



OFELIAHAVEN

LEJEBOLIGER I HELSINGØR



Maintenance instructions

o | BAL
DER

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Congratulations on your new apartment!

We are pleased to welcome you to Ofeliahaven. 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 for visible defects, and functional tests have been carried out on appliances.

During the move-in inspection, when you receive the keys to the apartment, the apartment is inspected, and a move-in report is prepared, noting any cosmetic defects. You must note any functional defects within 14 days of the inspection on the list of defects sent to you.

Functional defects 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
- A power outlet does not work
- The door entry phone does not work

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

Please note that the layout of kitchens, bathrooms, closets, etc., varies from apartment to apartment.

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

Welcome home!

Walls, ceilings, doors, and windows

Colour codes and cleaning of painted surfaces

Walls in the living room of the apartment

Paint from Dyrup, Dyrup Robust Acrylic 05, gloss 05, Colour Light Off-white.

Wall between the kitchen table and wall cabinets in apartment

Paint from Dyrup, Dyrup Robust Acrylic 25, gloss 25, Colour Light Off-white.

Ceilings in the living room of the apartment

Paint from Dyrup, Dyrup Robust Acrylic 05, gloss 05, Colour Light Off-white.

Walls and ceilings in the apartment

Paint from Flügger, Wet room paint, Flügger 30 white.

Skirting boards and trims

Paint from Dyrup, Dyrup Robust Acrylic 40, gloss 40, Colour Light Off-white.

Cleaning of painted surfaces

Cleaning of stains and the like is carried out by wiping with a cloth soaked in a mild solution of water and detergent, e.g. Dyrup basic cleaner.

Wooden flooring

Climate conditions

The well-being of wooden floors and people depends on the quality of the indoor climate.

The optimum room temperature for both wood floors and people is around 20 °C.

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

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 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

The daily cleaning of lacquered floors is carried out with a broom, microfiber mat or vacuum cleaner.

For washing, use clean, lukewarm water and a well-wrung cloth. In the event of a major water spill, this should be dried up immediately to avoid moisture damage.

Basic cleaning

For more thorough cleaning, wash the floor with a microfiber mop. Do not leave water on the floor. A mop is not recommended as it leaves too much water on the floor. If necessary, add a little mild floor detergent to the water.



Type: Parador - Classic 3060 - Oak, 3-strip
Living matt lacquer

Spot guide

For best results, stains should be removed while they are fresh.

Always use as little water as possible when cleaning. Always use a well-wrung-out cloth or mop and low-dose cleaning equipment. Wipe up spills and streaks of water immediately to avoid damaging the wood floor.

Lacquering

Over the years, the lacquer surface of the floor becomes worn or scratched, and re-lacquering may be necessary. When re-lacquering UV lacquered floors, sanding is recommended until the wood is completely free of lacquer residues, which provides the best appearance and solution.

After lacquering

Always follow drying time recommendations and instructions for the use of the product. Uncovering and possible application of carpets should not take place before the varnish has reached its full strength.

Important!

Carefully read the instructions on the back of the lacquer packaging before applying.

Windows, interior and exterior doors

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

Exterior aluminium

Aluminium is cleaned at least every 6 months. Regular dirt and grime is removed with neutral cleaners without abrasive properties and solvents. Alternatively, aluminium can be polished with wax (car shampoo). This makes the surface more dirt-repellent, and you also avoid impurities in the joints.

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.

A – Windows side-controlled

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 – Opening restrictor acts as child lock

Child lock/opening restrictor is activated by pulling the window slightly so that the hook is released from the post, then pushing it back, the window can now be opened fully.

