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Maintenance guide and useful information about flats in Blåbærhaven



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Ventilation:

It is a good idea to air out every single day. In addition to minimising the risk of mold, it will generally provide a better indoor environment.

Venting 2-3 times a day in short intense 5 minute periods.

It is extra important to air out in winter, but as since this is cold you can easily waste a lot of heat by having the windows open for a long time. The most efficient solution is to open several windows and create draught. In this way, you do not have to keep the windows open for more than 5 minutes at a time.

Venting after cooking and if you have had candles lit.

If you have just prepared food, lit candles or had many guests, the air will often be filled with moisture and particles. In such case it is a good idea to air out.

Avoid having open windows for a long time.

It may be tempting just to have a window ajar for a long period of time. Since this will create a large inflow of fresh air. However, this is not the smart way. This approach will cause cold walls and surfaces and it therefore requires much more energy to reheat the room. At the same time, the cold walls can create condensation, which can cause mold.

Turn off the heat in the short periods of time you have the windows open.

You consume less energy by not switching on the heat while airing out.



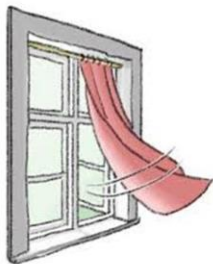
Close the bathroom door.

After bathing, it is a good idea to keep the door to the bathroom closed. Before leaving the bathroom door open, it is important to let the vapour disappear, either through the ventilation system or an open window in the bathroom, however, not all bathrooms in Blåbærhaven have a bathroom window. If you fail to do so, the moisture will spread to the rest of the flat where it may cause mold.

Maintenance of windows:

Cleaning.

The exterior surfaces must be washed in luke-warm water mixed with a neutral detergent to remove dirt from the surface. Use only cleaning and care products that do not damage the surface treatment of the fitting. The window must be lubricated



It is important to lubricate and maintain all types of fittings to ensure easy and unhampered operation and function. It is recommended to lubricate all moving fittings with oxygen-free oil (e.g. ordinary bicycle oil) at least once each year. Fittings that are not lubricated can get stuck and break.

Spillway on the windows.

It is very important to keep the spillway/drain duct on the white plastic windows clean. These are found at the bottom of the frame. Please make sure that there is passage. If dirt and mildew is found, hot water can often dissolve it, and minor items such as a cotton swab can be useful.

Paint.

The white plastic windows used in Blåbærhaven should not be painted, just cleaned. All wooden windows, which in Blåbærhaven are painted black must be

treated with paint, which can be collected free of charge at the office in Blåbærhaven. Do not paint with other colours than black on the balconies.

Maintenance of drains:

Clogged sinks and drains, toilets that cannot flush, and leaking or clogged sewers can be quite unpleasant nuisances to experience in your home. When the drainage system is not working, the smell can be so overwhelming that it forces you to act immediately.



With regular maintenance and a little care, you can ensure that drains from sinks, floor drains and downpipes (the balcony) work impeccably and do not cause any problems further down the system. If there are any problems with the sewer

pipes, there is not much you can do; this is a task for professionals.

The wastewater from sinks, floor drains in the shower and washing machine and dishwasher run into sewer pipes through wells into the sewage system running under our garden walkways. To prevent the sewer smell from entering the flats, the drains on the sink, toilets, etc. are provided with a water trap. The water trap is designed such that there is always some water in it. This water that acts as a plug for the smell, but it is also often the water trap that becomes clogged and causes problems.

How to prevent clogged drains.

By regularly cleaning the drains, you can prevent most problems. Old drain pipes will eventually clog because organic matter and other materials form a layer of sludge that settles on the inside of the pipe.

Especially the kitchen sink is very exposed. Fats and different kinds of food

scraps settle quickly and can clog the water trap and drains. In the bathroom the wash basin and the drain from the bath are exposed to a mixture of soap and hair, etc., which can also quickly form a clogging mass.

The best thing you can do is to think about what you flush into the drains. In addition to the clogging organic material, sand, soil and various substances will tear unnecessarily on the pipes. It is important that the kitchen sink is provided with an effective strainer that stops as many food scraps as possible.

Do not pour large amounts of oil, grease and fryer fat into the kitchen sink as this will quickly clog the drain.

Please also avoid disposing menstrual pads, cotton wool, cat litter and other garbage in the toilet. Paint and chemical substances must never be poured into drains. In addition to burdening the environment, it will also erode the pipes.

