

BRABO

VÄSBY PARK

Accommodation folder

Contents

Welcome home	3
Reporting faults	4
Customer service	5
Living in a rental apartment	6
Termination of contract and relocation	7
Subletting	9
Home insurance	10
Fire alarms	11
Keys, locks and post handling	12
Entryphone and code lock	13
Broadband, TV and telephone services	14
Electricity subscriptions	15
Distribution board and residual current devices	16
Radiators	17
Mixer taps and shutting off the water	18
Kitchen fittings	19
White goods	21
Parquet flooring	22
Painted surfaces	23
Bathroom fittings	24
Tiles and floor tiles	25
Windows and window sills	26
Ventilation	27
Safety concept	28
Handbook for economically, socially, and ecologically sustainable living	29
Maintenance card	38



Welcome home

Thank you for choosing to live in a BRABO building. We construct buildings that make life that little bit warmer and more pleasant. We think along different lines when helping to develop cities so that they're as good as possible for people and the environment. We love coming up with smart solutions that go beyond mere functionality. Turning a house into a home, turning the city into a place you want to be.

BRABO builds and manages rental apartments in the Stockholm area. When we build new rental apartments, we build for long-term management and believe in good relations between landlord and tenant. We hope you're pleased with your apartment, your neighbours and us.

This accommodation folder contains all the information you need about your home to make things easier and more comfortable for you.

Good luck in your new home!

Reporting faults

To report a fault, please contact:

minasidor.brabostockholm.se

Please quote the serial number when reporting faulty white goods.

Out-of-hours contact number: **0176 - 27 91 80**

NOTE:

Out-of-hours callouts for non-emergency faults will be charged to the person who reported the fault.

You will be liable to pay for repairs if you caused the fault yourself (e.g. a blocked drain).

Lift

Please contact Schindler Hiss on 020 31 33 33 to report any faults relating to the lift.



Customer service

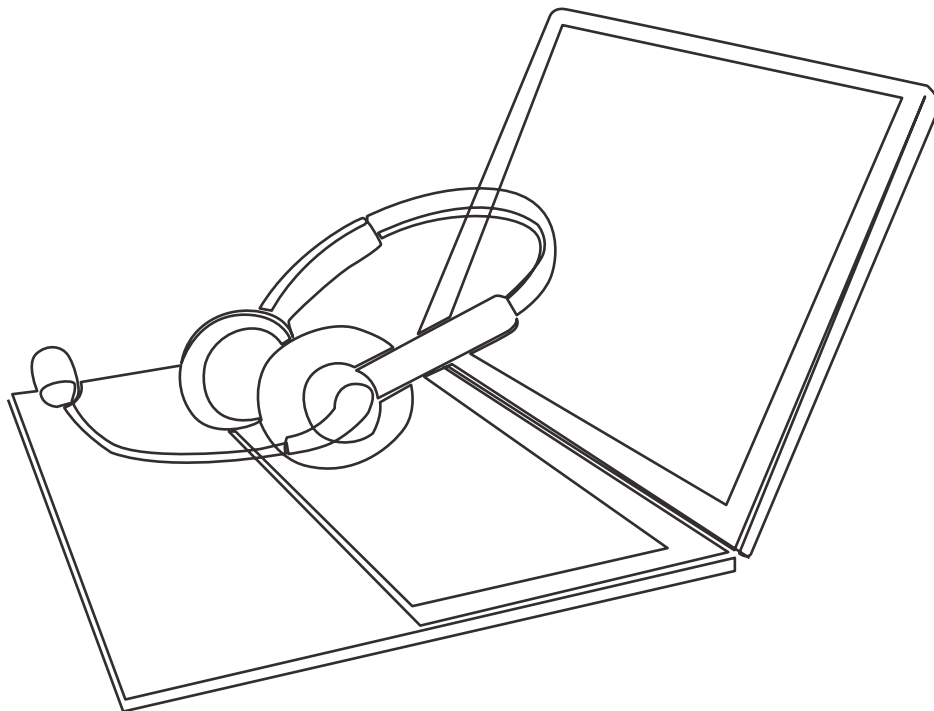
If you have any questions about rental contracts, termination of your contract and suchlike:

BRABO Stockholm AB

Phone: 08 654 29 80

Telephone hours, weekdays 9.00-12.00

Email: hyresgast@brabostockholm.se



Living in a rental apartment

About the rental contract

Your rental contract will give you all the information you need about the rent when you move in and what's included. The contract also contains information on the notice period.