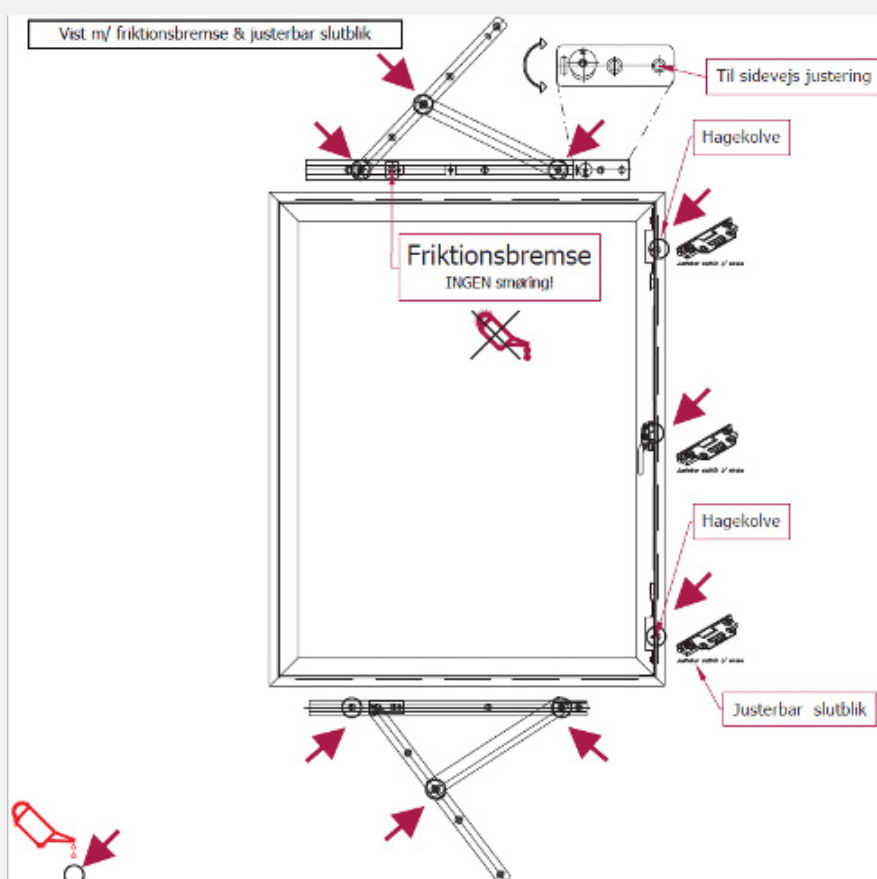


Care

Fittings are lubricated with acid-free oil during repeated activation. An acid-free grease can be used to its advantage. As an alternative lubricant for 'side-steered fittings', white Vaseline can be used. Lubricate as needed, but at a minimum once a year.

Fittings/aluminium rails should be kept clean and washed in normal detergent with a neutral pH value for optimum performance. It is recommended that the surface be rubbed with a cloth or sponge. Do not use emery cloth, wire wool, soda, or other cleaning and abrasive products containing alkalis or acids, but only neutral solvents.

Seal strips with talcum powder if they stick.



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.

Clean the window pane with mild detergents. Impurities on the window pane that cannot be removed by normal cleaning with water, sponge, rubber scraper, washcloth or ordinary shop cleaners can be removed with very fine industrial wire wool (the kind used for ceramic hobs). Scraping tools, razor blades, scouring powder, wire wool or similar should not be used as these will scratch the surface of the pane.

Roof windows

The operation of the roof windows - in apartments where these are present - is done by means of a remote control, as illustrated in the picture.

Remote control operation

A – Opens the window

B – Closes the window.

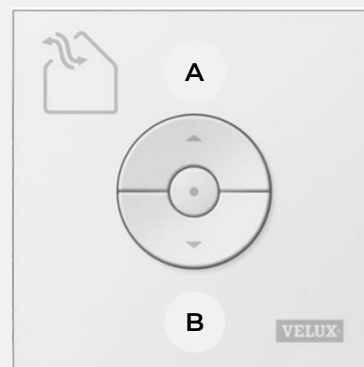
Short press: the window moves to the maximum open or closed position.

Long press: the window runs until the button is released again.

All roof windows in the apartment are operated with the same remote control and cannot be operated individually.

All roof windows are fitted with a rain sensor, which automatically closes the window if it starts to rain.

The window cannot then be opened until the rain sensor is completely dry.



Balcony and terrace doors

The door is opened by turning the handle horizontally and pushing the door outwards.

The door is equipped with a handle brake, which is activated by turning the handle vertical when the door is open.

This function should not be used in windy conditions, as the handle-operated brake may be broken by a strong gust of wind.

To close the door, it is important to turn the handle back to horizontal before pulling the door in to close it. Otherwise, the grab-operated brake will be damaged.

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

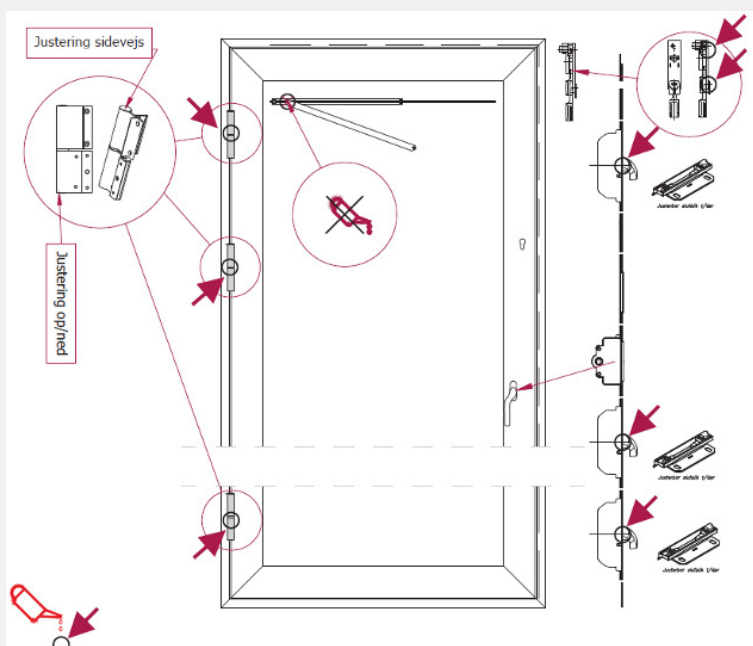
There is a ventilation position built into the handle; push the window about 1 cm outwards and close the handle again.

Care

Paskvil is lubricated with acid-free oil during repeated activation. An acid-free grease can be used to its advantage. Lubricate as needed, but at a minimum once a year.

Fittings/aluminium rails should be kept clean and washed in normal detergent with a neutral pH value for optimum performance. It is recommended that the surface be rubbed with a cloth or sponge. Do not use emery cloth, wire wool, soda, or other cleaning and abrasive products containing alkalis or acids, but only neutral solvents.

Seal strips with talcum powder if they stick.



