# I. MAINTENANCE REGULATION


1. In general
2. Takeover of accommodation when moving in
3. Standard for maintenance condition of accommodation at the time of takeover
4. Maintenance in the period of residence
5. When moving out


# II. GUIDE TO THE MAINTENANCE REGULATION

---

**I. MAINTENANCE REGULATIONS**

Valid for the following halls of residence: Sønderskov-kollegiet, Ungdoms-kollegiet, Handels-kollegiet, Damgade-kollegiet Humlehøj-kollegiet and Alssund-kollegiet.
The hall of residence is in the following called ”lessor”.

**1. In General**

**The coming into force of the regulations**
With effect from **1 August 2020** these regulations replace the existing regulations and supplement the regulations about maintenance and renovation mentioned in the tenancy agreement.

**The lease**
The rules about moving out 7 weekdays (workdays) before the 1st or 15th each month, respectively apply to agreements entered as of **1 August, 2008 or later.**

**Rent assessment committee (huslejenævn)**
Disputes about the lessor’s and the tenant’s fulfilment of the duty to maintain and repair the accommodation can by each part be presented to the rent assessment committee.

**2. Takeover of accommodation when moving in**

**Takeover can take place the 1st or 15th of each month**

**Condition of accommodation**
At the beginning of the tenancy, the accommodation is available in good and proper condition.

**Defects, damage and flaws have to be complained of within two weeks**
When moving in, the tenant receives an email with time and date for a moving-in inspection. The tenant also receives an email with a link for reports regarding defects, damage or flaws in the accommodation. Any defects, damage or flaws must be reported via this link before the moving-in inspection. Moreover, at the moving-in inspection approx. 14 days after receiving the keys to the accommodation, the tenant and the lessor go through the accommodation together.
The lessor can assess that one or more of the mentioned defects, damage and flaws are secondary and should not be repaired. The tenant is not responsible for those defects, damage and flaws when moving out.

**3. Standard for the maintenance condition of the accommodation at the time of takeover**

**Condition of the accommodation at the beginning of lease**
When the tenant takes over the accommodation, the ceilings and walls appear newly renovated, while the woodwork, furniture, technical installations and floors will only be renovated where the landlord's estimates, there has been a need for it.

The inventory can thus bear the mark of regular wear and tear, and aging for a lease in such type and age.

## 4. Maintenance during the period of residence

**Tenant's maintenance obligation**
During the period of residence, the tenant must take care of the accommodation's internal maintenance with paint and floor treatment to the extent that is desired.
If you want to paint the accommodation, the following paint must be used:

***Alssund***: Flügger S0500-N (White) A gloss 5 must be used on ceilings and a gloss 7 on walls.

Flügger S8502-B (Dark gray / black). Only the wall that has already been painted black may be painted with this colour. A gloss 7 must be used.

***Sønderskov, Ungdom, Handel, Damgade, Humlehøj***: Flügger S0802-Y (White). Gloss 5 must be used on ceilings and gloss 7 on walls.

The work must be carried out in a professionally correct manner.

The maintenance obligation also includes cleaning of the rented - which, among other things also involves cleaning water traps in floor drains and sinks.

**Landlord's maintenance obligation**
It is the landlord's responsibility to maintain the property and the leased properly.

The landlord maintains and carries out the necessary replacement of windows, faucets, circuit breakers, toilet bowls, cisterns, washbasins, refrigerators, stoves and the like installed by the landlord.

The landlord provides maintenance and necessary renewal of locks and keys. Landlord bears all expenses in this regard. If the keys are lost, locks are changed at the tenant's expense.
During the period of residence, the landlord may decide to carry out both external and internal maintenance of the leased in addition to what is stated in these regulations.

**Notification of damage**
If damage occurs in or around the accommodation, the tenant must immediately notify the landlord. If such notification is omitted, the tenant is liable for any additional expenses that may result from the non-notification.

## 5. When moving out

**Evacuation must be physically made 7 working days (working days) before the re-rental time per the 1st or per the 15th of the month.**
**The tenant moving out is obliged to present the accommodation to new tenants.**

**Normal restoration when moving out**

Upon moving out, a normal renovation of the accommodation will be carried out, which includes painting the walls and ceilings.