Rent negotiations

The rent you pay is the result of negotiations between the tenants' association and the property owner.

Consumables

Light bulbs and fluorescent tubes in the apartment are replaced by the tenant.

Pests

Pests such as cockroaches, bedbugs and silverfish are rare in BRABO apartments, but the risk of encountering them has increased all over Sweden in recent years. We therefore urge you to be vigilant in general, to keep an extra watch after holidays abroad and to contact Nomor, our pest control partner, if you suspect you may have a pest problem. Contact information is posted up in the entrance of each stairwell, and also in your contract folder.

If pest removal is required, both you (as our tenant) and Nomor need to work well together. It's important for you to make yourself available and help Nomor to get into the apartment when you've agreed to do so. You have to let them know if the pests return after they've decontaminated your apartment. You may be required to pay the cost of removing the pests if you're responsible for them being there in the first place.

More information on how to avoid pests can be viewed at www.nomor.se

Termination of contract and relocation

If you want to relocate, you first have to give notice in writing to terminate your rental contract. Your rental contract contains a column for termination of contract/agreement to move out. You have to fill this in and hand it in or send it to us. The notice period is three full months from the nearest month-end to the termination date. It's important for you to provide your phone number so that we can get in touch with you.

When we've received your notice, we'll offer the apartment to someone else who's interested in it. You may be asked to show the apartment to the person or people who are being offered the opportunity to move in. We'll contact you about this, if necessary.

When you move, you have to notify the Swedish Tax Agency (<https://skatteverket.se/flytta>) so that your address in the population register is correct. Submit your notification in advance, or no later than one week after moving. The Tax Agency will distribute your new address to all authorities, and to many companies as well. If you want your post to be forwarded to your new address, you can order this service from Svensk adressändring (www.adressandring.se).

Living in an apartment means you have to be registered as living at that apartment. The apartment number is part of your address and consists of four digits indicating the floor and location of the apartment. You can find your apartment number in your contract, or on your mailbox or front door.

If you're a lodger or renting the apartment from our tenant, you don't need to include c/o in your move notification. You have to make sure your name is on the door, or on the mailbox in the entrance if there is one.

If you have your own electricity subscription, you have to notify your electricity supplier that you're moving so that they can take a final reading. You should also report the transfer of your telephone subscription and any Internet subscription and/or additional TV channels.

We'll inspect the apartment before you move out, but we'll contact you in advance to arrange that. At the time of the inspection, the apartment and the spaces belonging to it, any storage rooms and the balcony, must be empty and cleaned thoroughly.

During the inspection, we'll assess whether the condition of the apartment corresponds to normal wear and tear. If any major damage is found, this will have to be repaired and any costs will be charged to you. To make the inspection easier, it's a good idea to tell the person carrying out the work if there's any hidden damage behind paintings or shelves or under carpets, for example. If you're aware that you've caused damage that you can repair yourself, you have to do this with the help of a professional. All holes made in walls and ceilings must also be filled, sanded and painted over when moving out.

When you move out, you must also put back anything belonging to the apartment that you've removed. You must also leave behind user manuals and other information related to the equipment in the apartment.

You have to vacate your apartment by 12 noon on the day after the end of the rental period, in accordance with Article 7 of the Tenancy Act.

If you've lost your keys, we'll have to change the locks at your expense. Any multiple tumbler locks or similar devices must be left in the front door. The keys to these locks should be left with the other keys. If the lock is removed, the door will have to be repaired and you'll be charged for the cost.

Termination of contract in the event of death

If the tenant dies, the contract on the apartment can be terminated with only one month's notice.

This is applicable if the notice is given within one month of the death.

Please note that a month here is counted from the date of death.

The contract on the apartment must be terminated by the next of kin, who must be able to produce a certificate of guardianship or a death certificate with a family history and any powers of attorney. The funeral parlour will help you prepare the necessary documents.

The surviving spouse may take over the apartment in the event of death of a tenant, and the same applies to cohabitants who have children together. Other close relatives may also have the right to take over the rental contract under certain conditions.

If we are going to rent the apartment to another interested party, the estate has the same obligation as a regular tenant to offer viewings of the apartment at the time(s) agreed in advance. We therefore need the contact details of the person responsible for the estate of the deceased person.

Subletting

Permission from the landlord is required to sublet the apartment. Subletting the apartment without permission will result in termination of your contract and forfeiture of the tenancy. Contact BRABO if you'd like to sublet your apartment.

