



# LAVETTEN

KALVEBOD FÆLLED



## MAINTENANCE GUIDE



## TABLE OF CONTENTS

5	WELCOME
5	WALLS, CEILINGS, DOORS, AND WINDOWS
6	WOODEN FLOORS
7	WINDOWS, INTERIOR AND EXTERIOR DOORS
8	MAINTENANCE
12	BALCONY — FLOOR, BARRIER, AND HANDRAIL
13	BATHROOM AND TOILET
17	KITCHEN EQUIPMENT AND WARDROBES
19	LARGE APPLIANCES
21	VENTILATION, INCL. EXHAUST HOOD
22	HEATING

23	TELEPHONE AND ANTENNA
23	ELECTRICAL INSTALLATIONS TELEPHONE, INTERNET, AND ANTENNA
25	TECHNICAL SHAFT, INCL. WATER AND HEATING METERS
26	INTERCOM SYSTEM AT MAIN ENTRANCE
27	HOUSEHOLD WASTE MANAGEMENT
28	STORAGE SPACES
28	SMOKE ALARM
29	COMMON AREAS AND BUSINESSES
30	LOCK / ACCESS CONTROL SYSTEM

WE ARE PLEASED TO WELCOME  
YOU TO LAVETTEN

WE HAVE DONE OUR VERY BEST TO  
CREATE AN ATTRACTIVE, MODERN  
PROPERTY THAT WILL SERVE AS A  
BACKDROP FOR YOUR LIFE





## 1. WELCOME

### **WELCOME TO YOUR NEW FLAT**

You should read this guide thoroughly before beginning to use the facilities in your unit. Keep it as a reference, in case you have any questions or doubts.

#### **When you receive the unit**

Your flat is inspected for visible issues and defects before you move in.

When you receive the keys to the unit, you should go through your flat again and prepare a move-in report, in which you can make a note of any cosmetic or functional defects that need to be remedied.

Examples of functional defects include:

- Dripping taps
- Cold and hot water taps reversed
- Ventilation does not work
- Doors do not close/lock
- Dishwasher, stove, etc. Do not work.
- Electrical outlets do not work
- Door intercom does not work

Functional defects in your flat will be remedied within a short period.

## 2. WALLS, CEILINGS, DOORS, AND WINDOWS COLOUR CODES AND CLEANING OF PAINTED SURFACES

#### **Walls in living spaces, including storage space:**

Paint from jotun, jotaproff wall and ceiling matte 05, gloss 5, colour ral 9010, light off-white (danish: lys r hvid)

#### **Wall segment between kitchen table and cupboards in unit:**

Paint from jotun, jotaproff acrylic 25, gloss 25, colour ral 9101, light off-white (danish: lys r hvid)

#### **Ceilings in living spaces, including storage space:**

Paint from jotun, jotaproff wall and ceiling matte 05, gloss 5, colour ral 9010, light off-white (danish: lys r hvid)

#### **Bathroom walls and ceilings:**

Paint from fl gger wall and ceiling paints, for humid spaces, gloss 30, colour ral 9010, light off-white (danish: lys r hvid).

#### **Baseboards and moulding**

Paint from jotun, jotaproff wood interior 40, gloss 40, colour ral 9010, light off-white (danish: lys r hvid).

#### **Cleaning of painted surfaces:**

Daily cleaning can be performed by wiping with a clean cloth moistened with warm water and thoroughly wrung out. After wiping, dry with a dry cloth. Stains from grease, etc. That cannot be removed in this manner should be wiped off with a cloth dipped in a solution of water and mild soap and wrung out.



JUNCKERS

**Type:**  
Junckers layered parquet, sonate eg  
("oak sonata") - ultra-matte finish

### 3. WOODEN FLOORS

#### **Environment:**

Just like people, hardwood flooring can be affected by the environment indoors. The optimal indoor temperature for hardwood floors and humans alike is about 20 degrees celsius.

Note that there are significant differences between the properties of different types of wood. Wood expands and contracts with changes in humidity. Thus, joint widths will not always be the same. You can expect joints to appear larger than normal in cold weather, when heating typically dries out the air. Hardwood floors become acclimatised after about one year.

#### **Constructive maintenance:**

To protect hardwood floors, we recommend using felt pads under table and chair legs. Office chairs should be equipped with appropriate wheels for hardwood floors. We also recommend placing plastic mats under office chairs. Be careful to ensure that flower pots, vases, etc. Placed directly on hardwood floors will not transfer moisture to the flooring. If you aren't sure whether such an object is watertight on the bottom, place it on a support to avoid direct contact with the flooring. Loose rugs, mats, etc. should not be placed on the floor for 2 to 3 weeks after the flooring is laid or treated. Place mats at entrances to avoid getting dirt, etc. On the flooring.

#### **Daily maintenance/care:**

For floors with a matte finish, daily cleaning can be performed using a broom, mop, or vacuum cleaner. When washing floors, use clean, lukewarm water and a slightly damp cloth. Larger spills should be dried immediately to avoid water damage.

#### **Deep cleaning:**

Deep cleaning can be performed using junckers floor soap at a ratio of 1 part floor soap to 10 parts warm water, if a dirty, waxy film has developed on the surface. Always use a slightly damp cloth, a mop, or cleaning equipment with a low water setting. Larger spills should be dried immediately to avoid water damage.

**Freshly lacquered floors should not be cleaned for the first 3 days after lacquering.**

#### **IMPORTANT!**

**Always use as little water as possible when cleaning. Always wring out cloths and mops so they are just slightly damp, and use cleaning equipment with a low water setting. Wipe up spilled water, etc. Right away to avoid damaging floors.**

#### **Lacquering:**

Over the years, the lacquered surface of the floors can be worn down or scratched, and a new finish may be necessary. When refinishing uv-lacquered floors, we recommend first sanding the floor until the wood is free of any lacquer remnants for the best appearance and result.

**After lacquering:**

Always follow instructions regarding drying time and use of freshly lacquered floors. Floor coverings and rugs should not be placed until the finish has reached its full strength.

**IMPORTANT!**

**Carefully read the usage instructions on lacquer products before finishing the floors.**

**Use junckers hp commercial lacquer when refinishing floors.**

**4. WINDOWS, INTERIOR AND EXTERIOR DOORS**

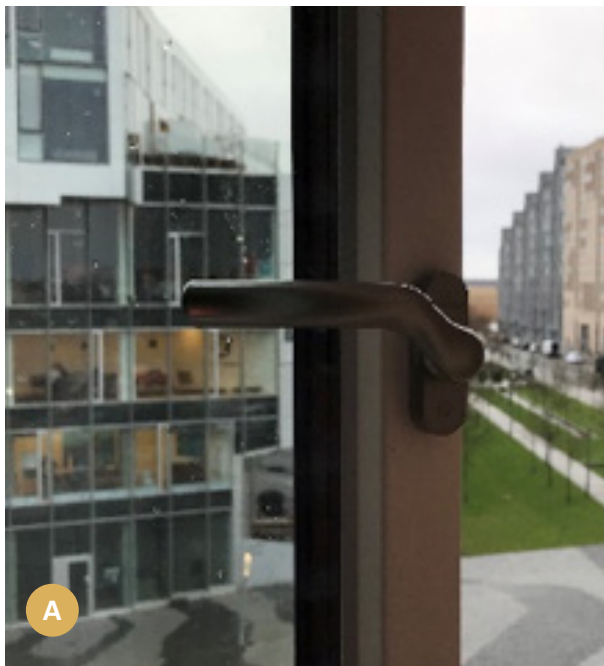
**MAINTENANCE/CARE OF FRAMES, WINDOWS, HINGES/BRACKETS AND SCREWS**

**Exterior aluminium**

Aluminium should be cleaned at least every 6 months. Ordinary dust and dirt should be removed using neutral, non-abrasive, solvent-free cleansers. Alternatively, aluminium can be polished using wax (car shampoo). This makes the surface more resistant to dust and prevents dirt from collecting in joints.

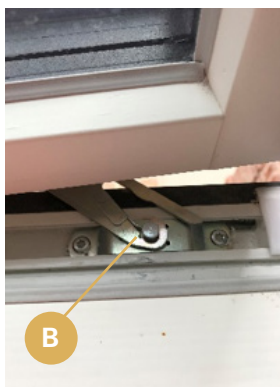
**Interior wood**

Frames are surface-treated with water-based paint or lacquer, and should be regularly cleaned. Sealing strips and window gaskets should simply be kept clean; e.G., By wiping with a cloth dipped in clean water and wrung out. A mild cleanser may be added. Damage to the frame finish must be repaired. When repairing, or if you otherwise wish to paint the frame, use a water-based, diffusion-open paint. Avoid getting paint on sealing strips and window gaskets.