The expense is paid by the tenant and the department with the department gradually taking over the expense.
The first 6 months are paid 100% by the tenant. After 6 months, this is reduced by 25% and then 1.39% per month. This means that after 60 months (5 years) the department takes over the cost of the normal restoration by 100%.

If you have been painting the accommodation yourself before moving out, you must be able to show that you have used the products mentioned earlier during the residence period either by having a receipt for the purchase of paint that is not older than 1 month on the day of inspection. Or by showing the paint buckets at the eviction sight.
If this is not possible or the work is poorly done, the work cannot be approved and a professional painter will be appointed.

**Violation**
Tenant bears all expenses for repairs due to violation.

Violation occurs when the accommodation or parts thereof are deteriorated or damaged as a result of improper use, improper maintenance or unreasonable behavior by the tenant, members of his household or others to whom the tenant has given access to the accommodation.
If there is paint on sockets / strips, floors, etc. a deal with a cleaning or painting company is set up. The tenant pays for time spent.

See the last page of the Maintenance Regulations Guide for the extent of cleaning when moving out.

**Extraordinary cleaning**
If there is a need for extraordinary cleaning of white goods, furniture, sanitary ware, etc., this is considered a violation.

**Inspection at time of moving-out**
The lessor carries out inspection of the accommodation together with the tenant. When the accommodation is terminated, the tenant receives confirmation of the termination per email, in which date and time for the moving-out inspection is stated.

**The janitor's report**
During the inspection the lessor issues a moving-out report electronically, which will be sent per email, from which it appears, which maintenance works have to be carried out. It is also showing which of the maintenance works are to be paid for by the lessor and which are to be paid for by the tenant, including possible non-performance.

A copy of the moving-out report is emailed to the tenant no later than 14 days after the moving-out inspection if the tenant is not present at the moving-out inspection or if the tenant does not want to sign the moving-out report at the inspection.

The costs of the maintenance work will be stated in the moving-out report. Should any maintenance occur extraordinarily, the tenant would be informed of any cost within 14 days after moving out.

**Final statement**
The lessor mails the final statement to the moving tenant without any unnecessary delay with specification of which repairs have been carried out and to what price and how the tenant's part of the expenses are calculated. Repair work because of non-performance will be specified and summed up.

In the final statement, the tenant's share of a possible over-expenditure cannot exceed 10% of the first calculated repair expenses.

**Performance of the work**
The maintenance work is carried out on the lessor's request.

**Maintenance in case of exchange (internal moving)**
In the case of exchange (internal moving), the same regulations apply as in the case of other movements.

# II GUIDE TO THE MAINTENANCE REGULATION

**1. The maintenance standard of the accommodation at occupancy**

You will find many different materials, installations etc. in every accommodation and with this guide to maintenance, we wish to guide you and secure the materials, installations etc. and prolong the service lives of the materials in the accommodation. This can be achieved, if you know how to clean and maintain the accommodation.

Following this guide, you can keep maintenance costs low. Any questions, please contact your janitor.

**The lessor/Hall of accommodation**
The lessor is responsible for outdoor and partly indoor maintenance. In your rent is included an amount for changing of joints in taps and light bulbs in common areas – and the maintenance of all buildings.

**Tenant**
As tenant it is your responsibility that the accommodation is well maintained. If a tap or the toilet is dripping constantly, you must immediately inform your janitor in order to avoid water waste. The daily cleaning of floors, walls, ceilings, fixtures etc. lies with the tenant. In case of damage or defects on any of the rented, immediately inform your janitor.

**Cleaning/Maintenance of accommodation**
It is up to the tenant how clean you wish your accommodation to be. The lack of cleaning is not necessarily the same as non-performance, however, if the lack of cleaning results in damage or defects, it is non-performance.

**Walls**

*Cleaning of walls*
Walls in toilets and bathrooms are painted or are covered in tiles. If the walls are covered in tiles or painted, you can clean the walls with ordinary cleaning detergents. **Never use steel wool or scouring powder**, as it will scratch the surfaces. To remove stains of limescale, please use thinned decalcifier. Wallpaper not to be washed down. Stains and marks on wallpaper to be removed with soft, white eraser. Only wipe the walls with wrung-out cloth.

