

## CONTENTS

CONTENTS.....	1
HOME MAINTENANCE.....	2
FLOORS.....	2
WALLS AND CEILINGS .....	2
WINDOWS .....	2
BATHROOM.....	3
WASHER-DRYER MANUAL .....	3
FRIDGE-FREEZER .....	3
<i>FRIDGE-FREEZER MANUAL</i> .....	3
DISHWASHER .....	3
<i>DISHWASHER MANUAL</i> .....	4
STOVE AND OVEN.....	4
<i>STOVE AND OVEN MANUAL</i> .....	4
BUILT-IN CABINETS.....	4
BALCONY .....	4
VENTILATION SYSTEM OPERATION AND MAINTENANCE MANUAL.....	5
DRAINAGE AND WATER SYSTEMS .....	5
SANITARY APPLIANCES .....	5
<i>VITRA SANITARY CERAMICS MAINTENANCE GUIDE</i> .....	5
GLASS WALLS.....	6
DRAINAGE MAINTENANCE MANUAL.....	6

## HOME MAINTENANCE

Regular cleaning and maintenance of the apartment is the tenant's duty and helps to ensure healthy living conditions, good indoor air quality and preservation of the apartment's furniture. Quality cleaning products make cleaning easy; avoid excess water and strong, abrasive cleaning agents that are damaging to surfaces.

The most important factor in home care is regular cleaning, using dry and low-moisture cleaning methods and neutral cleaning agents.

## FLOORS

The apartment's floors are made of LVT flooring, which is durable and easy to clean. Clean the LVT floors with a vacuum cleaner or use a damp brush or mop.

General advice:

- To protect your floor from dirt and scratches, install a dirt mat in front of the door.
- Hard floor coverings become slippery when wet. Make sure that the surface is completely dry before you walk on it. In wet weather it is necessary to install separate mud mats at the entrances to prevent excess moisture from footwear spreading to the flooring.
- Wipe up any spilled liquid immediately to prevent the floor from becoming slippery or stained.
- Always use felt protectors under the legs of furniture. Dragging furniture and other heavy objects can leave scratches on the floor.
- Note: Traces of black rubber can cause permanent marking or discolouration of the floor covering. Do not use rubber mats, rubber furniture base mounts or chairs with rubber wheels.
- In the main rooms we recommend keeping the temperature at between 20°C and 22°C. In the bathroom we recommend keeping it at 30°C.
- Make sure that the vacuum cleaner used is suitable for vinyl and will not damage the floor with any sharp edges or parts.

## WALLS AND CEILINGS

Continuous maintenance of ceilings and walls involves carefully wiping dust away with a soft dusting brush. When cleaning, make sure the bristle fasteners do not damage the painted surface. When cleaning and washing, move from a cleaner area to a dirtier one. Start with dry cleaning, first removing any loose dirt where necessary. Use a soft brush.

## WINDOWS

Start cleaning the windows by wiping the sills, frames and handles with a damp cloth. Continue with washing and drying the windowpanes, using appropriate products.

## BATHROOM

The bathroom should be thoroughly cleaned regularly to maintain hygienic conditions. Particular attention should be paid to the cleaning of the sink, taps, shower head, toilet bowl (both inner and outer surfaces), toilet seat and lid. Each surface must be cleaned using appropriate cleaning products.

For tiled walls and floors, use cleaning products that are suitable for ceramic tiles. Apply the product to the surfaces and wash the walls with a brush or scouring sponge. Finally, wash the floors and then rinse and dry.

1. Ceramic tiles have a long life and are easy to maintain.
2. They can be cleaned with any non-abrasive cleaning product for normal use, and the floor can be machine-washed.
3. Ceramic floor tiles should be cleaned regularly (once a day, or more frequently where necessary) to remove sand or other abrasive dirt.
4. When concentrated acids and alkalis come into contact with ceramic tiles, it should be kept in mind that the tiles are both acid- and alkali-resistant, but that the joint filler is much less resistant, requiring the immediate removal of acid and alkali concentrates and washing with water.
5. Ceramic tiles and joint compounds with additives are moisture-resistant and therefore resistant to prolonged exposure to water and moisture.

## WASHER-DRYER MANUAL

Read the washer-dryer manual [HERE](#).

## FRIDGE-FREEZER

If the refrigerator has an automatic defrost setting, it does not need to be defrosted separately. Cleaning the drainage area in the back of the refrigerator is sufficient. The freezer is defrosted twice a year. Do not use force or scrapers to remove ice from the freezer. Do not use high-strength cleaning products when cleaning the refrigerator. The defrosting of the refrigerator and freezer should be monitored and the water should be dried from the inside of the fridge-freezer before pooling on the floor.

### *FRIDGE-FREEZER MANUAL*

Read the fridge-freezer manual [HERE](#)

## DISHWASHER

Before maintenance, turn off the appliance and remove the power plug from the socket. Dirty filters and clogged nozzle brackets lead to poor washing results. Check their condition regularly and clean them whenever necessary.

- Cleaning the nozzle brackets: Do not remove the nozzle brackets. If the holes in the nozzle

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brackets are clogged, remove the dirt using a thin, pointed object.

- Cleaning the exterior: Clean the unit using a soft, damp cloth. Use only neutral detergents. Do not use abrasive products, scrubbing swabs or solvents.
- Cleaning the interior: Clean the unit, including the rubber edging around the door, using a soft, damp cloth. Frequent use of short programmes can lead to the accumulation of grease and limescale in the appliance. To avoid this, it is advisable to run long programmes at least twice a month.

