

## A – Z Rules for Mutual Comfort and Security in our House

### Children's Prams and Pushchairs

Prams and pushchairs are not permitted in the stairwell, by a court order in the Administrative Court of Appeal. If there is a lift in the house we recommend that you take the pram into your flat. You may always place your pram in the back yard and if possible in the basement. You are always welcome to contact us regarding the conditions in the house you are resident in. If a pram or pushchair is placed in the stairwell anyway there is reason enough for the tenancy-agreement to be withdrawn.

### Fire Security

Bicycles, heavy rubbish, doormats, newspaper bags and such things may not be placed in the stairwell, by the front door, on the airing balconies, in the attic- or basement corridors. **The Fire Brigade requires clear emergency exit routes.**

### Bicycles

Bicycles that are used regularly should be placed in or by the bicycle stand in the backyard or in the basement. Bicycles should not be carried into the flats, to prevent damaging the walls in the stairwell. Please do not let your bicycle rest against the facing and please take care of carpentry work and painted surfaces when carrying your bicycle through the front- and basement doors. Bicycles that are not used regularly should be placed in your attic- or basement storage-room.

### Heavy Rubbish

It is your responsibility to remove your heavy rubbish from the premises. Until it is removed you are required to keep your heavy rubbish (e.g. in your attic- or basement storage room). Your heavy rubbish may never be placed in the backyard, in the stairwell, by the front door or any other mutual areas in the house, unless we have especially informed that refuse collection is taking place at a certain date – not even for a short period of time (referring to Fire Security above). If you are unable to remove your heavy rubbish yourself, please contact your local refuse collection contractor.

### Lift

Please report any lift failure to the lift contractor, whose telephone number will be found in the lift or on the notice board. But first, please make sure that the cause of the failure is not e.g. a lift door that has not been properly shut. If you are unable to walk the stairs, please ask one of your neighbours to check the lift doors. Please remember to always send the lift down from your apartment floor – a simple procedure to make sure the lift is working.

### Contact information

Please inform us as soon as you change your telephone- and/or mobile phone number so that we can contact you, both during day and evening if necessary.

### Nameplate

A nameplate should be placed on the intended place on the door, please look at the other doors in the house. Any other signs or plates should be fastened on the nameplate only. It is not permitted to nail or in any other way fasten anything on the front doors' painted or varnished surfaces.

### Smoking

Smoking is not permitted in any mutual areas in the house, which also includes airing balconies. Cigarette ends may not be thrown or left in the backyard.

### Drain Block

In case of a drain block, please report to the caretaker as soon as possible. Usually it is possible to clean e.g. a floor drain from hair yourself. Cleaning of this kind may only be made by hand or by using a suction pump. Water seals and more serious drain blocks should be cleaned by the caretaker. Chemical liquids and preparations such as e.g. caustic soda are not permitted to use as they cause more damage than good. Cat litter may not be flushed down the drain.

### News papers

Please put newspapers for recycling in the intended container.

### Tvättstugan/Laundry Room

Please read the instructions on the notice board in the laundry room. Unfortunately, washing machines often break because hard objects, such as under-wired bras, coins etc. get stuck. Please make it a habit to always go through your clothes before you put them in the washing machine. Under-wired bras and rugs may not be washed in the washing machines.

### Water damage

Please contact us as soon as you suspect that a leak has occurred. It may be damp under the sink, damp ceiling under the attic or apartment above, dripping taps or running toilets.

Kind regards

F O R S F A S T I G H E T E R