*Maintenance*
Professionals must make repair of tiles.
Never use tape or adhesive hooks, as it damages the paint.
Heavy stuff to hang with raw plugs or expansion bolts in pre-drilled holes. Light stuff to hang with small screws or nails. Please limit the number of holes in the walls.
When moving out the tenant must **NOT** fill up holes, as it is very expensive to mend a not correctly filled hole.

**Ceilings**
Throughout the halls of accommodations, we have the following types of ceilings: Plastered ceilings, gypsum board ceilings, and concrete ceilings. The painted ceilings, (with no rub-off effect) withstands a normal wash-down procedure with detergent. Do not use brown soap or other heavy-duty soaps. After wash-down, rinse off the ceiling with clean water. Ceilings with rub-off effect must only be vacuum-cleaned. We experience surface cracking of the ceilings on a regular basis, when they are painted/whitewashed. The risk of such damage is not reduced, when tenants perform the painting/whitewashing themselves. When tenants perform such work themselves, they should be aware of the difference between ceilings with no rub-off effect and ceilings with rub-off effect.

*Hanging things from the ceiling*
Never use tape or adhesive hooks, as it damages the paint. In worst case, the paint may be torn off. Lamps and the like should be fastened with screws directly into the joint between the ceiling panels. Heavy stuff to hang with raw plugs and hooks.

*Cleaning gypsum board panels and untreated or painted concrete ceilings*
Carefully wash over the ceilings with a wrung-out cloth. If a more thoroughly cleaning is needed, wash down the ceilings with warm water - max. temperature of 40 º C should be used.

**Floors**

*Linoleum floors*
Linoleum is best maintained by washing it regularly with a cleaning agent, which also works as a protective care treatment. Make sure the agent is suitable for linoleum. After washing the floor with the agent, wash off the floor with a wrung-out cloth with no added soap. Linoleum does not withstand heavy-duty remedies such as soda, ammonia solution, brown soap or dishwashing detergents. If the floor is very dirty, it may be necessary to scrub the floor with a light detergent and then use a protective care product afterwards, before the day to day cleaning is resumed.

Professionals should only perform any repairs to damaged linoleum floors.

*Vinyl floors*
Vinyl is a synthetic material, which should be cleaned with water and soap, or a synthetic cleaning agent suitable for treated surfaces. Calcify the floor with water added vinegar or a decalcified poured unto a spray can. Rinse with water.
The floors are not able to absorb floor polish and should not be polished. Normally it is not necessary to rinse off the floor with water.

Professionals should only perform any repairs to damaged vinyl floors.

*Mosaic tile on mesh and terrazzo flooring*
Wash the floors with soapy water. Do not rinse with clear water afterwards. This secures an even, semi-matt surface. Do not use synthetic detergents, as the calcium in the water may cause a grey film on the surface. Use a self-polishing, metallized, water-based polish or a stone polish, which in contrast to the water-based polish, does not reduce the slip-resistance of the floor. Decalcify the floor by scrubbing it with a detergent with a solution of lime, or with vinegar on a cloth. Do not use hydrochloric acid.

Professionals should, only perform any repairs to damaged mosaic tile on mesh or terrazzo flooring.

*Wooden floors and doorsteps*
Beech parquet floor is usually surface-treated with “Blitsa” or plated with vinyl (Pergo floors).
Clean the floors by vacuuming them and afterwards running them over with a wrung-out cloth added soap flakes. Towel-dry the floor. Wooden floors are unable to withstand water. Do not use dishwashing liquid. Do not polish the floor, as it will not be possible to polish the floor later on, without grinding the floor first. Do not leach or paint the floors. **Never use wax, polish, scouring powder, or steel wool**.

Professionals should only perform sanding the wooden floors. The tenant is obliged to inform the janitor if the floor needs new finishing due to wear and tear. The lack of finishing might result in non-performance.

