



### General information

This Guide is intended for Myyrmäen Huolto Oy's clients when performing kitchen renovation. There is a separate guide regarding the renovation of 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

- in case the sink top is renewed or removed for the period of repairs, the kitchen taps must be removed and water mains must be properly sealed with plugs. The drains must also be sealed with plugs for the period of works to prevent odour nuisance and water damage caused by clogging.
- under the sink cabinet (over the drain and water point), a functioning leak catcher (e.g., a plastic mat) should be placed, or in case the pressure joints of the domestic water pipes and the drain trap are fully located in the sink cabinet, you can also place a leak catcher inside the sink cabinet; the water should not gather in pools on the leak catcher and any possible leaking water should freely flow to the floor in front of the sink cabinet
- a leak water collector should be placed under the dishwasher and cooling appliances
- it is recommended to use spreadable waterproofing under the backsplash tiling of the kitchen cabinets
- it is recommended to use plastic carpet or tiling on the kitchen floor, which will also be laid under household appliances and bottom cabinets; there is a separate guide for flooring

### 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

### Ventilation

- ventilation outlet vents have to be installed in places where they are visible, can be removed, adjusted and cleaned
- the vent installed has to be adjusted so that the calculated air flow is achieved
- any possible renovation of ventilation ducts should be implemented by installing a fire resistant ventilation duct, use of aluminium ducts in the kitchen is prohibited
- generally, a cooker hood without motor that is suitable for the central ventilation system (the so-called hood or range hood) can be installed, and it is connected to the exhaust



shaft as described above; the hood cannot have any enhancement function and the outlet vent has to be installed behind the grease filter of the cooker hood

- it is not allowed to install a cooker hood equipped with a motor in the exhaust shaft, so if you want to install a cooker hood, you should choose a cooker fan with an activated carbon filter, that blows exhaust air directly back into the kitchen (not behind the cupboards/top plinth), depending on the unit model, whether directly from the unit or by non-combustible steel duct through a supply air valve installed in the top plinth of the cupboards, and if no top plinths are installed in the kitchen, the duct must be extended to the cupboard upper edge level, depending on the unit model

### Piping

- piping must be carried out by a professional plumber, whose insurance cover has to be checked and it should be valid
- domestic water pipes have to be equipped with shut-off valves
- if the shareholder is willing to use water fittings that are not included in the basic Oras collection, the shareholder will relieve the company from the responsibility to upkeep the fittings in question
- the taps and other water fittings should be of the approved type
- the company will compensate for new taps and other water fittings for the maintenance of which the company is responsible only provided they have been inspected prior to repairs and found subject to replacement by the company's representative
- the dishwasher must be installed by a professional plumber
- water connection for the dishwasher can be installed only to the kitchen tap equipped with the dishwasher connection. If the old tap fails to meet the requirements, a new tap has to be installed.
- the drain hose of the dishwasher can be connected only to the drain trap of kitchen sinks equipped with a drainage hose. If the drain trap fails to meet the requirements, a new drain trap has to be installed. In addition, the drainage hose has to run above the level of the sink drainage so that the water cannot imperceptibly flow from the hose to the dishwasher and from there to the floor. The drainage hose has to be secured to the drain trap mechanically (by a clip, etc.)
- all pipes and hoses have to be secured and supported when installing the kitchen equipment

### Hot work

- for any possible hot work a hot work permit is required, and the person performing the work must have a valid hot work card

### Supervision

- On behalf of Asunto Oy, renovation work is supervised by Myyrmäen Huolto Oy's technical department or by any other supervisor appointed by the housing company.
- 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



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## RENOVATION WORK GUIDE

### KITCHEN

#### **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)