Home insurance

If you haven't already taken out home insurance, we recommend you do so. This insurance will compensate you for theft, damage, fire and flooding, among other things. Contact your insurance company to find out what conditions apply to your particular policy.

Your apartment has what's known as a security door. Please let your insurance company know, as this may result in a lower premium.

Fire alarms

There's at least one smoke alarm in your home. It has a long-life battery that lasts up to 10 years. The smoke alarm emits high-pitched "beeps" when it's time to change the battery. Remember to put the smoke detector back immediately if it's been temporarily taken down.

You can test whether the smoke detector is working by pressing the test button.

Keys, locks and post handling

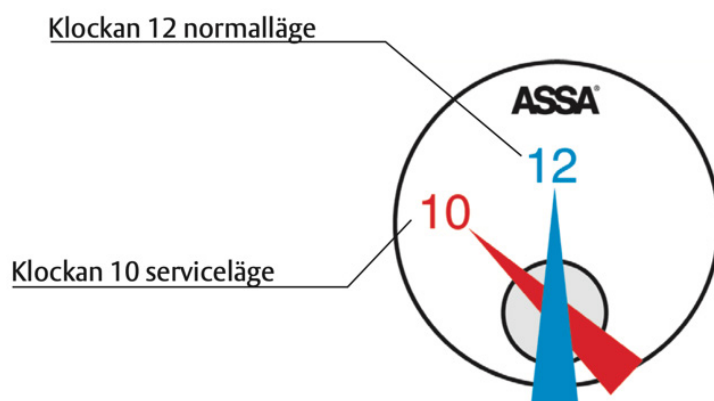
Keys

Each apartment has three keys. The property manager must be notified if you lose these.

Please create a ticket on My Pages if you need to copy keys.

Locks in service mode

The apartments are equipped with locks that, instead of the classic master key, have a service mode where you set your lock to service mode when you want to allow access to the apartment with a service key for property maintenance, inspection, etc.



Post handling

The mailboxes are located on floor 1, and you'll receive 3 keys to your mailbox compartment for each apartment. Each mailbox compartment is labelled with your name and apartment number.

Newspaper holder

There's a newspaper holder at the lobby door, and your newspapers will be delivered there.

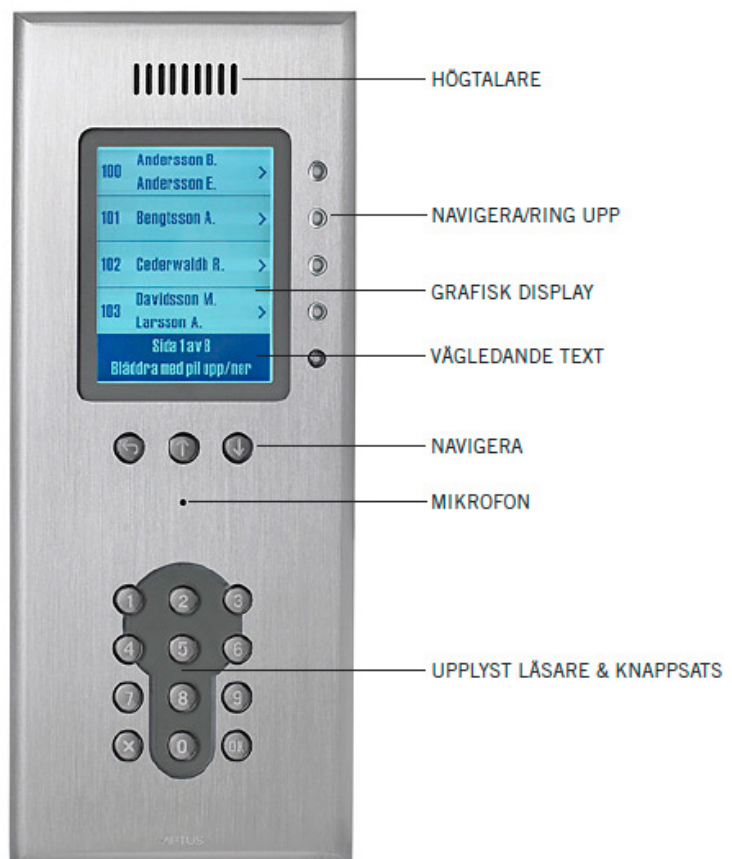
Entryphone and code lock

There is an entryphone at the entrance. It is on that your visitors call you to be admitted and it is also the entryphone that you use to unlock the entrance gate.

