top screen, and then the addresses of the stairway will appear. Then press the desired address.

On contact with the home, speak clearly into the speaker. The door can be opened when a click is heard.

#### A2 - Key fob

For access by a key fob, the fob is placed in front of the card reader at the bottom square.

### B – Door entry phone in the apartment

- Screen
- Answering calls
- Activation of door opener

#### Maintenance

The interior door entry phone should only be cleaned with a soft cloth moistened with a mild soap solution.

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





## Locking system / access control system

### Entrance doors to stairways

All entrance doors to stairways from the street side are equipped with a door entry phone system

The field named " Salto" can read your access key fob. Hold up your key fob, and 3 seconds later, the door is ready to open.

### Basement doors + baby pram room + room for bulky waste:

Hold the key fob against the reader at the handle or the reader next to the door.

Red – Access denied

Green – Access granted

To the basement, only residents with a storage room and/or electricity meter have access.

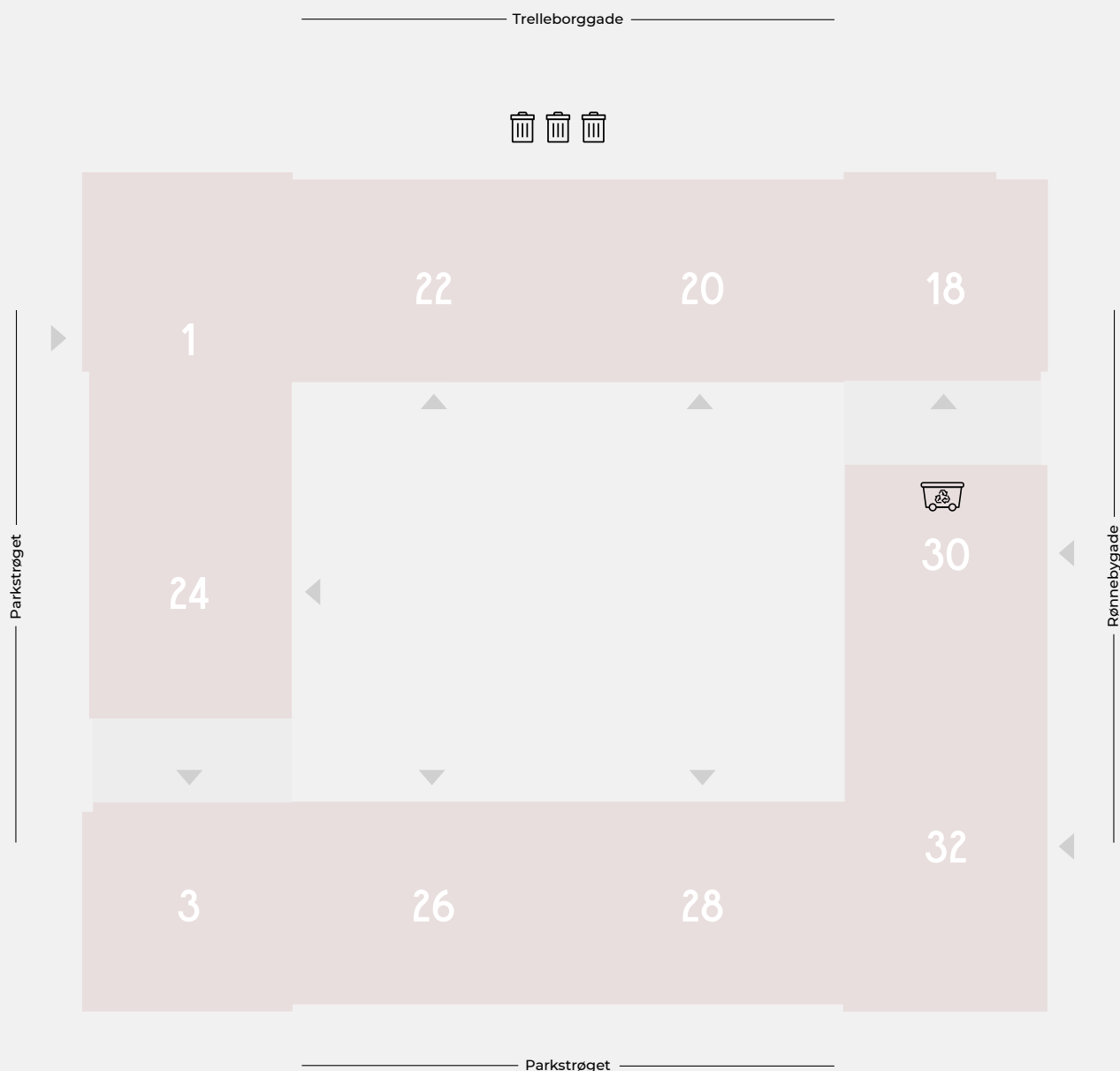
### Key fobs:

If more key fobs are wanted, these can be purchased.

## Handling of household waste

### Waste management

All waste must be sorted at the source, and it must be wrapped and disposed of in the established waste containers as shown in the picture.



## Storage rooms

Storage rooms in the basement are equipped with signs with numbers. 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.



## Smoke detector

### 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 detector 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 detector is mounted again.

**A – Alarm**

**B – Display for power supply 230 V**

**C – Test button**



## 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, for instance, the dishwasher, leaking water pipe or radiator etc.
- Penetrating water from the outside, 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
- The lock to the entrance door to the stairway is 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 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

kundeservice@balder.dk

### Renting

+45 55 55 07 07

udlejning@balder.dk