To protect your floors in the best possible way, we recommend that you place a doormat by the entrance door, put felt pieces underneath all chair legs, **Use an office chair with rubber lining on the wheels, and place a rubber mat underneath the office chair. This will protect your floor against scores.**

To remove stains from asphalt, crayons, lipstick, oil, shoe polish, drawing ink, sod, nail polish, or cigarette ember, use methylated spirits, benzene, or acetone. Wipe off with a dry cloth. Stearin and chewing gum can be removed by carefully scraping it off with a scraping knife used for ceramic hob, when the stain is dry. Wipe after with a wrung-out cloth.

*Carpets*
Vacuum-clean and clean the carpets with suitable remedies. Stains on the carpet can be removed using a detergent such as “Ajax” with household ammonia. Stearin can be removed using a coffee filter bag and an iron. Do not use an iron warmer than 40ºC as it will damage the carpet otherwise. Be careful when using the iron on the carpet. Never use chlorine or dishwashing liquid as it will bleach the colour of the carpet.

**Kitchen**

*Cleaning*
The ***furniture*** in the kitchens is of different brands, but almost all surfaces are coated with melamine and PVC. These do not withstand dishwashing liquid. The best remedy to use is a universal cleaning agent.
***Laminated plastic tabletops*** are hard-wearing and very easy to clean. It is usually enough to wash the table top off with a wet cloth and wipe it off with a dry cloth afterwards. Stains, which cannot be removed using clear water will usually come off when

using water, added dish-washing liquid. Rinse after with clear water and wipe with a dry cloth.
Do not use scouring powder or other scoring remedies.

***Rust-free steel and steel sinks*** should be cleaned with dishwashing liquid. A more thoroughly cleaning and polishing can be performed by using a decalcifier, “rens-let” or the like. Methylated spirit and liquid scouring powder can also be used.

*Mounting*
Hooks may only be placed in the pre-drilled holes in the kitchen cabinets and wardrobes. It is prohibited to drive nails or screws into the sides of the cabinets or in the surrounding wood panels without prior permission from the janitor.

**Wooden doors, windows, surrounds, frames and skirting**

*Wood*
Painted with oil, alkyd-base, or acrylic paint they will withstand a cleaning with dishwashing liquid. Wipe off with clear water afterwards.

*Plastic*
Skirting, frames and surrounds made of plastic must be cleaned with warm water add dishwashing liquid. **Do not use dissolving agents**.

*Fittings and locks*
Windows, balcony doors, entrance doors, inside doors are fitted with hinges, locks, handles etc. of good quality. Normally, there will not be any problems with the function of these, but it is a basic assumption that they are not overloaded or misused. The maintenance is limited to applying acid-free oil every other year. No surface treatment must take place.

*Windows and doors made of wood*
The halls of accommodations will make sure to paint windows and doors according to rota system. Windows and doors are painted with oil-, alkyd- or acrylic paint, which can be cleaned with all round detergent or dishwashing liquid.

*Windows and doors made of aluminium*
Usually no maintenance needed. To be cleaned with all round detergent or dishwashing liquid.

*Plastic windows and doors*
Wash the profiles every time you wash the windows. Wash of the profiles using water added a light detergent or dishwashing liquid. Please avoid any remedies with grinding material or wax, including polishes of any kind, as the grinding marks and wax, with time, may change the dirt accumulating characteristics in an unfortunate way.

*Window blinds*
To be cleaned with all round detergent or dishwashing liquid and then to be wiped off with a dry cloth.

**Bathrooms/Toilets**
*Bathroom equipment*
The bathrooms may have sinks, lavatory, assemblies, mirrors, toilet paper retainer, hooks etc. installed. In those accommodations where walls and floors are covered with tiles, it is prohibited to drive anything through the surface.

*Sinks and lavatories*
The sinks and the lavatories are made of porcelain. The daily cleaning should be performed with a liquid cleaning agent and a brush. Use spirit when wiping off afterwards. It may be necessary to remove rust stains or decalcify occasionally. Do not use acid or scouring powder. A cleansing sponge may be used. If this is not enough to remove the stains, try using a powder with a solution of lime or vinegar. Be careful when using these products and make sure to rinse thoroughly afterwards.
The lavatory should be cleaned using a liquid toilet cleaner with decalcifying qualities. Never use toilet cleaner for the seat or the assemblies.
If cleaning is not made on an often and regular basis, the above cleaning instructions may not be sufficient in order to remove dirt and lime. Then we advise to other cleaning detergents – however, paying much attention to the instructions of the cleaning detergents in order not to cause any damage.