The entryphone communicates via the telecommunications system and/or to an answering machine installed in the apartment. If the entryphone calls your phone, it must be capable of dialing tones. If you have a wireless phone, you may need to activate the tone selection function in this (look in the phone's manual).

Answer calls from the entryphone

1. Pick up the phone when it rings
2. Talk to the visitor
3. Accept access:
Press * or 5 on your phone,
alternatively press "Open"
in your answering machine.
4. Deny access: Press # or
hang up.
5. Hang up the phone.



Broadband, TV and telephone services

Each apartment is connected to Öppen Fiber from Telia.

You can choose your broadband, TV and telephone service provider at www.bredbandswebben.se.

Bredbandswebben

Tjänster och leverantörer

Frågor och svar

Om oss

Kontakt

Bredbandswebben – tjänster för dig ansluten till Öppen Fiber från Telia

Med vårt öppna fibernät väljer du tjänsteleverantör och beställer själv bredband, tv och telefoni.

[Se vilka tjänster du kan beställa](#)

Tjänsteleverantörer



allente



BOXER



COMVIQ



halebop



ownit.



Electricity subscriptions

You don't need to subscribe to an electricity subscription for Väsby Park apartments.

The cost of your actual electricity consumption will be added to your rent bill.

Distribution board and residual current devices

Each apartment has an electrical control panel where all electricity enters the apartment. Electricity is then fed into your apartment from this cabinet. This cabinet also contains fibre equipment and the distribution board for the sockets in the various rooms of the apartment.

The main fuse for each apartment is located in the central electrical room/ cable recess in the basement. You should report the fault immediately if the main fuse is tripped. The central electrical cabinet for your home also contains residual current devices and automatic fuses, grouped according to function and location. The switch points upwards when the automatic fuse is on, but the switch points downwards if the fuse trips. The fuse doesn't need to be replaced: all you have to do is reset it by pushing the switch back up. Exactly how each fuse is wired is shown in a diagram on the inside of the door to the electrical control panel.

If an automatic fuse trips, find out what's caused it before switching the fuse back on. The residual current device is a complement to the fuses and provides protection by breaking the current in the event of a fault current to earth. The residual current device has a test button on the front, and you have to test it twice a year.

Electricity meters are located in the building's electrical room, or in the cable recesses for each floor. Your electricity supplier will read your electricity consumption remotely.

Sockets and lighting

Electricity and lighting in your home are installed by a qualified electrician. The lights in all rooms are switched on and off by means of a switch on the wall next to or in the room. Switches and sockets should be checked regularly to ensure they are intact.

A cracked switch or socket could be highly dangerous. All sockets are earthed, so always use approved earthed plugs. Double-insulated appliances such as electric whisks and hairdryers can also be connected to earthed sockets. These devices are marked with a double square, known as an FI mark.

The lamp sockets in your apartment meet the new EU standard and may require you to replace your old lamp plugs with new ones. Lamp plugs are available to buy at most shops selling lamps and electrical equipment. We recommend that you consult an expert if you're not sure about doing this.

Radiators

Heating

The building has a central exhaust air heat pump. The exhaust air from the apartments passes through a heat exchanger connected to a heat pump. In other words, the system takes the hot exhaust air from the building and uses it to heat water for the radiator circuit and domestic hot water. From here, heated water is piped to each apartment and the building's radiator circuit. The system is supplemented with district heating when there's not enough recovered heat to meet requirements.

The temperature of the water supplied to the radiators is dependent on the outside temperature, and the system is set to provide a temperature of around 21 °C.

The radiators also have a thermostatic valve that detects the temperature of the room. It's important not to cover this so that the sensor can detect the correct temperature. The thermostat shuts off the supply of hot radiator water when the temperature in the room reaches the preset temperature. When this happens, the radiator becomes hot at the top and cold at the bottom and then goes completely cold, which is perfectly normal.

There are air filters behind some of the radiators in bedrooms and living rooms where the outside air is purified. More information can be found under "Ventilation".

Cold radiators

If your radiator is cold even though the thermostat valve is open and the room still feels cold, this may be due to air in the system. Oxygen is released when cold water is heated. That's why it's sometimes necessary to remove excess air from the radiators so that water isn't prevented from circulating in the system. This is known as bleeding the radiators. You should have your radiators bled by the caretaker so that they can make sure the heating system is filled with water. When the radiators fill with water, this adds oxygenated water again, which in turn means that your radiators will need to be bled again after a while. If all the residents in a block of flats bleed their radiators at the same time, there will be a huge reduction in the amount of water in the system. The water pressure (mainly in the apartments at the top of the building) may then drop considerably, resulting in cold radiators and disruptive noise.