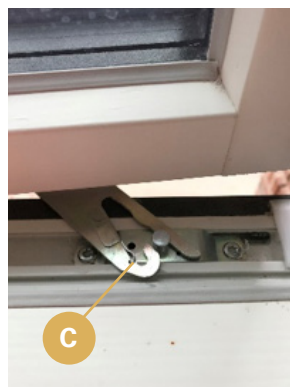
**A - Side-operated windows**

Open the window by pulling the handle into the horizontal position. Then, push the window out. The window handle has a ventilation setting built in; push the window about 1 cm out, then close the handle again.



**B - Child safety device**

The child safety device is automatically activated when the window opens about 10 cm.



**C - Opening the window**

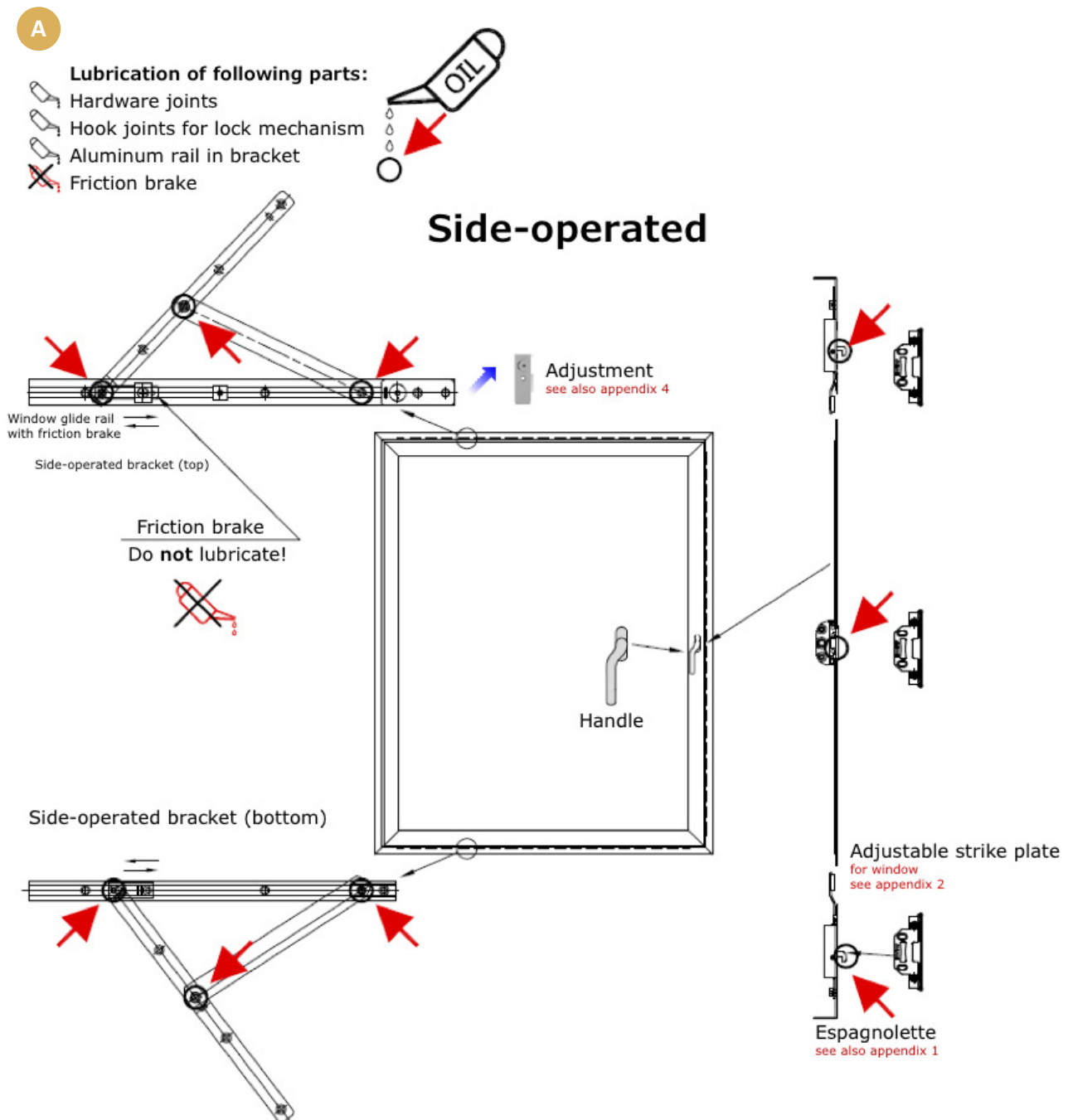
To open the window fully, pull the window in slightly and release the safety device with a finger.

## Maintenance

### Care

Lubricate hardware with an acid-free oil while operating the mechanism continuously. An acid-free oil is preferable. Alternatively, white petroleum jelly (vaseline) can be used to lubricate the side-operated hardware. Lubricate as necessary, at least once per year.

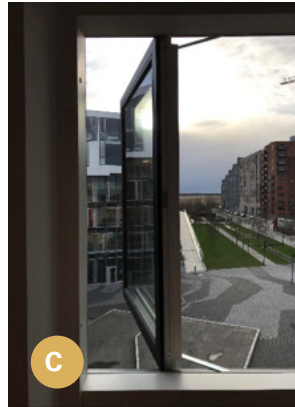
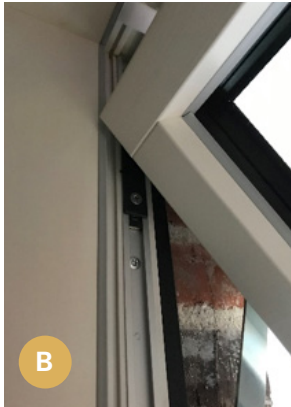
Keep brackets and aluminium rails clean. Wash using ordinary washing-up liquid with a neutral pH for optimal results. We recommend rubbing the surface with a cloth or sponge. Do not use sanding tapes, steel wool, baking soda, or other cleansers and abrasives that contain bases or acids. Use only neutral cleansers.



### A - Sealing strip

Talcum powder can be used on sealing strips if they get stuck.





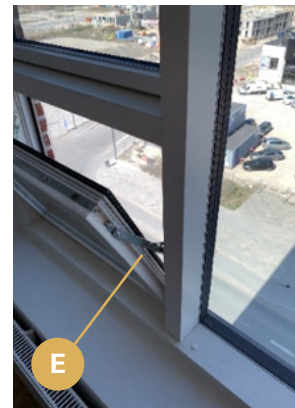
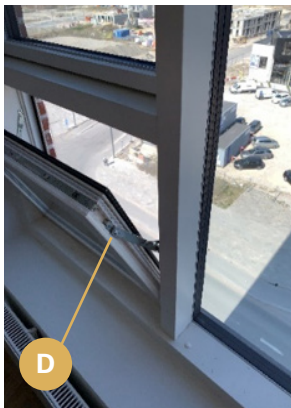
**B - Friction brake**

The friction brake can be tightened by turning the screws clockwise using a philips screw-driver. The friction brake is installed at the top of the window frame.

**C - Cleaning**

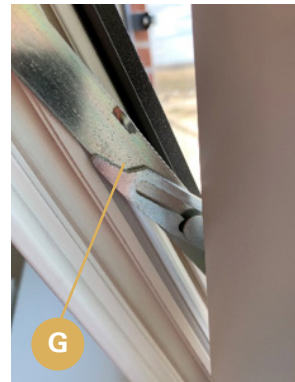
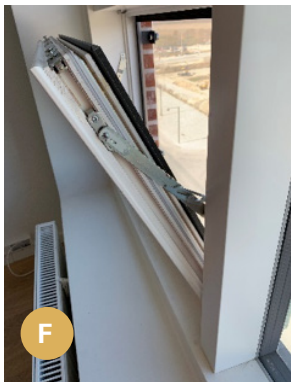
When the window is opened 90°, a cleaning space opens on the hinged side. The outside of the pane can then be cleaned from inside.