An efficient method of preventing clogs in the drain under the wash basin and kitchen sink is to pour 1 or 2 kettles of near-boiling water into the sink once a week.

It is not uncommon to experience bad smell from the floor drain in the shower even though it is not clogged. This problem is often caused by the fact that the drain is not rinsed properly through the short showers that many of us take.

Avoid using chemical agents.

Use of chemicals agents such as drain cleaner, caustic soda and chlorine must be avoided among other things for environmental reasons. Caustic soda and drain cleaner can dissolve clogs efficiently, but you must be careful as the agents are highly corrosive.

Larger amounts of caustic soda can also generate so much heat in the drain that joints and plastic pipes become deform and leaky.

Chlorine does not dissolve the clogs but acts as a bactericidal and can remove bad odour in the floor drain if rinsing with boiling water does not help.

Never mix chlorinated agents with detergents or acetic acid as it may develop toxic fumes.

What to do if the kitchen drain still clogs.

The main tool to use when the drain clogs is the plunger. You must fill up half the sink with water and close the overflow valve with wide packing tape or by putting pressure on it with a damp cloth. Then proceed to pump up and down a number of times with the plunger. Repeat if necessary several times and rinse thoroughly.

Less severe clogging can often be solved with the plunger but if it does not help, it may be necessary to disassemble the water trap under the sink. It is not very difficult, but it may be a bit disgusting, so remember to use rubber gloves and place a bucket underneath to catch the water.

If the clogging is further out in the drain, the tool of choice is a long spring called a cleaning strip, which is pressed down into the pipe and rotated so that it removes clogs and deposits. If you have unsuccessfully tried to clean the drain, you may need to ask the office for help and guidance.

What to do if the bathroom drain still clogs.

In the bathroom the water trap is molded into the floor, so the "operation" will be a little different.

Again, in cases of less severe clogging, you can use the plunger. If this does not help, then try to pour 1 or 2 liters of boiling water into the drain. If this does not dissolve the clog, it is advisable to place a dishwashing tablet in the drain. It will dissolve grease, dirt, etc. and following a repeat rinsing of the drain with 1 or 2 liters of hot water after a couple of hours there must be passage again. If this is not the case, you must contact the office who can advise and guide you on the next "step"



The drain in the bathroom floor should always be able to drain the water quick-

ly, the water level must be significantly below floor level.

If it is necessary to call for external assistance for hosing and cleaning, please contact the office. The related expenses must be covered by the owner; they are NOT included in the joint expenses.

Mixers with thermostat:

When owners complain that it takes a long time before the cold water gets cold - or the hot water gets hot - this could be a sign of a defective thermostatic mixer at one of the other owners. The water runs from one string to another through the defective thermostatic mixer, even though the water faucets are not open - and this will show on the water meters. This occurs when the valve is lime scaled and no check valves are fitted with thermostatic mixers as prescribed.

Other maintenance:

Supply pipes

It is advisable to inspect the supply pipes under the kitchen sink as they may leak due to age. Likewise, if you own a dishwasher, please check regularly that both the supply and drain hose are tight.

Exhaust valves.

In Blåbærhaven, we have common exhaustion. On the roof of each flat there is an engine that extracts air/moisture from the individual flats. All flats have exhaust valves in bathrooms and in kitchen, and they must be open and clean in order to be effective. They can be removed and cleaned in a grease dissolving detergent. If exhaust valves are defective, new ones can be purchased at the office. If there is a failure in the exhaust system, it may be due to the engine on the roof being defective; please contact the office.

The cooker hood in the kitchen must not be connected directly to the exhaust valve. If it is, this connection must be changed immediately.

Sealing strips.

It is important to check your sealing strips by the front door, balcony door and in the opening windows. The sealing lists screen against cold and sound, so there can be money to save by replacing them. You can buy such lists yourself, or you can have a glazier or carpenter do it for you. The office can refer to a glazier or a carpenter who will perform this work at a reasonable price.

Balcony.

The plates on our balconies must as agreed be painted in black; the paint can be collected free of charge at the office. It is important that you regularly and especially after the winter period inspect the balcony's semi-wall; if there are cracks/crevices or missing smaller parts of the wall, this must be reported to the office, which will then be responsible for the repairs. Everyone who has a balcony also has a downpipe in one corner; it is important that there is passage in this downpipe, for which reason it must be inspected regularly for leaves and other items that can prevent the water from reaching the sewer.

Fresh air valve in balcony doors.