Interior doors

Daily maintenance

Do not use alkaline agents or other agents that may scratch or dissolve the surface. Therefore, avoid chlorine, ammonia, solvents, scouring powders, wire wool, etc. Moisten the surface from the bottom up, but clean from top to bottom; otherwise, there is a risk of streaking. Then wipe off.

- As a rule, cleaning is only required if there has been no damage or the wear has been abnormal.
- Grease stains, shoe polish, and the like are treated with mild detergent directly on a clean, damp cloth. Do not use stronger solvents. Immediately after cleaning, the surface - regardless of the method used - it should always be wiped dry.
- Wood is a living material that is affected and changed by humidity and temperature changes. Make sure you have good heating and ventilation in the room. Remove stains before they can dry into the surface

If necessary, lubricate hinges with acid-free grease. The lock does not normally need to be lubricated.

Tape, stickers, etc.

Putting tape and stickers on the doors is not advisable as this will destroy the surfaces.

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.

Repair

In case of damage to the front door or interior doors, contact customer service for repair.

A – Pinol screw



Front door

A – Interior lock

There is no lock on the inside of the apartment door.

This is not necessary as the handle on the outside cannot open the door until it is activated with the key fob.

B – External lock

Salto handles fitted to the apartment doors are unlocked with the key fob provided.

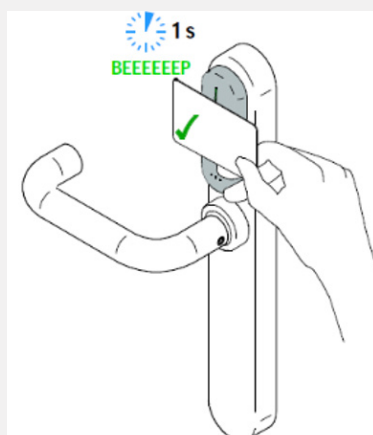
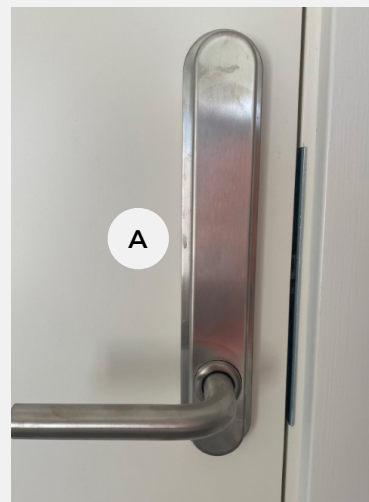
1 – Hold the key fob up to the reader for 1 second, then the handle is activated and the door can be opened.

2 – If there are 2 beeps after 1 second, the key fob is rejected and the property office should be contacted.

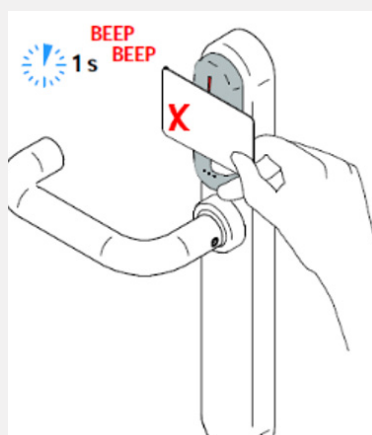
3 – If the Salto grip beeps 4 times in a row within 4 seconds, the batteries must be replaced. Contact the property office.

Door grip

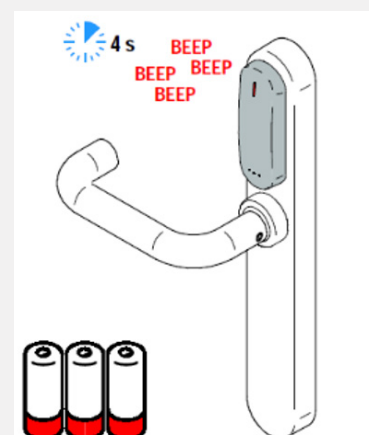
Cleaning is carried out with clean water and mild detergent.



1



2



3

Balcony / floor, guardrail and handrail

General maintenance

Clean your balcony of debris at least once every year. Leaves and fallout from trees are removed. Make sure that there are no blocked gaps between the planks or against other building parts.

Sweep the floor with an ordinary soft broom as needed and wash with a floor cloth, or floor scrubber, possibly with liquid brown soap dissolved in warm water in a ratio of 50 ml to 5 l water. Be aware that balconies drain over the edge, and therefore water poured onto the balcony can run down to your downstairs neighbour. Therefore, save water for the sake of your downstairs neighbours and their belongings.

If environments/areas with organic fouling (green algae and similar) occur, these must be removed with Rodalon or algae remover.