Clean the pane using mild cleansers. Dirt and grime that cannot be removed through normal cleaning with water, a sponge, a squeegee, a chamois, or ordinary cleansers available in stores can be removed using a very fine grade of steel wool (the type used on ceramic hobs). Scrapers, razor blades, abrasive cleansers, other steel wool, and so on should not be used, since these may scratch the pane surfaces.



**Windows with noise dampeners**

Some flats have noise dampeners installed in the glass in front of a window. Windows with noise dampeners can be opened to 2 positions:



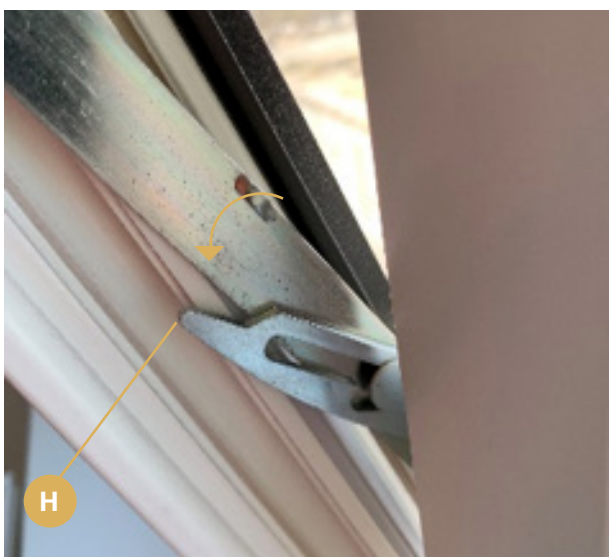
**D - Position 1**

**E - Position 2**

**F - To open the window to position 2,**  
Begin by opening the window to position 1

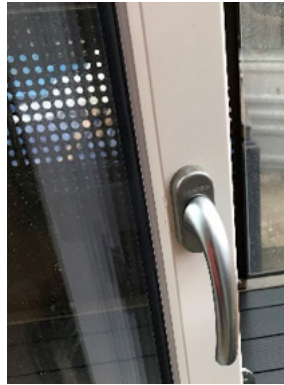
**G - Brackets on both sides**

Then, close the window slightly, bringing the brackets on both sides of the window into this position.



**H - Brackets**

Press the brackets down to open the window to position 2



### Balcony and terrace doors

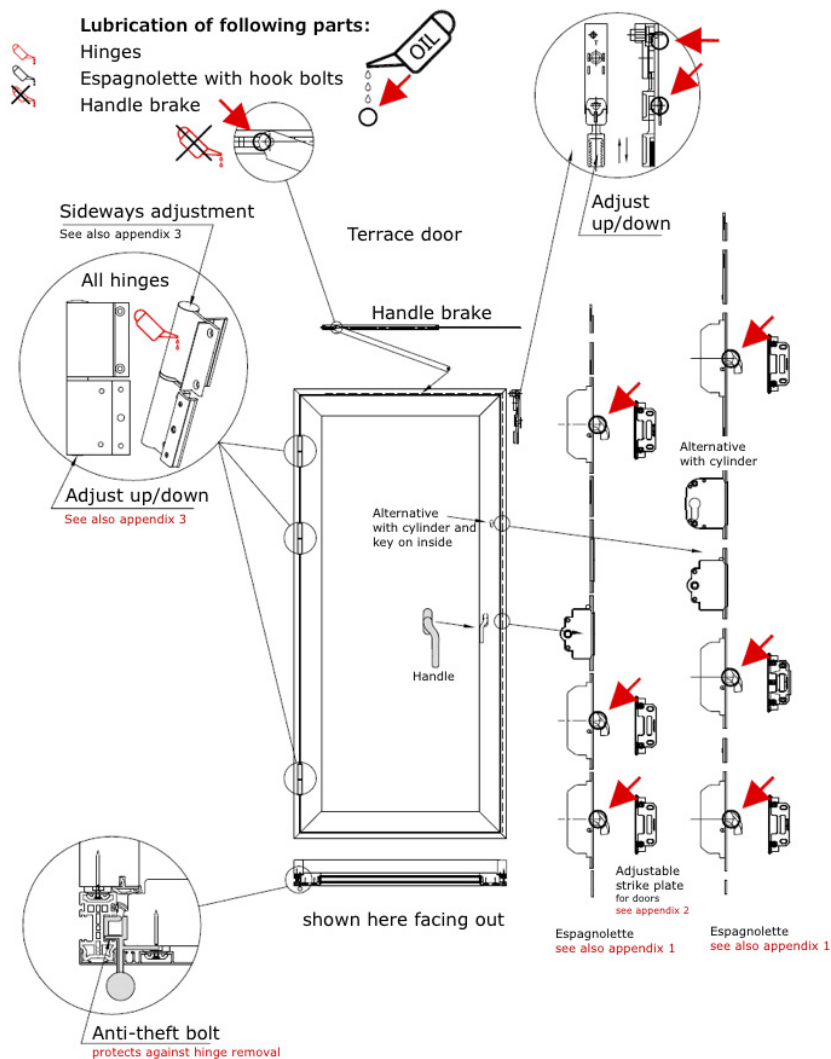
Open the door by moving the handle to the horizontal position and pushing the door outward. The door is equipped with a handle brake that can be activated by turning the handle to the vertical position when the door is open. Close the door by pulling it into the frame and moving the handle down to the vertical position. The handle has a ventilation setting built in; push the door about 1 cm out, then close the handle again.

## Maintenance

### Care

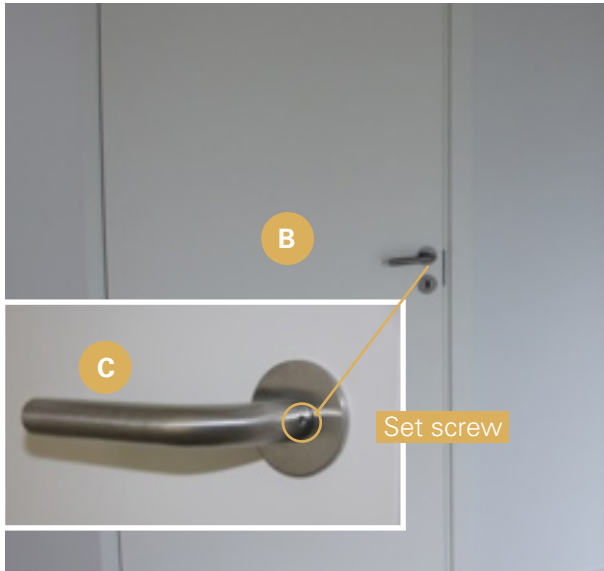
Lubricate the espagnolette locking bolt with an acid-free oil while operating the mechanism continuously. An acid-free oil is preferable. Lubricate as necessary, at least once per year.

Keep brackets and aluminium rails clean. Wash using ordinary washing-up liquid with a neutral pH for optimal results. We recommend rubbing the surface with a cloth or sponge. Do not use sanding tapes, steel wool, baking soda, or other cleansers and abrasives that contain bases or acids. Use only neutral cleansers.



### A - Talcum powder

Talcum powder can be used on sealing strips if they get stuck.



**B - Daily maintenance:**

Clean doors with a soft cloth, dipped in warm water and wrung out. You can add a mild cleanser. After cleaning, always wipe doors with a dry cloth.

Never use steel wool, abrasive powders, or other abrasive cleansers. These create unsightly marks and damage the surface of the doors.

Grease stains, shoe polish, etc. Can be wiped off using a cleaner for plastics and other artificial materials. Do not use stronger cleansers.

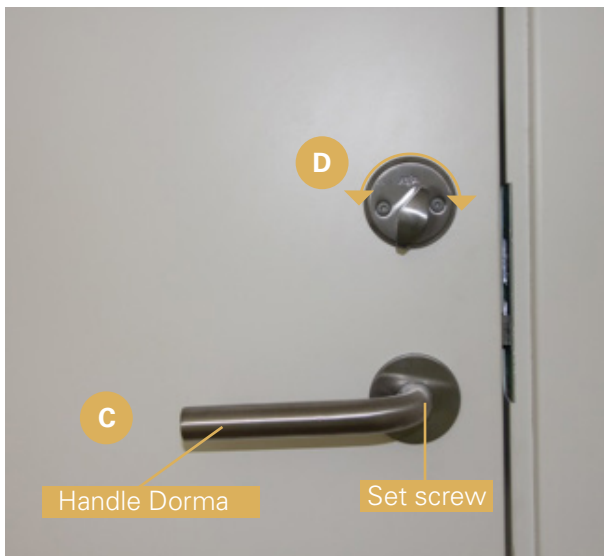
**Tape, stickers, etc.**

Using tape and stickers on these surfaces voids the warranty on them.