Fresh air valve in the balcony door must be open to allow fresh air to enter the flat.

Deposit of keys.

We recommend that the owners deposit a key at the office. The keys are kept securely and will only be used in agreement with the owner - unless there is an emergency! Emergencies may include fire or water damage. For good reason, we must mention that in such cases there will always be at least two people present.

Insurance:

Due to the warning of extreme price increases from our former insurance company, we have chosen to change company.

This means that the association no longer has glass and basin cover on the

building insurance. If you would like such cover, you must take it out as a supplement on your own home insurance.

In case of any future damage to the flat, all queries regarding claims must be directed to administrator Grethe Hervard at grethe@hervard.dk or tel. 48177399

Who covers what and who maintains what:

The owners' association covers all external damage to buildings and the association's areas. The owners' association is also in charge of the maintenance of buildings and areas.

The owners' association also covers damage to the front door, but not in case of vandalism. The owners' association also covers damage to the vertical installations such as downpipes.

The owner is responsible for damage in the flat, eg kitchen/bath, radiators/fans and related installations, pipes and drains that run horizontally in the flat as well as the balcony and its roofing.

Exterior plastic windows must be maintained by the individual owner.

Useful tips and guidance:

The quick ones:

- Drilling and knocking must take place between the hours of 9-20 only. An efficient power drill can be borrowed at the office.
- Construction waste (kitchen cabinets, old ceilings, partitions, etc.) must not be unloaded in the container yard. Instead, it must be delivered to the municipal container area by the water tower.
- Flower boxes must be installed only on the inside of the balcony.
- Basement rooms must be locked - even when not in use.
- Prams, toys and the like must not be stored in the stairways.

Fire access road

Parking on the tile areas (the fire access road between the blocks) is prohibited, however, loading and unloading is permitted. However, the car must be moved when taking breaks.

Driving on the tiled areas with vehicles weighing more than 3,500 kg is not allowed, the same applies to turning or other driving on the lawns.

For opening the boom, please contact the office.

Garbage sorting

The owner's association's general meeting in September 2016 decided that the waste shafts should be permanently closed.

With the closure of the shafts, the owners' association immediately complies with the orders from the Danish Working Environment Authority.

The current waste rack scheme is maintained until there is full clarity about what the municipality of Fredensborg will demand for the fragmentation of waste. Thus, the removal of waste twice a day and twice in the weekends will continue.

With this scheme in place, waste sorting is also introduced. Containers have been set up in different places of the association's areas. Sorted waste must be disposed of in these containers. Cardboard, paper, glass, metal and plastic must be sorted.

Household waste as well as wet and heavy waste must be carried down and placed in the proper containers. As in the past, the bags must be properly closed - to prevent obnoxious smells. If the container is already full, please notify the office such that an empty container can be set up.

Special contains have been set up



for advertising and newspapers, bottles and glass in accordance with the above. Please make sure to empty your mailbox continuously so that they do not hang out of the lid or get placed in the stairway.

Bulky waste

Our container yard is a service for residents, where we can place bulky waste according to the municipality's regulations. This means that we must place the items to be scrapped in the fractions indicated by signage. This way - and only in this way - we get it collected for free.

It is a prerequisite that construction materials, commercial waste, sinks, toilets, tiles, chemicals, paints, accumulators, rims, tires, and other car parts are not included (- an outphased kitchen is construction waste) - nor any type of biofuel.

Items that can be disposed of in the big container must be flammable - and not bio.

Contact info for tradespersons

Carpentry

Grimstrup Tømrer og Snedker
v/Lars Erik Nielsen Grimstrup
Ved Klædebo 13A
2970 Hørsholm
Tlf.: 21 43 26 22
Mail: grim-leg@hotmail.com

Plumbing

Lund Christensen VVS
v/Mads Lund og Rasmus Aamann
Støberivej 13
3000 Helsingør
Tlf.: 49 21 20 23
Mail: info@lc-vvs.dk

Windows, frames and panes

See contact info during carpentry

Floor installer

Pries Gulve

Nørretoftevej 17

3200 Helsingø

Tlf.: 48 79 00 17 / 20 72 86 76

Mail: hp@priesgulve.dk

Electrician

L Kompagniet ApS

Gotfred Rodes Vej 14

2920 Charlottenlund

Tlf.: 70 60 59 95

Mail: dm@lkompagniet.dk

Feedback, comments.

If you have any feedback or comments to this folder, please feel free to contact the Board.