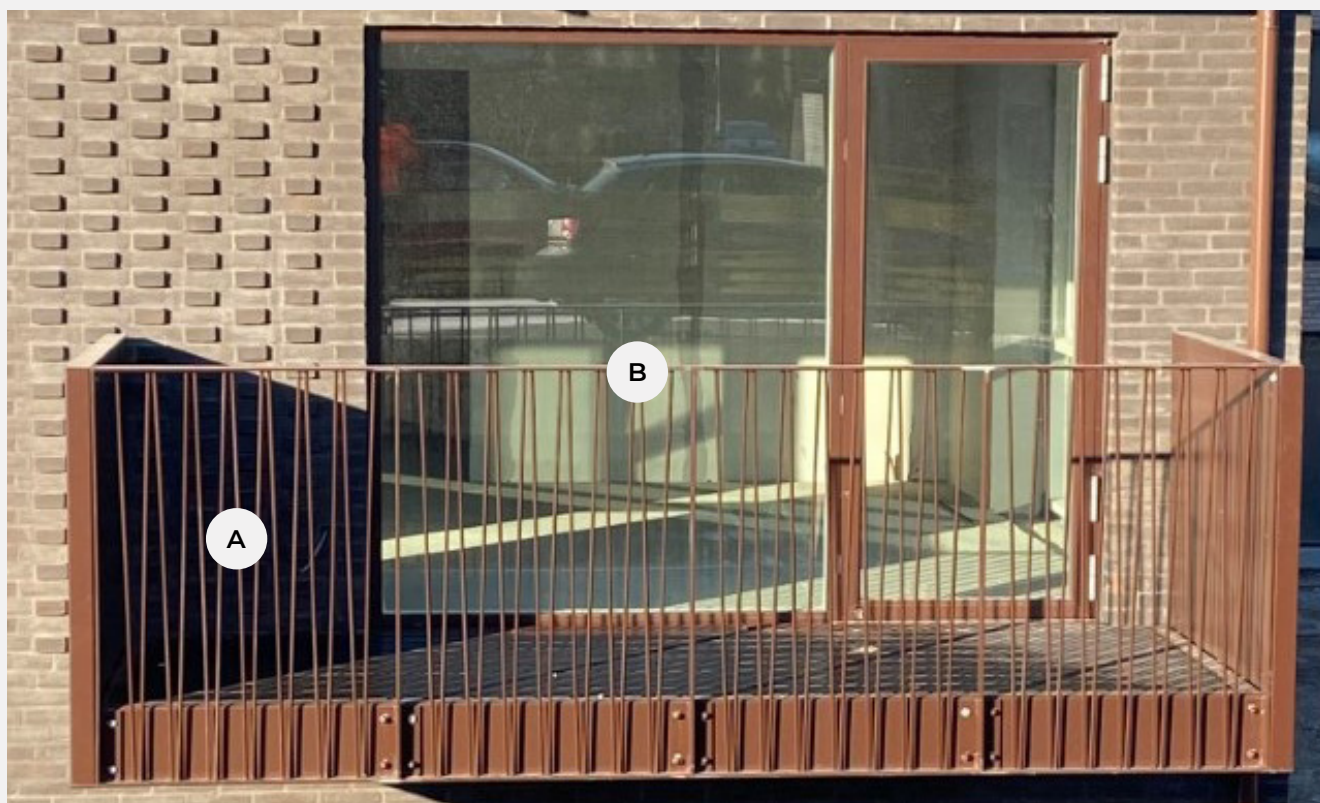
Wipe the handrail and sheet guard with a wrung out cloth, using clean water.

Do not store items on the balcony as this may cause water build-up. Flower boxes, etc., must be blocked up if they are to be placed on the balcony floor so that water can run off unhindered. If holes are drilled in the bottom of flower boxes, discolouring of the balcony floor may occur.

No road salt or other de-icing agents may be used on the balcony floor.

A – Mesh guard

B – Handrail



Bathroom and toilet

Frequent cleaning is necessary to maintain a clean and hygienic look of the bathrooms.

This also requires the use of appropriate and environmentally friendly cleaning products. When cleaning, you should also refill water traps (e.g. at floor drains, toilets and washbasins) to avoid sewer odours.

The bathroom is easiest to keep clean if you clean something every day. Once a week, you should clean the toilet, sink, and bathtub (if you have one) and wash the floor. Wall tiles, sanitation, drains, etc., are cleaned as needed. There may also be a need for daily airing out of the bathroom. Always air out after a bath.

Limescale deposits

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

Thick coatings of lime are hard to get rid of

In the worst case, vinegar, 32% acetic acid, or phosphate detergent may be used.

BUT - be aware that the sink does not tolerate cleaning with acidic agents.

Here only elbow grease and possibly a phosphate-containing detergent should be used. Where acetic acid can be used, toilet paper dipped in vinegar or acetic acid can be laid on the lime coatings, or you can put the aerator, shower head and similar in vinegar or acetic acid. After using 32% acetic acid, rinse with lots of water. Undiluted acid in the drain may damage the drainage system.

Cleaning agents

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

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

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

A – Cleaning the wall and floor tiles

Daily cleaning is carried out with warm water and mild detergent. After using the detergent, rinse with plenty of water. Wipe with a dry cloth afterwards. Never use "greasy" cleaners like brown soap or soap shavings.

For limescale deposits, use an alkaline cleaning agent.

To minimise limescale deposits on the tiles, it is recommended to remove excess water with a scraper if necessary.

Never use wax or other saturated products.

B – Cleaning the floor drain

1 – Remove the grate.

2 – Lift the water trap.

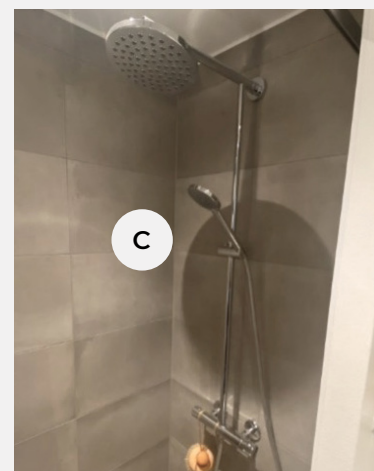
3 – Clean the water trap.