It is recommended to use a special dish-washing detergent monthly to maintain the best performance.

### *DISHWASHER MANUAL*

Read the dishwasher manual [HERE](#)

## STOVE AND OVEN

The stove should be cleaned regularly, as it is difficult to remove material that has dried on a hot surface. Use the soaking method and a cleaning agent and tools that are suitable for the type of stove in question. The oven, grates and oven plates should be cleaned using an oven-cleaning product.

The range hood and grease filter should be washed at least twice a year; more often if necessary. Detailed instructions are provided in the manufacturer's manual.

### *STOVE AND OVEN MANUAL*

Read the stove manual [HERE](#)

Read the oven manual [HERE](#)

## BUILT-IN CABINETS

All built-in cupboards, shelves and basket systems should be cleaned regularly using watered-down detergent and a damp cloth.

## BALCONY

When cleaning the apartment, attention should also be paid to the balcony. The balcony should not be cleaned with water poured onto it, as the drain pipe is designed for the drainage of rain water only.

## **VENTILATION SYSTEM OPERATION AND MAINTENANCE MANUAL**

The air in the building is circulated by a building-based heat recovery ventilation unit located on the roof. The air volumes in the apartments are already set to ensure a suitable indoor climate.

It is forbidden to adjust the supply and exhaust ventilation valves.

Ventilation of the apartments is via wall vents. If the client wishes to clean the area around the vent, the vent must be removed completely. Since the vents are set according to the airflow, the vents and their surroundings should be cleaned by a specialist who can remove and reinstall the vents without amending the initial setting.

## **OPERATING AND MAINTENANCE MANUAL FOR DRAINAGE AND WATER SYSTEMS**

The apartment has remote water meters installed within the suspended ceiling of the sanitary rooms. The system allows the building manager to record consumption figures without access to the meters. The apartment owner does not have to worry about submitting readings on time, as the readings are recorded by the building manager.

Note: All construction work (drilling, milling, etc.) on walls, ceilings and floors should be approved in advance by the building manager.

## **MAINTENANCE AND OPERATING INSTRUCTIONS FOR SANITARY APPLIANCES**

Vitra sanitary equipment is used in the apartment building.

### ***VITRA SANITARY CERAMICS MAINTENANCE GUIDE***

To prevent dirt and limescale build-up, sanitary ceramics should be cleaned frequently. If a conventional detergent does not produce the desired effect, they may be cleaned using citric or acetic acid (diluted 1:5).

Rub detergent into the surface, rinse thoroughly and then dry. Use household vinegar to descale. Cleaning with warm vinegar produces even better results.

Never use abrasive cleaners or talc-based products (with a pH of 7+). Over time they will damage the glazed surface. Also, strong alkalis or alkali-based unblocking agents which may damage the porcelain surface and environment should not be used. Do not use a steel brush or steel sponge for cleaning.

## VITRA TAPS MAINTENANCE MANUAL

Taps and shower sets should be cleaned regularly. This will help avoid the use of harsh detergents, which are also harmful to the environment. Limescale and detergent stains can usually be removed with a soft cloth immediately after using the product. If limescale still develops, use a special cleaning agent for taps or regular household vinegar (diluted 1:5) and rinse thoroughly with plenty of water.

Clean the tap's aerator at least once a year.

Carefully unscrew the aerator from the tap and clean any loose parts under running water. Leave the aerator in the household vinegar solution for a few minutes to remove the limescale.

- Abrasive products such as steel wool, coarse sponges, scouring powder, etc. should not be used for cleaning as they will leave the surface dull and scratched.
- Never use acid-, chlorine- or alcohol-based cleaners as they will leave unsightly stains and damage surfaces. When using such a cleaning agent near the tap, be sure to protect the tap from splashing.
- Avoid spraying detergent directly onto the tap as the detergent may get into the internal parts and cause damage. Instead, use a cloth, which is both softer and more effective.
- Water that is too hot or washing at too high a pressure can cause damage. The use of steam cleaners is not allowed.

## GLASS WALLS

In order to keep the shower cabin looking fresh, it should be cleaned regularly.

To prevent limescale build-up on the inside of glass walls, the walls should be dried with a rubber scraper or cloth after each shower. Use a mild detergent for more thorough cleaning. Any special shower cleaner, ordinary window cleaner or dish-washing liquid is suitable.

Never use acetone, acids, alcohol-based or abrasive cleaners.

When using showers, if water ends up outside of the shower area, dry it with e.g. a rubber mop in the direction of the drain.

Note: Avoid spilling water on the bathroom floor to avoid the risk of falling.

## DRAINAGE MAINTENANCE MANUAL

Two types of drainage system are installed in the sanitary rooms of the apartments: Uponor drainage in apartments with showers and TECE emergency drainage in apartments with baths (under the bath).

For thorough cleaning of the drain holes, remove any loose material that has accumulated. Pour an appropriate cleaning product into the drain hole and follow the instructions. Wash the drain cover and its lid on both sides using a brush. Rinse thoroughly with cold water.

The drainage system's water seal should be cleaned at least once a year. To do this, remove the lid and clean the seal of sediment.

The odour valve should be cleaned at least twice a year. The dry valve should be checked and cleaned a few times a year, where necessary. To clean, remove the cover and pour water onto it.