*Mixer fittings*
The mixer fittings and the plugholes are usually chromium plated and will be damaged if the wrong tools are used to perform repairs. Therefore, if the mixer fittings or the water tap is dripping, or running, or do not work properly, this should be notified the janitor immediately.

Use soap for the daily cleaning and wipe off using spirit. If the outlet flow restrictor or the hand-shower is clogged with lime, you can decalcify it by soaking it in a decalcifying agent or in vinegar.

*Shower*
Wipe down the walls with a window wiper after every shower and clean with a cleaning agent with decalcifying qualities on a regular basis.

*Shower curtains*
Draw the curtain when you take a shower. If the door gets wet during the shower, towel-dry it immediately afterwards. If the door is damaged because of failure to dry it off when wet it will be considered as a failure of maintenance.
The shower curtain should be washed in the washing machine at 40ºC. If the curtain has turned yellowish and stained with calcium, soak it in a container filled with water added a decalcifier. Rinse with clear cold water afterwards. Repeat the treatment 3-6 times as required. Please read the instruction on the decalcifying agent.

**Bathroom walls/Shower**
The surface of a calcium stained painted wall become lustreless. The paint withstands a thinned decalcifier. Follow the instructions on the decalcifier. If the staining is severe, you may have to repeat the treatment 3-4 times. Do not use the decalcifier without thinning it, as it will also remove the paint. Do never scrape off calcium from the paint with sharp objects, as it will damage the paint. Towel-dry the walls and the floor after each shower, and clean once a week, using a cleaning agent with decalcifying qualities.

*Plughole*
The plugholes should be cleaned on a regular basis to avoid smell nuisances and clogging. Furthermore, clogged plugholes may cause damage by water in the accommodation underneath yours. If any defects to the plughole installation are found, please notify the janitor immediately.

**Heating and ventilating**

*Heating installations*
The accommodations are heated with radiators. To make the regulation of the heat as simple as possible, thermo valves have been installed. The radiator should only be warm in the top half part for the good of the cool-down. **The temperature in the accommodation should at no time surpass 21ºC.**
All repairs to and painting of radiators should only be performed by professionals. Clean the radiators by vacuuming them with the special spout and wash them off with a detergent. Do not use brown soap or other heavy-duty remedies. Wash them off with clear water afterwards.

*Cleaning*
Soak the filters for the cooker hoods for a couple of hours or over night. You can also put them in the dishwasher.

***Avoid damages due to humidity and moisture***
Bathroom
When you use the toilet and bath, make sure that fresh air have access to the room. Open the door to the other rooms in the accommodation, enabling the humidity to be transported through the ventilation at a faster rate. Wipe off walls, floors etc. after showering. Never close or block vent pipes.
Kitchen
When cooking, it is a good idea to open the windows in the other end of the accommodation and to use lids on the pots. Make sure that the cooker hood is fully working. When you have finished cooking, it is a good idea to air out the accommodation for 5-10 minutes. Never close or block vent pipes.
Bedroom/living room
Generally, you should air out the accommodation several times a day by opening the windows for about 5 minutes. The first signs of high humidity are condensation water on the windows, then mould and fungus on the window frames, dark spots in the corners by the ceilings especially in the kitchen and bathroom. The higher humidity, the better house-dust mites and mould fungus thrive. House-dust mites and mould fungus may cause allergic reactions.
Never turn down the heat completely. **Do not hang clothes to dry in the accommodation**. Do not place mattresses directly on the floor, and do not put wardrobes and big furniture too close to an outer wall - the air should be able to circulate all the way around, or mould spots may appear.