**C - Door handle**

Clean using clean water and a mild cleanser.

If the handle becomes loose, tighten the set screw. Set screws should be tightened at least once a year.



**Repairs**

If the main door or interior doors become damaged, contact swedoor or one of their resellers regarding painting for repairs.

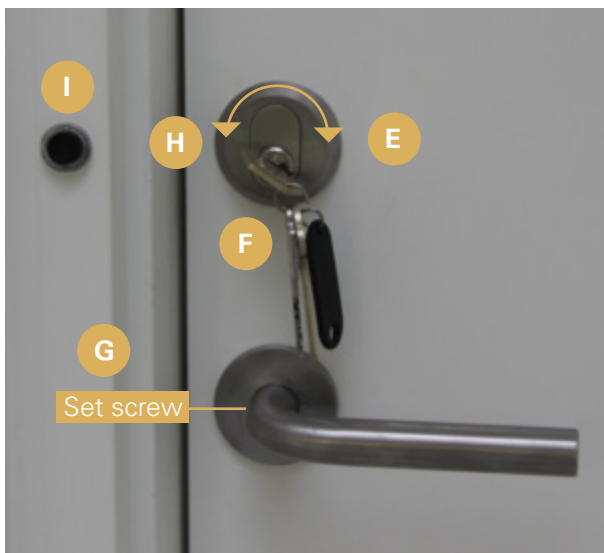
**Main door**

**D - Interior lock:**

To lock, turn clockwise; to unlock, turn anticlockwise.

**E - Exterior lock:**

To lock, turn anticlockwise; to unlock, turn clockwise.



**F - Key:**

The key you use to open the main door is the same key you use to open the mailbox.

**G - Door handle:**

Clean using clean water and a mild cleanser.

If the handle becomes loose, tighten the set screw. Set screws should be tightened at least once a year.

**H - Cylinder:**

To maintain the cylinder, lubricate it at least once a year. Use an oil designed for lubricating cylinders.

**I - Doorbell:**

Friedland white d814 sesame, ean: 5004100411082



**A - Handrail · B - Glass · C - Plated**

## 5. BALCONY - FLOOR, BARRIER, AND HANDRAIL

### General maintenance

Clean your balcony at least once a year to remove dirt. Remove leaves and other objects that have fallen from trees. Ensure that spaces between planks or parts of the building have not become obstructed.

All glass cleaners may be used on glass barriers. Scrapers and implements that cause scratches must not be used. Inspect glass for nicks and cracks.

Sweep the floor with an ordinary soft broom as needed. Wash using a floor cloth or floor scrubber, optionally with a soft liquid soap dissolved in warm water at a ratio of 50 ml soap to 5 l water.

Organic contaminants, such as algae, should be removed using rodalon or an algae remover.

Handrails and plated barriers should be wiped using a clean, damp cloth.

Do not store things on the balcony in which water may collect. If you place flower boxes, etc. on the ground on the balcony, always place supports under them to ensure that they do not block the flow of water.

Holes in the bottom of flower boxes may cause the balcony floor covering to become discoloured.

Do not use road salt or other de-icing substances on the balcony floor coverings.



## 6. BATHROOM AND TOILET



### **D - Cleaning walls and tile floors:**

Daily cleaning can be performed using warm water with a mild cleanser added. After using cleansers, rinse well with water and dry with a dry, lint-free cloth. Do not use oily cleansers, like soft soap or soap flakes.

Use an alkaline cleanser to remove hard water deposits. To minimise hard water deposits on tiles, we recommend drying up any excess water, such as by using a floor squeegee or flat mop. Do not use wax or other heavy products.



### **E - Cleaning the floor drain:**

Remove the grate and lift up the plumbing trap. Clean the trap with a cleanser as needed. Ensure that the trap's seal is lubricated to avoid unpleasant smells. Reinstall the trap by pressing it into place. Then, replace the grate.



### **F - Cleaning the shower set:**

Avoid using abrasive sponges and powders for cleaning. Cleansers containing acids and solvents are not recommended. These cause surfaces to lose their shine.

Clean fixture with a moist cloth and some soap. Then, rinse off and rub dry. Calcium deposits can be removed using ordinary household vinegar.





**A - Washing machine:**

See user guide for usage instructions.

**B - Clothes dryer:**

The dryer is a condenser dryer, and it is connected to the drainage.

See user guide for usage instructions.



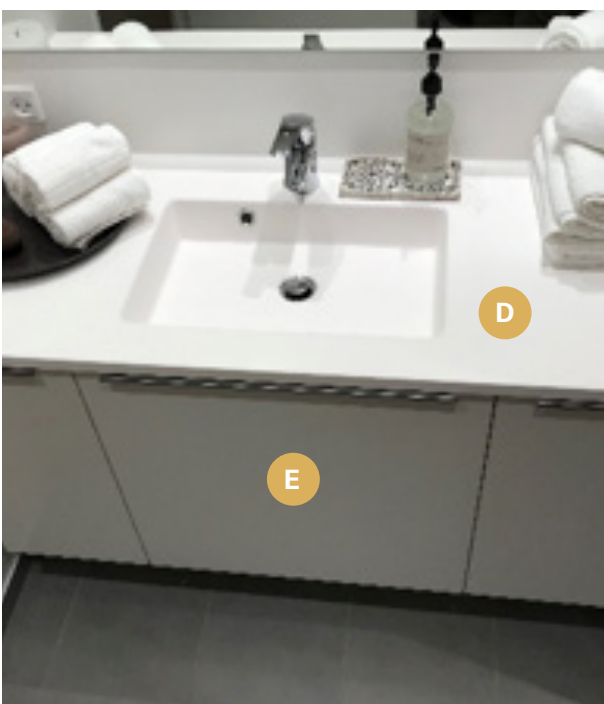
**C - Cleaning mirrors:**

Daily cleaning can be performed using designated glass cleaners.

Clean glass as needed. All cleaners appropriate for glass may be used.

**N.B.: Exercise caution if using abrasive implements.**

**These are not recommended for use.**



**D - Cleaning the worktops:**

The worktop comes with a matte finish. Frequent cleaning will cause it to become shinier over time. For daily cleaning, use an abrasive cleanser and a common nylon scrubbing pad, as would normally be used for household cleaning.

**Note! – Cleansers containing any kind of bleach, such as chlorine bleach, must not be used.**

**E - Cleaning the cupboards:**

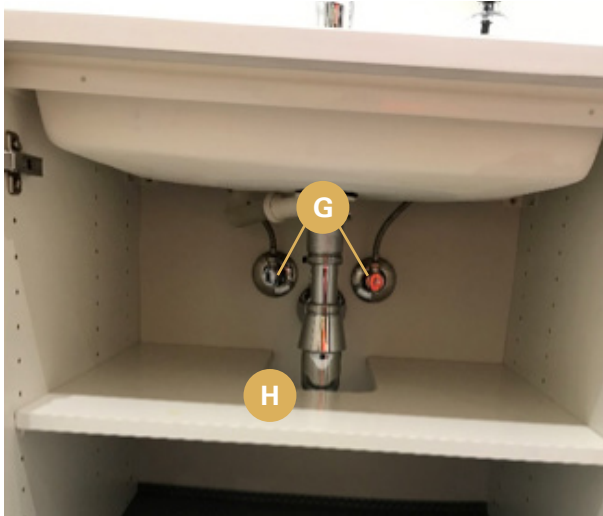
Daily cleaning can be performed by wiping with a clean cloth moistened with lukewarm water and thoroughly wrung out. After wiping, dry with a dry cloth.

Stains from grease, etc. That cannot be removed in the manner described above should be wiped off with a cloth that has been lightly moistened with water containing a mild cleanser. After wiping, dry with a dry cloth.



**F - Cleaning the tap:**

Avoid using abrasive sponges and powders for cleaning. Similarly, we do not recommend using cleansers containing acids and solvents, such as acetic acid. Clean the tap with a moist cloth and some soap. Then, rinse off and rub dry. Hard water deposits can be avoided by drying the tap after use.



**G - Valves for cold and hot water:**

All valves should be operated at least once a year. By this, we mean that they should be opened and closed a few times to ensure they are functioning correctly.