Clean with detergent as needed, and make sure the water trap's gasket is lubricated with lubricant to avoid odors. Install the water trap by lightly pressing then install the grate.



C – 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 dry.
Limescale deposits are removed by using ordinary household vinegar.



D – Dryer

The dryer is a condensation dryer and is connected to a drain.
For operation, refer to the instruction manual.

E – Washing machine

For operation, refer to the instruction manual.

F – Cleaning the mirror

Daily cleaning is carried out with designated cleaning products for glass.
The glass is cleaned as needed and tolerates all ordinary glass cleaning agents.

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



G – Cleaning of tabletop

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

For daily cleaning, scouring agents intended for cleaning should be used, as well as ordinary nylon scouring sponges generally used in households.

BEWARE! - Do not use detergents containing bleach - e.g. chlorine

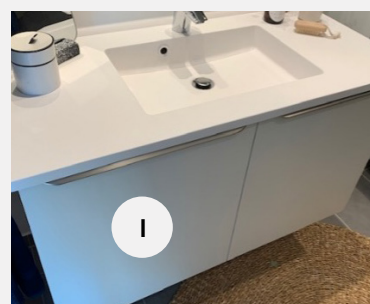
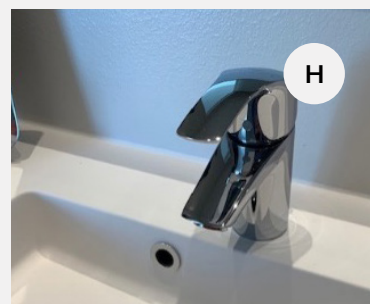
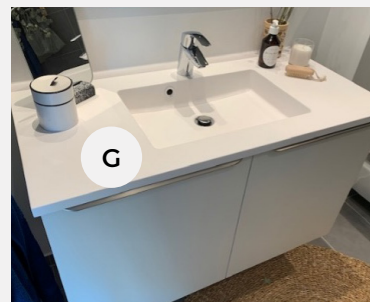
H – Cleaning the faucet

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

I – Cleaning of cabinets

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 aforementioned way should be wiped with a cloth, hard wrung out in water, to which a mild soap solution has been added. Wipe with a dry cloth afterwards.



J – Stopcocks for cold and hot water

ALL valves should be exercised at least once a year.

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

K – Cleaning the 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.

L - Toilet

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.

M - Cleaning the toilet seat

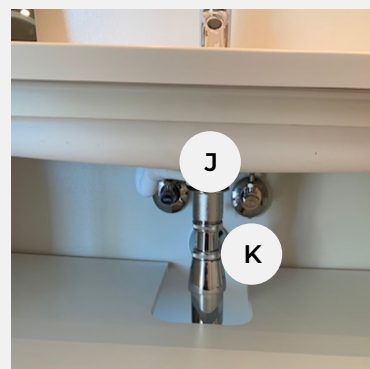
Warm water with mild soap is used for both seat and brackets/hinges. Rinse with clean water and dry with a tea towel. Toilet cleaner must not be used on the toilet seat and fittings/hinges. When cleaning the toilet with special cleaning products, you should leave the lid and seat up so that these do not come into contact with the detergent. Never use chlorine, as it can discolour the material.

N – Cleaning the toilet bowl

Daily cleaning with a toilet brush or a damp cloth with an acidic cleaning agent with pH between 1 and 4. Especially clean the back of the bowl. Here, excess water from the flushing trench is emptied and a limescale deposit may build over time.

O - Cleaning of 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.



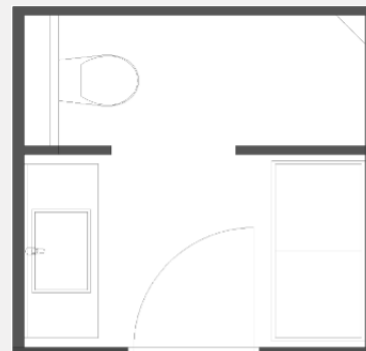
Drilling instructions

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



Hanging in and up against bathroom:

The figure is a principle drawing of the home's bathroom, the layout may therefore vary from home to home

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).

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.



Kitchen items and wardrobes

The layout may vary from apartment to apartment

Kitchen

Cleaning of cabinet surfaces

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 by the method described above should be wiped with a cloth, hard wrung out in water, and added to a regular soap solution such as soap shavings (not dish detergent). Wipe afterwards with a dry cloth.

A - Daily cleaning of cabinet surfaces and counter

Cabinets and fronts must not be exposed to prolonged contact with water and steam. If fronts and cabinet bodies are exposed to water splashes, steam, etc., they must be wiped immediately to avoid moisture damage. Hot steam can damage the counter and adjacent fronts if the dishwasher is opened before it is finished and the utensils are completely dry.

The daily cleaning of other cabinet doors is carried out by:

- Wiping with a clean microfiber cloth that has been hard wrung out in cold or lukewarm water.
- Then wipe with a dry, soft microfibre cloth/cotton cloth.
- Grease stains that cannot be removed in this way should be wiped off with a clean microfibre cloth, hard wrung out in water, to which ordinary detergent has been added (max. 1 tsp. per litre of water) and then wiped with a clean microfibre cloth, hard wrung out out in cold or lukewarm water.
- Finally, wipe with a dry and soft microfiber/cotton cloth.