Please contact the janitor if humidity problems arise. It is easier to solve the problems if attention is given at an early stage. If the tenant let things slide, the consequence will be higher expenses for heating as humid air is difficult to warm up. It may also cause various building parts to decompose. The tenant is liable for damages caused by misuse and failure to air out the

accommodation etc.

**Electrical installations**
Electrical installations cover not just the normal need for light, but also many electrical appliances such as radio, TV, PC etc. Both Ungdoms- and Handels-kollegiet have joint power metering in the rooms with shared kitchen. Other accommodations have individual settlement of electricity. Do not leave lights and appliances turned on, when these are not used. It will cause extraordinarily high power consumption. The consumption is metered, so it is in everyone's interest to be reasonable and economical in this matter.

**Fire alarm**
Fire alarms have been installed at Sønderskov-kollegiet, Ungdoms-kollegiet, Handels-kollegiet and Alssundkollegiet. The alarm buttons are placed in the halls. The alarms are tested every first Wednesday of a month between 9am and 12pm. At all dorms, smoke detectors are installed in each accommodation. If the battery needs changing, please contact your janitor.

**Test of electric installations (HPFI –curcuit breaker) once a year**

*Fuses*
When power failure occurs, check to see if the circuit breaker has been activated, or if there are any defect fuses. If the fuses or the circuit breaker does not work properly, please contact the janitor.
Remember to always have spare fuses of each kind. Please make sure that the replacing fuse has the same colour as the fuse you are replacing.
Please remember to disconnect the circuit breaker before replacing fuses.
It is prohibited to perform any repairs or changes to the electrical installations.

*Defects to the electrical installations*
It can be tempting to perform minor and apparently easy repairs and changes in the electrical installations, but we strongly warn all tenants of embarking on such tasks! It is important that all current carrying parts – the fixed installation and sockets as well as extension cords, the cord for the iron, the vacuum cleaner and the like, are whole and in good shape.

**Electricity is an indispensable, but highly dangerous servant**
It is illegal to perform any measures to the fixed installations without an authorisation to do so. The statistics give many frightening examples as to why – half of all fire damages are caused by electricity. We therefore emphasize that all measures to the fixed electrical installations should be performed by an authorised electrician. Defect parts installed by tenants should be changed immediately!

Note! If the electrician finds that defects are caused by parts installed by the tenant, e.g. lamps, vacuum cleaner or the like, the tenant is liable to pay all expenses for the work of the electrician.

**Cooking range and hotplates**

*Cooking range*
Where ceramic cooking ranges have been installed, the tenant must use pots and pans suitable for this kind of cooking range.
Cleaning can be done when the cooking range is cold.
Dirt and stains are removed with a damp and soft cloth with regular cleaning detergent. Burned stains are removed with a barber's scraper. Remember to change the barber blade regularly, so it is always sharp.
Clean the range with paper and a detergent for glass ceramic cooking ranges.
Very difficult stains are removed with detergent for stainless steel.
Sugar, plastic and tinfoil are removed with a barber scraper, while the plate is still hot.

*The regular oven*
Every time the oven has been used, it should be aired out. Leave the oven door open or half-open after use. Wipe off the inside of the oven with paper towel, while the oven is still warm. Clean the oven using a liquid soap or water added dishwashing liquid. Old stains are removed using a little scouring powder. If the stains are difficult to remove, apply a mixture of liquid soap and ammonia solution, or another remedy suitable for the purpose. Warm up the oven until the soap bubbles, turn off the oven and rinse with e.g. water added vinegar.

*Baking trays and other enamelled surfaces*
Enamelled surfaces are cleaned using ordinary detergents. Do not use scouring powder.

**Dishwasher installation**

We do not recommend having a dishwasher installed, as there has been major material damage in the past due to dishwashers.
If you want to install a dishwasher, you must pay attention to the following:
An application must be sent to the office, and then it is assessed whether the work can be done. The office then returns with permission or refusal. Refusal is given if it is assessed that the property cannot cope with the installation. Electricity and drainage capacity are not sufficient for the installation. The installation must not take place before a permit has been returned.

The installation must be carried out by an installer and a copy of the invoice must be sent to the office.