**H - Cleaning the plumbing trap:**

Place a bucket, etc. Under the trap and disassemble it. Clean the trap and replace it. Be careful to ensure the parts are correctly placed.

**I - Cleaning the control panel:**

Avoid using abrasive sponges and powders for cleaning. Similarly, we do not recommend using cleansers containing acids and solvents, such as acetic acid. Clean with a moist cloth and some soap. Then, rinse off and rub dry.



**J - Cleaning the toilet seat:**

Use warm water with mild soap for both the seat and hardware/hinges. Rinse with clean water and dry with a tea towel. Do not use toilet bowl cleaner on the toilet seat, hardware, and hinges.

When cleaning the toilet with special cleansers, raise the lid and toilet seat so they do not come into contact with the cleanser. Never use chlorine, which may cause the material to yellow.

**K - Cleaning the toilet bowl:**

Daily cleaning can be performed with a toilet brush or moist cloth to which an acidic cleanser has been added, with a ph between 1 and 4. Pay particular attention to the rear portion of the bowl. Excess flush water is emptied here, and hard water deposits may build up over time.

**Cleaning toilet paper holder and spare roll holder:**

Daily cleaning can be performed with a soft cloth. Clean with a moist cloth and some soap. Then, rinse off and rub dry. Avoid using abrasive sponges and powders for cleaning. Similarly, we do not recommend using cleansers containing acids and solvents, such as acetic acid. These are harsh on the surface, scratching it and causing it to lose its shine.

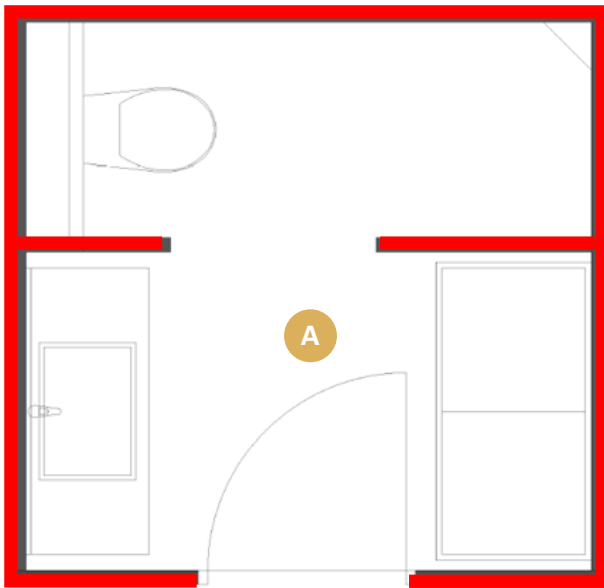
## Drilling instructions

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 sockets. A safety distance of 15 cm must be maintained on both sides of the installation.

Water supply to mixing taps is usually through pipes which are embedded in the wall vertically above/below the mixer tap. Avoid hanging in these places.

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



### **Hanging in and up against the bathroom**

**A** - The figure is a principle drawing of the apartment's bathroom, so the layout may 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).



### **C - Cleaning spotlights**

Clean with a soft cloth. A small amount of soap and a damp cloth may be used. Remove the soap with clean water and rub the light to dry it. Avoid using abrasive sponges and powders for cleaning.

## 7. KITCHEN EQUIPMENT AND WARDROBES - TYPE MAY VARY FROM UNIT TO UNIT



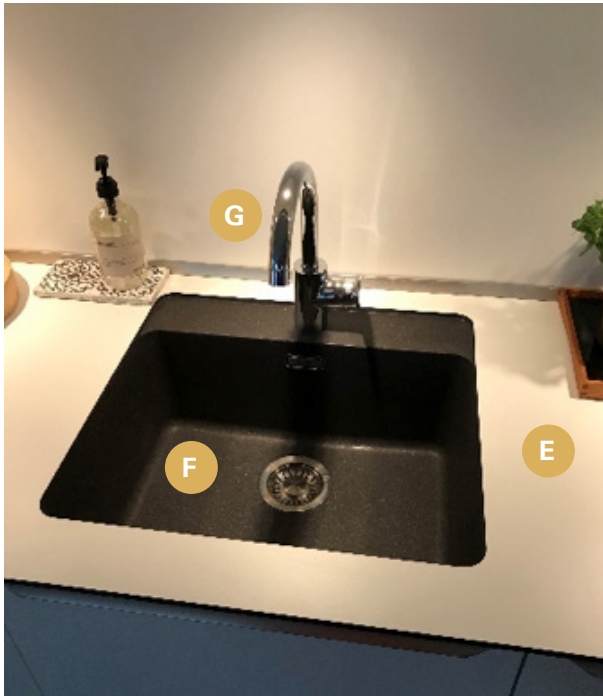
### Kitchen

#### **D - Cleaning cupboard surfaces:**

Daily cleaning can be performed by wiping with a clean cloth moistened with lukewarm water and thoroughly wrung out. After wiping, dry with a dry cloth. Stains from grease, etc. That cannot be removed in the manner described above should be wiped off with a cloth that has been lightly moistened with water containing a mild soap (e.G., Using soap flakes; do not use washing-up liquid). Then, wipe with a dry cloth.

#### **E - Cleaning the worktops:**

Use lukewarm water with a small amount of washing-up liquid for daily cleaning. Spots that cannot be removed with water alone can often be removed with alcohol or acetone, or with equal parts water and chlorine bleach. When using these cleansers, ensure adequate ventilation, and note that the wooden edging cannot tolerate these substances. After using these substances, it is important to wash off worktops with lukewarm water in order to eliminate any remaining chemicals. Laminate cleaners and special cleaning sponges may also be used.

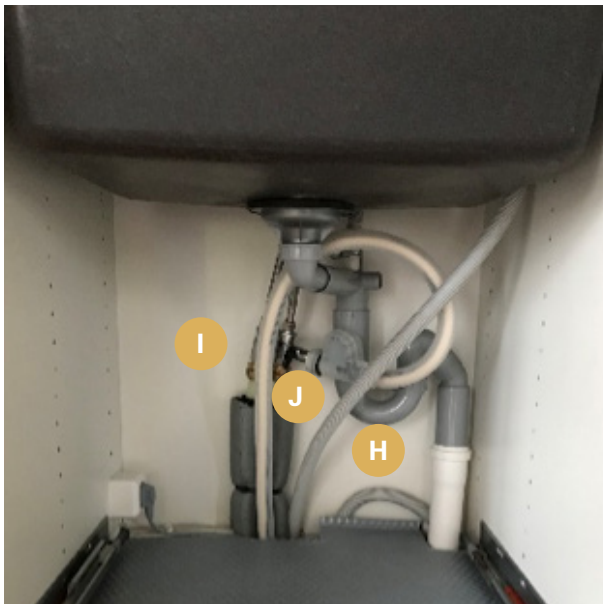


#### **F - Cleaning the kitchen sink:**

All sink types should be cleaned daily with a damp cloth and washing-up liquid. Never use steel wool, scrubbing sponges, abrasive pastes, etc., since these will scratch the surface. Chemical hard water deposit removers can be used on hard water spots, but must not be allowed to remain on the surface for more than 3 minutes.

#### **G - Cleaning the tap:**

Avoid using abrasive sponges and powders for cleaning. Similarly, we do not recommend using cleansers containing acids and solvents, such as acetic acid. Clean the tap with a moist cloth and some soap. Then, rinse and rub dry. Hard water deposits can be avoided by drying the tap after use.



#### **H - Cleaning the plumbing trap under the kitchen sink:**

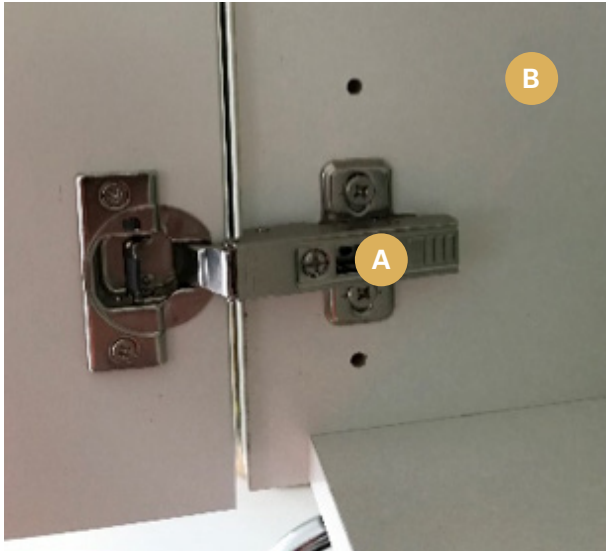
Place a bucket, etc. Under the trap. Remove the trap by loosening the two nuts. Clean the trap and replace it. Be careful to ensure the parts are correctly placed.