Cleaning of laminate counter

Be aware that laminate counters may discolour if exposed to strong heat. In the worst case, heat damage to laminate can result in the table denting. Bad heat damage, where the counter has been in contact with surfaces with a temperature of more than 180 degrees Celcius, cannot be repaired successfully. Therefore, you should avoid placing hot pots, pans, and oven dishes directly on the counter.

Always use a table protector or trivet for hot items.

Daily cleaning is carried out with warm clean water and a wrung out cloth. In case of heavy soiling, it is recommended to use an all-purpose cleaner to clean the plate (not sulfo). If this does not work, clean thoroughly, for example, using Surface Cleaner as described above.

For matt laminates, wiping the worktops with a dry melamine sponge during daily cleaning is recommended.

If you have accidentally spilt an intense colour on your laminate table, such as yellow curry, red wine, coffee, ink or beetroot juice, it's important to remove the stain as quickly as possible. The faster you treat the stain, the more likely you are to remove it completely.

If the whole plate does not need treatment and it just has a stain, something from a sticker or other, you can try with a little acetone or thinner on a cloth and then let this dissolve what has got on the plate - and again, wash really well afterwards with clean water.

B - Cleaning the kitchen sink - QUARTZ SINK

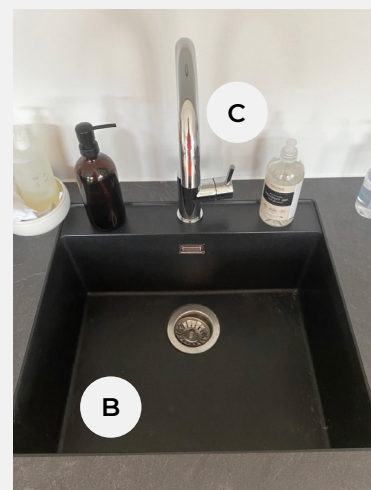
Daily maintenance is simple. Use a regular scouring sponge with a little dish detergent added if the sink is dirty. Leave hot vinegar 7% in the sink for a few minutes to remove heavy limescale deposits. Rinse with water afterwards. Special products for cleaning quartz sinks are also available from the sink supplier.

General: It is recommended to wipe the sink after use with a soft cloth or towel to reduce the risk of scratches or similar.

C – Cleaning the faucet

Undgå at benytte ridsende svampe og skurepulver til rengøringen.

Der frarådes ligeledes opløsnings- og syreholdige rensemidler, som indeholder eddikesyre. Rens kun armaturet med lidt sæbe og en fugtig klud, derefter skylles det af og gnides tørt. Kalkpletter kan undgås ved at tørre armaturet af efter hver brug.



D – 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.

- 1 – Stopcocks for cold and hot water
- 2 – Connection for dishwasher.

ALL valves should be exercised at least once a year. This means that they should be opened and closed a few times to ensure their functionality.

E – Hinge adjustment

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

Kitchen type / INVITA

Fronts:

- Una 16 mm - Fully painted MDF door in Titanium White
- On top cabinets, 19 mm Slimline Fully painted MDF door in Titanium White (Handleless)

Handle:

- Prisma steel handle - 228 mm (Model no. 172)
- Integrated, handle-free

F - Transformer

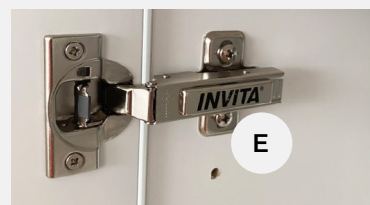
The transformer for LED spots is in the cabinet above the cooker hood. Remove the white plastic caps without the use of tools and carefully click off the cover plate.

G - Wardrobes

Cleaning of cabinet surfaces

Daily cleaning is carried out by wiping with a clean cloth, hard wrung out 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 out in water, and added to a regular soap solution such as soap shavings (not dish detergent). Wipe afterwards with a dry cloth.



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. Only use cleaning agents suitable for stovetops. Always follow the instructions in the instruction manual from the manufacturer.

D – Control panel for the hob

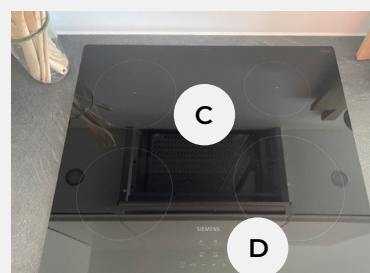
Read the instruction manual for further information.

E - 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.

F - Control panel

Read the instructions.



G – Cleaning the refrigerator and freezer

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

H – Refrigerator and freezer control panel

To regulate the temperature, please refer to the instruction manual for more information.

The empty space above the refrigerator must not be filled with objects as the refrigerator must be able to ventilate.



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.



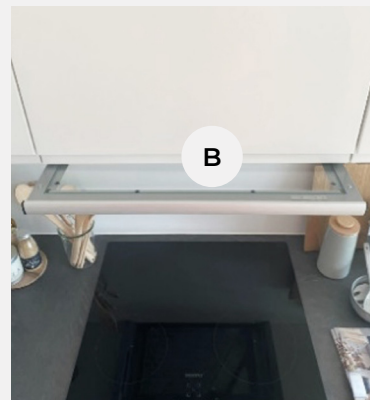
B - Cooker hood

The control panel is used to turn on the cooker hood. After 60 minutes, the suction switches off automatically.

