



**Myyrmäen Huolto Oy**  
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## RENOVATION WORK GUIDE

### FLOOR REPAIRS IN DRY ROOMS

#### General information

This Guide is intended for Myyrmäen Huolto Oy's clients when performing floor renovation in the rooms. There is a separate guide for renovating wet rooms, including their floors. This Guide is observed, among other things, when processing the renovation work permit and supervising repairs.

**The shareholder is always responsible for the adequate performance of renovation.**

#### Asbestos mapping

- Pursuant to the legislation concerning the safety of asbestos work enforced on 1.1.2016, prior to any demolition work to be carried out in the buildings built before 1994 asbestos and hazardous substances must be mapped in case structures or coatings fixed to the base are demolished (<https://www.finlex.fi/fi/laki/alkup/2015/20150684>  
<https://www.finlex.fi/fi/laki/alkup/2015/20150798>)
- the shareholder shall bear the costs related to the commissioning of mapping unless any other procedure has been agreed upon by the housing association
- the asbestos mapping report has to be submitted to the person who will process the renovation work notification; the renovation work notification will be approved only after the report has been submitted
- if the structures planned for removal contain asbestos, demolition should be carried out as asbestos removal work based on the guidelines issued by the Occupational Safety and Health Administration of the Regional State Administrative Agency (<http://www.tyosuojelu.fi/tyoolot/rakennusala/asbesti>)

#### Construction work

- the sub-floor has always to be sufficiently dry, strong and even
- the selected floor cover should always be of the class appropriate for the use indoors
- when laying plastic carpets or any other vinyl or linoleum covers that are glued to the base, the old floor cover has always to be removed and the sub-floor has to be processed to the guidelines of the cover manufacturer
- floor covering may not be installed on top of old plank parquet, laminate or other floating flooring
- old plastic carpet glued to the base can be left under floating flooring if it is otherwise in good condition and if the floor covering manufacturer's instructions allow it as an installation base
- the manufacturer's guidelines and best building practices should always be complied with in flooring
- in case the floor cover is replaced, it has to be ensured that step sound insulation would not decrease compared to the original cover (old plastic carpet remaining under new floating floor covering does not substitute impact sound insulation according to the new covering manufacturer's instructions and dedicated impact sound insulation must always be provided under ceramic tiling or stone tiling installed in living areas)
- when the height of the flooring increases, it must be made sure that a sufficient air gap (approx. 15mm) remains at the doors to ensure functional ventilation, for example, by shortening the door sufficiently from the bottom edge or by installing a transfer air grille or the like at the door bottom edge.

#### Electrical work

- all electrical installations should be performed by a licensed electrician in compliance with the law and decrees
- a copy of the commissioning inspection report prepared with regard to the installation of electrical equipment has to be submitted to the manager's office



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#### Supervision

- usually, no supervision is applied by the housing company in case of replacement of flooring; the shareholder shall always be responsible for the adequate performance of renovation
- in case the renovation is of a wider scope, the housing company may still assign a supervisor for the project; in such case, Myyrmäen Huolto Oy's technical department or any other supervisor assigned by the housing company will supervise the renovation
- Pursuant to the Limited Liability Housing Companies Act, the shareholder is responsible for supervision expenditures unless otherwise agreed upon by the housing company (you can check the procedures of your housing company with the manager of your housing company)
- In case Myyrmäen Huolto Oy performs supervision, the maintenance company charges the housing company for supervision based on the current special service price list

#### General conditions of shareholders' renovation projects

- ALWAYS check the contractor's liability insurance
- a notification about repairs should always be placed on the ground floor lobby information board in the stairwell; in terrace houses, a written notification has to be submitted to the shareholders who will be affected by repairs (period of time, contractor, contact details, possible water outage during the repairs)
- the contractor performing repairs shall see to the cleanliness and, if necessary, protection of the staircase; it is not allowed to store building materials and demolition waste in the stairwells or on the territory of the building, and the waste must be properly taken to a waste management company; it is prohibited to put the waste into the housing company's dustbins or garbage sheds
- the periods of work that disturb the tenants should be planned for weekdays from 8:00 am to 6:00 pm, and all works must be finished by 9:00 pm; it is prohibited to carry out repairs on Saturdays and Sundays (the time periods may differ between housing companies)