#### **I - Valves for cold and hot water.**

#### **J - Dishwasher connection.**

ALL valves should be operated at least once a year. By this, we mean that they should be opened and closed a few times to ensure they are functioning correctly.





**A - Hinge adjustment:**

Applies to all cupboards. Carefully remove the invita cover and/or the door damper. Adjust the hinge using the marked screws.

**B - Kitchen type:**

Fronts: una 16 mm mdf, painted fashion white.  
 Handles: newline steel handles.



**C - Transformer:**

The transformer for the led lights is located in the cupboard above the exhaust hood. Remove the white plastic caps without using tools and carefully click the cover out of place.



**Wardrobes**

**D - Cleaning cupboard surfaces:**

Daily cleaning can be performed by wiping with a clean cloth moistened with lukewarm water and thoroughly wrung out. After wiping, dry with a dry cloth.

Stains from grease, etc. That cannot be removed in the manner described above should be wiped off with a cloth that has been lightly moistened with water containing a mild soap (e.g., using soap flakes; do not use washing-up liquid). Then, wipe with a dry cloth.



## 8. LARGE APPLIANCES



### **E - Cleaning the dishwasher:**

To clean the dishwasher's front and panel, use the same method as for cleaning kitchen cupboards.

To clean the inside of the dishwasher, use cleansers designed for dishwasher cleaning. Always follow the instructions in the manufacturer's user guide

### **Control panel:**

Read the user guide for further information.



### **F - Cleaning the hob:**

Clean the hob after each use. Do not clean the hob until it has cooled sufficiently. Use only cleansers appropriate for use on hobs. Always follow the instructions in the manufacturer's user guide.

### **G - Hob control panel:**

Read the user guide for further information.



### **H - Cleaning the oven:**

Clean the oven with warm water, both inside and out. Always follow the instructions in the manufacturer's user guide.

### **I - Control panel:**

Read the user guide for further information.

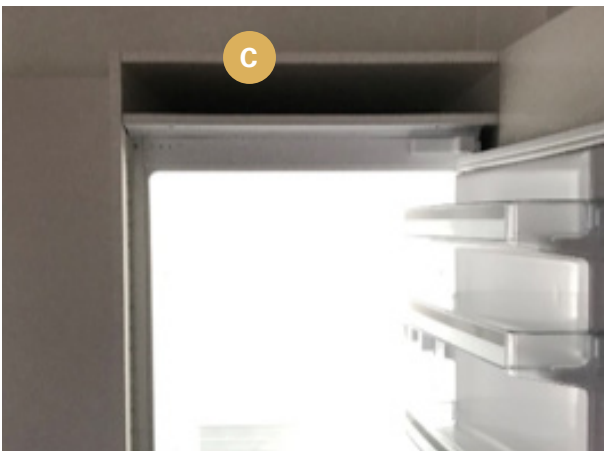


**A - Cleaning the refrigerator and freezer:**

For light cleaning, use a ph-neutral cleanser in lukewarm water. Water used for cleaning must not enter into the lighting or pass through the drainage hole into the evaporation area. Always follow the instructions in the manufacturer's user guide.

**B- Control panel for refrigerator and freezer:**

Temperature adjustment; read the user guide for further information.



**C - Space**

The space above the refrigerator must not be blocked by objects, as the refrigerator must be ventilated.



**D - Ventilation**

Do not cover the ventilation slots under the refrigerator.

## 9. VENTILATION, INCL. EXHAUST HOOD

### Avoid water damage

A good indoor environment requires good ventilation. Air out your flat to avoid condensation on the windows. If you observe moisture damage, contact the property manager. Moisture damage is easiest to remedy if immediate action is taken.

### Avoid moisture damage by:

- Not drying clothes indoors
- Not cooking without using the exhaust hood or opening windows
- Not bathing with the door open
- Drying the bathroom after use
- Maintaining an ambient temperature of 18 to 22 degrees
- Airing out the bedroom each morning
- Airing out your flat twice a day for 5 to 10 minutes



### E - Cleaning and adjusting the exhaust vent:

Remove dust with a vacuum and moist cloth.

### Note: do not adjust the exhaust vent.

It is pre-adjusted. Leave the vent in the same, pre-set position. Otherwise, there will be a negative impact on your own flat and other flats connected to the same system.



### F - Exhaust hood:

You can turn on the exhaust hood from the control panel. It will turn off automatically after 60 minutes.

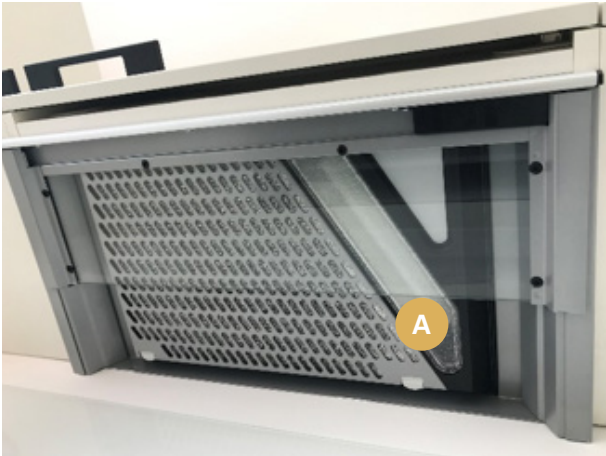
Even when not turned on, there is a weak extraction in effect from the main ventilation. The purpose of this system is to maintain a healthy, favourable indoor environment in your flat that is inhospitable to dust mites while protecting the building from moisture damage. The exhaust hood has been installed and adjusted by professionals to function optimally.

### G - Control panel:

When the exhaust hood is fully extended, the control panel can be used. It is located at the top right.

- A - Lighting
- B - Valve function
- C - Indicator light  
(Lights up when valve is open)





**A- Cleaning:**

Clean the filter at least every other month. Remove the filter by pressing the button shown. Clean the filter in the dishwasher. The filter can be cleaned as often as needed, but we recommend cleaning it at least every other month.

Clean the inside of the exhaust hood at least twice a year.

**10. HEATING**

The heat source is a district heating facility connected to a radiator/floor heating system with thermostats. Radiators are controlled by the temperature of the air, while the floor heating is controlled by the temperature of the floor.



**B - Thermostats**

Heating within flats is controlled using the radiator thermostats. These are pre-set. The thermostat should remain at 3, corresponding to an ambient temperature of about 20 degrees. Each number up or down increases or decreases the temperature by about 2 degrees.

The optimum setting for energy savings is to leave all radiators on; that is, to have all rooms heated. The radiators may occasionally seem cold, but this is a sign that the thermostats are working. They account for "free heating", such as that emitted by people, televisions, and lights.



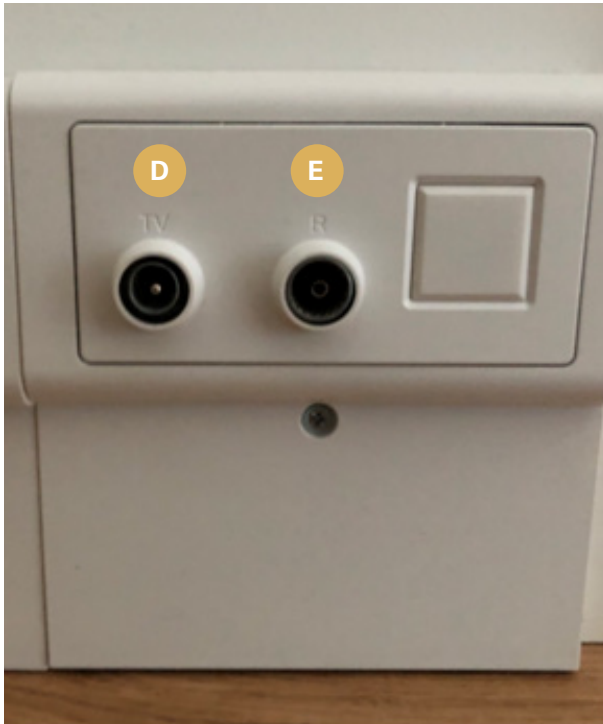
**C - Floor heating**

Floor heating can be adjusted in the bathrooms using the thermostat. It should be set to 1 or 2, corresponding to about 20 to 30 degrees. The thermostat for the floor heating is next to the toilet in the bathrooms.