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.



C - Control panel

When the hood is fully pulled out, the control panel can be used. It is located on the right side at the top.

- Lighting
- Damper
- Indicator lamp (lights up when the damper is open)



D - Cleaning

The grease filter must be cleaned at least every two months.

The filter is removed by pressing the button indicated. The buttons are pressed horizontally towards the front, after which the filter is released.

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

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



Ventilation system

Each apartment has its own ventilation system, located in the installation shaft behind the door in the hallway or the storage room. The system is factory set and should only be changed by the caretaker or

Replacement of filters

Replacement must be made by the tenant. Filters are provided by Balder, with instructions. The filters should be replaced annually or as needed.

- 1 + 2:** Foam blocks are removed, and the filters are accessible.
- 3:** The filters are pulled out, and new filters can be inserted.
- 4:** Mount the foam blocks again.

NOTE. The filters MUST turn correctly.

A - direction of airflow is indicated on the unit. Used filters are disposed of as "residual waste".



1



2



3



4

Heat management

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

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

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

Note - when changing the temperature setting, it will take a few hours before you notice a difference in the temperature of the room. Heating with underfloor heating is different from what you know from a radiator system, where you can immediately feel the temperature change on the radiators.

Under no circumstances should the setting of the valves in the shaft/technical cabinet be changed, as the entire system is regulated and controlled from a common heating centre.

Note! - Changing the settings in the technical cabinet can disrupt the balance of the entire system, with the consequence that the heating in other apartments stops working!!

Installations in installations shafts are secured with a moisture alarm, which gives an acoustic alarm in case of a leak in pipes or machines. In case of alarm, contact Customer service.



Telephone and antenna

Internet/TV/Telephony

When you move into your new home, Balder has made sure that you have the greatest possible freedom of choice between internet providers. This is accomplished by an open fibre connection from TDC NET in your home.

The fibre connection enables you to choose freely between many different providers on TDC NET's fibre. Therefore, you can order exactly the internet or TV subscription that suits you.



Electrical installations and telephone, internet, and antenna

- A - Fibernet box
- B - Space for Router
- C - Possible TV plug-in/connection
- D - Consumer fuse 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

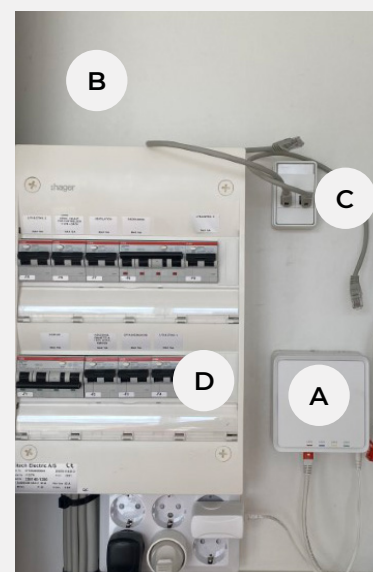
Lights and outlets: 10A
Fuses Force: 16A fuses

F - Electricity meter

The electricity meter is located in the stairwell, except in stairwell no. 14, where it is located in the basement front room.

The electricity company remotely reads electricity consumption, but it is recommended to check consumption regularly. Most electricity companies offer an app where you can track your consumption.

NOTE! The installation number may not be removed.



Installations shaft incl. water and heat meter

A – Router

B – Fibernet

The layout may vary from apartment to apartment.

B – Hot water for consumption

Meter for reading hot water consumption

Stop valves for hot water shut-off.

D - Cold water for consumption

Meter for reading cold water consumption

Stop valves for cold water shut-off.

E - District heating

Do not adjust the control for district heating

F – 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 installation shafts.

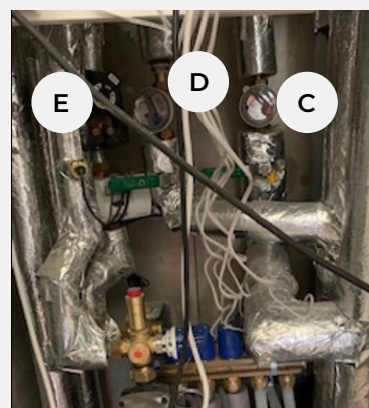
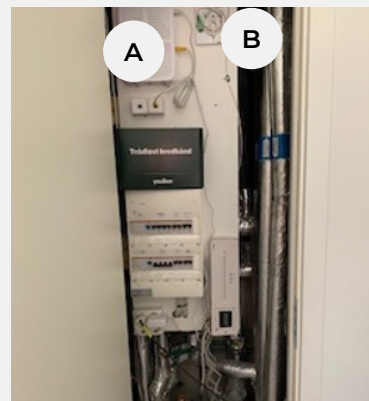
This alarm will alert you by sounding a loud tone so that you can detect any leakage in the plumbing shaft.

The alarm is permanently powered via the mains outlet/mains in the shaft, and in the event of a power failure, it is equipped with a 9-volt battery for backup power. The battery should be replaced after 5 years.

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

All valves should be exercised at least once a year.

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



Door entry phone

A – Call system at front door

The call system has 3 functions.

A1 – Camera

A2 – Touch screen with apartment no.

A3 – Salto reader.