When moving out, the dishwasher must be removed and requirements for the restoration of both water / drainage *and* if furniture has been removed to make room for the machine is made. If the accommodation has not been re-established, the tenant is liable for costs associated with this.
Furthermore, a deposit of DKK 5,000 must be paid as security for the cost of any recovery.

Please note that for whatever reason, you are responsible for any damage caused by the installation of the dishwasher. In the event of water damage, you must e.g. pay for damage to your own and other affected accommodation. It is therefore recommended that the tenant takes out home insurance.

**Freezer/refrigerator**

*Circulation of air*
**It is very important** that the refrigerator is ventilated, and that the air is able to circulate freely under, over and behind the refrigerator. The adjusting screws underneath the refrigerator and the spacers by the compressor plates on the backside of the refrigerator ensure the necessary air space.
Do not close/cover the ventilating opening with books or the like, if the refrigerator is built-in in the cupboard.

*Defrosting*
Some of the freezers need to be defrosted manually, some are defrosted semi-automatically, and some fully automatically. Follow the instructions applicable to your freezer. If in doubt google mark and model.

*Cleaning*
The refrigerator is best cleaned using a weak liquid soap aqueous solution. Do not use remedies, which might score.
The plastic parts do not withstand boiling water or dishwashing. (max. temp. 85ºC)
The compressor room and the wire-condenser should be kept free of dust on a regular basis. The easiest way to do this is to use a vacuum cleaner.

*Out of town*
If the refrigerator is not used for a longer period, we recommend that you empty the refrigerator and disconnect the refrigerator. The door should be left completely open for ventilation.

*Guidelines when shutdowns occur*
**If the compressor is not running!**
Is the temperature adjustment knob set on STOP? Is the refrigerator connected? Is the plug functioning correctly? Are the fuses intact?
It is a good idea to put a piece of tape over the switch so it is not accidentally turned off.
**The compressor starts, but stop immediately afterwards!**
When you put warm items in the refrigerator, wait for the temperature of the warm item to drop. The refrigerator should be working properly again within one hour.
**The refrigerator is making noises!**
It could be pipes pushing against each other or the outer plates. Check to see if the refrigerator standing straight.
**Noises from running liquid!**
Appears when liquids circulate, which is normal. **If the compressor has stopped, it cannot start immediately**. Break circuit for about 10 min. and connect the refrigerator again.
**Is the compressor running constantly?**
Check to see if the freezer needs defrosting. If there is a thick layer of ice, defrost immediately. Check to see if the air can circulate freely (see above).
**Is the compressor running with periodically high or low temperature?**
Check the setting of the thermostat knob. Adjust for a higher or lower temperature. If the refrigerator is still not functioning

properly, please contact the janitor.

**Reporting damages and deficiencies.**
Damages and deficiencies, which should be notified the janitor immediately upon finding:
Dripping taps, water damages, fire damages, damaged joints in the shower or by the sink, worn down varnish or coating on wooden floors etc.

**To report damages <u>outside</u> of working hours call the emergency line No.: +45 30 63 49 05**

**Cleaning before move out**
We remind you that you might save any extra expenses for the above-mentioned, if the cleaning of your apartment is done properly and includes the following:

1. All woodwork, wardrobes, equipment and wall tiles should be washed.
2. Shelves, drawers and wire nettings should be washed off and cleaned.
3. All radiators should be cleaned, especially between the segments.
4. Decalcify the washbasins, the toilets and the mixer tap.
5. All windows should be washed and cleaned.
6. All floors should be cleaned and washed.
7. Defrosting and cleaning of the refrigerator and freezer.
8. Cleaning of the cooking range, oven and the baking sheets and roasting pan.
9. The cooker hood and the filter should be washed and cleaned.
10. All walls and ventilators should be washed and cleaned.

**The inside doors, wardrobe doors, wardrobes, cupboard etc.**
If you have removed or moved any of the above-mentioned, these should be moved back/ re-established as they were, when moving in. This should be in place before the inspection and done in proper workmanship.

- All keys issued when moving in, should be returned at the inspection along with the chips and bike tag.
- When the apartment is inspected, the accommodation must be completely vacated and all furniture and other personal items have been moved.

Updated: March 2, 2021