**In general, lower numbers = less heating, and higher numbers = more heating**



## 11. TELEPHONE AND ANTENNA



TV, internet, and telephone

**D - TV**  
**E - Radio**

**Internet/telephone:**

At move-in, yousee offers internet and telephone services. To choose broadband and telephone services from yousee, you must also subscribe to one of their television packages.

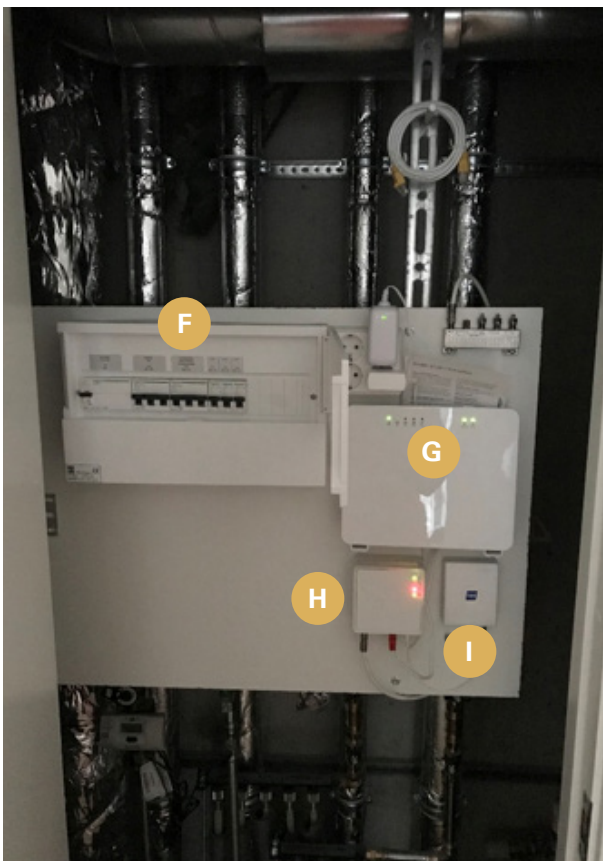
**Fibre network:**

Fibre-based broadband and telephone services are offered by tdc. The fibre network will be activated if/when a resident selects a tdc offering.

**Cable tv/antenna:**

Residents will receive a package selection letter from which they can select the basic, medium, or full package they wish to subscribe to (if any). If no response is received, or if you do not wish to subscribe, the television signal will be disabled automatically.

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



**F - Electrical panel:**

**G - Router**

**H - Cabel tv-/antenna box**

**I - Fibre network box**

**Rccb relay:**

The entire installation is protected by an rccb relay. The rccb breaker will automatically cut all power to the unit if an electrical problem occurs. If the rccb breaker disconnects the power, it can be reconnected by switching the breaker up. The test button (t) on the rccb breaker should be pressed at least once a year to ensure that it is functioning correctly. If the rccb relay does not disconnect power, it should be repaired by an electrician as soon as possible.



**Electrical panel:**

Using the electrical panel, the electricity in the unit may be partially turned off. How many electrical groups are installed varies from unit to unit. Above each group, there is a marker indicating which areas it contains. To turn one or more groups off, push them down. To turn them on again, push them up.

**Fuse types:**

Lights and sockets:10a fuses  
Mains:16a fuses



**Electrical meter**

**A - Electrical meter:**

The electrical meter is located in the basement electrical boxes.

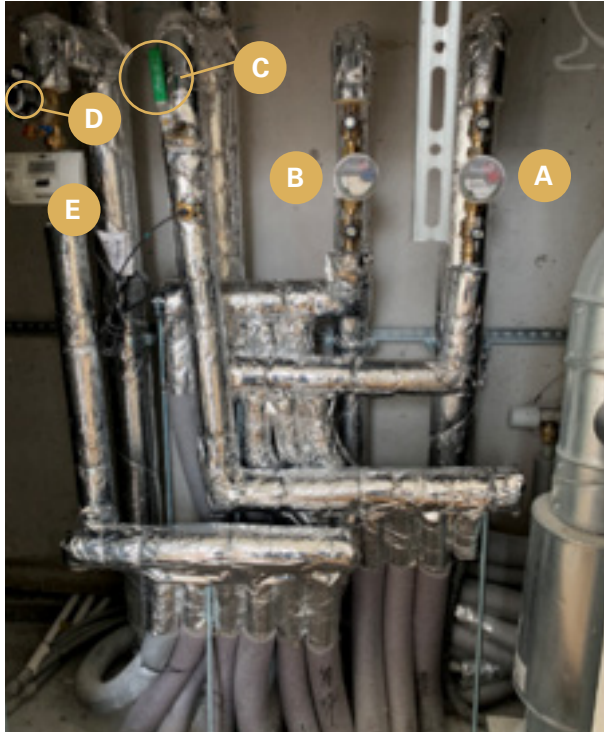
The electrical company reads electricity consumption remotely, but it is recommended that you check your consumption periodically.

**Note.** Installation numbers must not be removed.

## 13. TECHNICAL SHAFT, INCL. WATER AND HEATING METERS

### Technical shaft layout

Layout may vary from unit to unit



#### **A - Hot water:**

Meter for hot water consumption.  
Shut-off valves for hot water.

#### **B - Cold water:**

Meter for cold water consumption.  
Shut-off valves for cold water.

#### **All valves should be operated at least once a year**

#### District heating

#### **C - Shut-off valve for district heating**

By this, we mean that they should be opened and closed a few times to ensure they are functioning correctly.

#### **D - Do not adjust the district heating controls**

#### **E - Meter for district heating consumption**

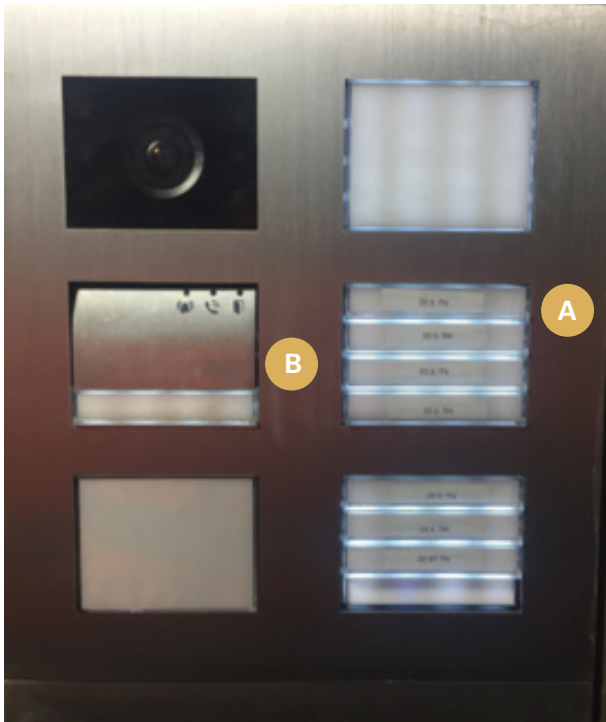
All consumption meters are read remotely.



#### **F - Moisture alarm:**

A moisture alarm is installed at the bottom of the technical shaft. This alarm is designed to alert you to leaks in the shaft with a loud, high-pitched tone. The alarm uses a 9-volt battery, which should be replaced after 5 years. The alarm will also make a sound when the battery is nearly exhausted.