Boligen kaldes ved tryk på knappen/skærmen i midten for at aktivere denne. Herefter kan man manøvrere (scrolle) med fingeren op/ned for det ønskede lejlighedsnummer.

Når der trykkes på det ønskede valg, kaldes der op til lejligheden. Ved kontakt til boligen, tales klart og tydeligt i højtaleren.

For adgang med Salto-brik, påføres denne på Salto aflæseren nederst på kaldeanlægget.

B – Door entry phone in the apartment

Incoming calls from a door panel

When a call is made from the outside panel, the video image is immediately displayed on the monitor, and the call tone sounds 4 times.

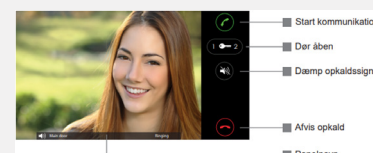
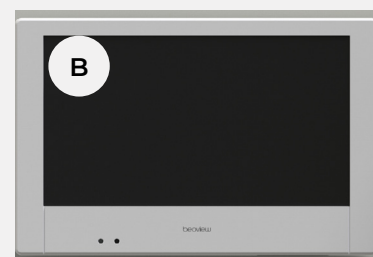
There are now a few options:

- **Start a conversation with the visitor:** Press the green handset symbol to start the communication. You can talk to the visitor hands-free.
- **Opening the door (without starting the communication):** The system allows opening the access door. Press the door opener button once, and the door will unlock.
- **Mute ringtone during a call:** Pressing the speaker icon during a call stops the ringtone.
- **Reject a call:** Press the red handset symbol to reject a call. The call from the door panel is terminated, or the call can continue until it finishes ringing.

Maintenance

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

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



Locking/access control system

Entrance doors to stairways

All entrance doors have a door entry phone system. Under the keypad of the door phone system is a Salto key fob reader that can read your key fob.

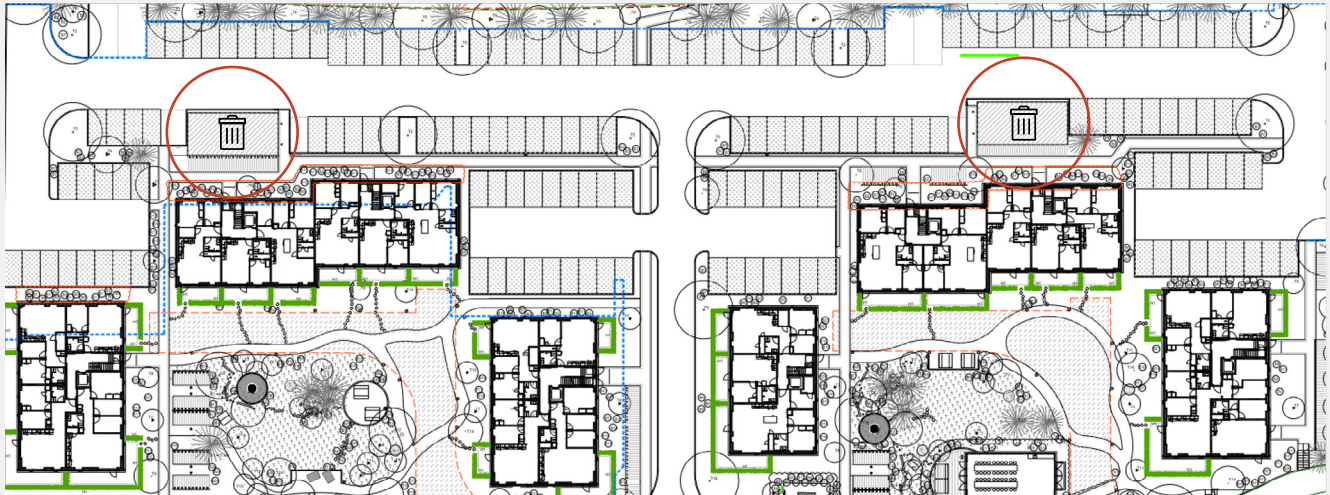
Hold up your key fob, and 3 seconds later, the door is ready to open.

If key fobs keys need to be replaced, for example, due to loss or theft, please contact the caretaker.

Handling of household waste

Waste management

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



Storage room and the caretaker's office

Storage rooms in basements are numbered for the individual apartments.

The storage rooms are located in the basement of the building marked with light blue. The property office is located in the building marked with red.



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 smoke detector.

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 alarm is mounted again.

A – Speaker

B – Display for power supply 230

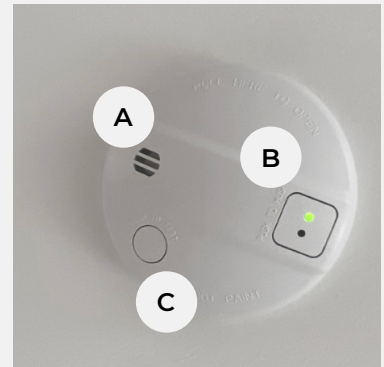
C – Test button

During the rental period, the tenant is responsible for the maintenance and cleaning of the smoke alarm.

If the smoke alarm emits a warning sound (typically a beep every minute), it indicates a low backup battery, which must be replaced. Each quarter, the tenant must test the smoke alarm by pressing the test button.

Once a year, the tenant must vacuum the smoke alarm and check the backup battery function by disconnecting the main power supply.

The landlord replaces the smoke alarm approximately every 10 years.



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