## 14. INTERCOM



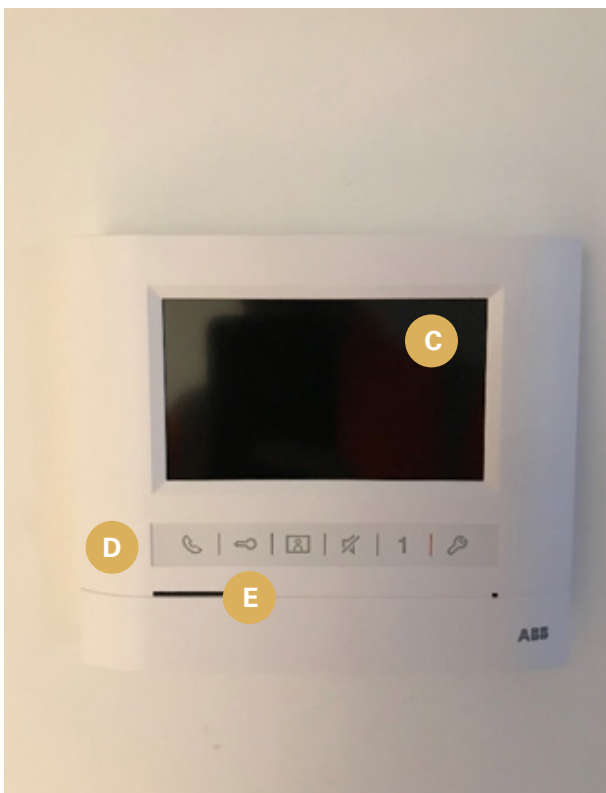
Intercom system at main entrance

**A - You can call a flat by pressing the button to the right of the desired flat.**

**B - Once connected, speak loudly and clearly into the speaker.**

You can open the door when you hear a click.

For key tag access, hold the key tag up to the light area.



Intercom in flat

**C - Screen**

**D - Answer call**

**E - Activate door opener**

**Maintenance:**

The intercom should only be cleaned with a soft cloth, dampened with a mild soap solution.

Dry cleaning, aggressive cleaners, and abrasives can damage its surface.

## 15. HOUSEHOLD WASTE MANAGEMENT

### Waste management

All waste must be discarded in the waste bins as shown on the map:

### 16. STORAGE SPACES

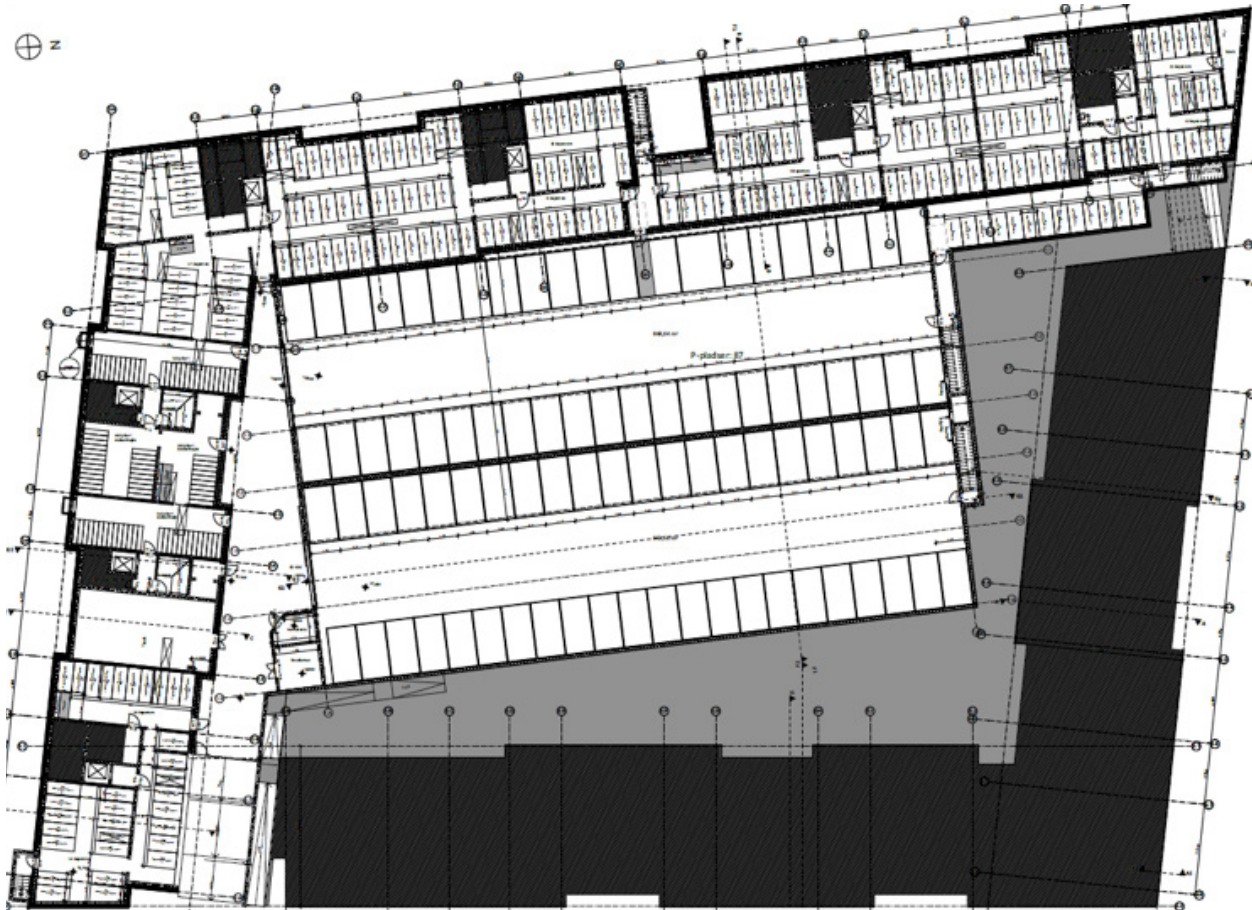


**A - General · B - Large waste**



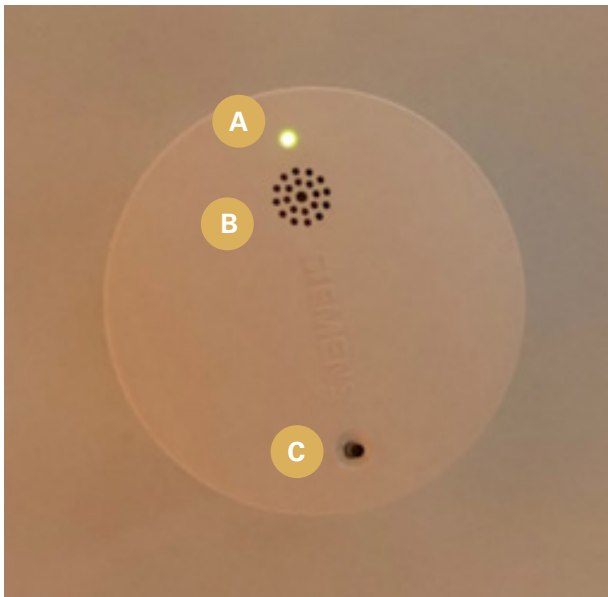
The storage spaces in the basement are numbered according to the individual units that have storage spaces included in their leases. The storage spaces are located on the basement level under stairwells 4 to 10.

More details are available in a separate document on the USBdrive.



## 17. SMOKE ALARM

### A - Electrical current indicator, 230 v



### B - Speaker

### C - Test button

#### Smoke alarm:

The smoke alarm is connected to the unit's electrical supply. The smoke alarm has a battery, used in the event of a power outage. When the battery needs to be changed, the smoke alarm will beep. To remove the alarm, turn it anticlockwise. Remove the electrical connector and take down the smoke alarm. To replace it, reinsert the electrical connector and turn the smoke alarm back into place.

If the alarm is accidentally activated, take it down and press the reset button, then replace it.

## 18. COMMON AREAS AND BUSINESSES



The property has three common areas, located facing Asger Jorns Allé, as well as a Business space on the corner of Robert Jacobsens Vej and Asger Jorns allé.

### 19. LOCK / ACCESS CONTROL SYSTEM



**A - Asger Jorns Allé**  
**B - Robert Jacobsens Vej / Asger Jorns Allé**

**Stairwell doors (glass doors facing street):**

All stairwell doors have an intercom system.

The space at the bottom right can read key tags.

Hold a key tag in front of it. After one second, the door can be opened.

**Rear doors (glass doors facing yard):**

All rear doors have a reader near the handle, on the wall.

Hold out key tag and observe the light:

Flashing - key tag is being updated

Red - access denied, or reader is offline

Green - access granted

**Basement doors:**

Hold the key tag up to the reader by the handle.

Red - Access denied

Green - Access granted

**Gate:**

The gate can be opened either with a key tag, using the reader at the gate, or with a remote control that may be purchased separately. The gate opens for 20 seconds, or until the doorway is clear.

**Key tag:**

Flashing - Key tag is being updated

Red - Access denied, or reader is offline

Green - Access granted



WELCOME HOME!

**CONTACT**

Customer service:

Tel.: +45 55 55 07 07

Mail: [Kundeservice@balder.dk](mailto:Kundeservice@balder.dk)

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