If you suspect that your radiator isn't working properly, please report it via My Pages.

Mixer taps and shutting off the water

Hot and cold mixer taps are available in the kitchen and bathroom. The pipes in blocks of flats can sometimes be long, so it can take a while for the water to reach the desired temperature. For safety reasons, the hot water has a set maximum temperature.

Cleaning

Chrome-plated surfaces are cleaned regularly, and the easiest thing to do is use liquid detergent or soap solution. Limescale can be removed using diluted household vinegar wiped off with a damp cloth. To avoid scratches on chrome-plated surfaces, never use scouring agents, steel wool or detergents with a polishing function. Also avoid acidic detergents and detergents containing alcohol.

Shutting off the water

If there's a water leak in your home, you must shut off the water supply immediately! The shut-off valve is located behind the door of the distribution cabinet in the bathroom ceiling. The same applies when you're having work done on the mixer taps or other water connections.



Shutting off the dishwasher and washing machine

To shut off the water supply to the dishwasher, turn the little knob on the kitchen mixer tap. The valve for shutting off the water supply to the washing machine is next to the washer and tumble dryer. If you're going on holiday, for example, you should switch off the water supply to the dishwasher and washing machine to prevent any water leaks.

Report a fault if a mixer tap has a problem or there are any other leaks.

Kitchen fittings

Looking after your kitchen properly will help you keep it looking new and fresh for longer. Surfaces have different coatings and react differently to contact with detergents and chemicals. Here's some advice that will benefit your HTH kitchen.

Cabinet frames

The cabinet frames are generally made of melamine-coated chipboard. The melamine coating is hard and very easy to clean. It's also highly resistant to various chemicals. The following is recommended to clean it:

Wipe with a damp cloth and washing-up liquid solution. Concentrated washing-up liquid can also be used. A mix of 1 part acetone and 3 parts T-spray can be used if the surface is very dirty. Never use detergents containing ammonia, steel wool or similar abrasives. Always finish off with clean water and wipe dry so that water is left behind to penetrate into existing joints, especially at the edges of the doors.

NOTE: Do not place coffee makers or kettles so that steam flows up towards the light fitting or the bottom edges of cabinets and doors. Always wipe up any water that has ended up on doors or other surfaces such as worktops.

Painted, foiled and melamine-coated surfaces

Clean with mild household detergents. Use a damp cloth with detergent. After cleaning, wipe down with just a damp cloth to remove the detergent. Then wipe with a dry cloth. Never use detergents containing ammonia, steel wool or similar abrasives. White spirit or petrol can be used to remove difficult stains.

Always remember to wipe under sink unit cabinets and the edges of doors. These are not designed to cope with standing water. Also wipe the doors on either side of the dishwasher and the integrated door on the dishwasher, if it has one. Touch up impact marks/damage immediately on painted doors to avoid moisture damage. Bear in mind that stains and scratches are more visible on black and dark colours.

Laminate worktops

The frame of the worktop is made of high-quality chipboard. The laminate on top is a high-pressure laminate, more than 65% of which is kraft paper impregnated with phenolic resin. Over this is a printed design paper covered with melamine. The underside is covered with laminate balance with a built-in polyethylene moisture barrier. Polaris laminate has a reinforced surface to prevent scratches and fingerprints. That said, any plain and matte surface is still delicate and shows stains and marks more clearly than a patterned and textured surface.

Clean the laminate surface regularly with water and washing-up liquid. A soft nylon brush can be used on more difficult stains on a textured laminate surface. When cleaning, never use abrasive cleaners on the laminate surface such as scouring powder, steel wool, nylon sponges or similar. This might scratch the surface. For stubborn stains, you can use agents such as methylated spirit, laminate cleaner or acetone. Avoid using concentrated mineral acids and strong colouring agents such as iodine, hydrogen peroxide and ink coming into contact with the plastic laminate surface. These substances will cause corrosion or discoloration. It's important to make sure there's no water left standing between the worktop and the stove or the worktop and the sink unit. These kinds of joints must be silicone-coated so that moisture is unable to penetrate and remain in the joints.

Laminate worktops can withstand heat up to 180 °C. Pots and pans taken directly off the hob may be at temperatures as high as 350 °C, and ceramic hobs heat them even more. Therefore, always use protective mats when placing pots and pans on the worktop. If you have a hob that's recessed into the worktop, you must ensure that your cookware is always fully on the hob and not partially over the laminate surface.

Laminate is hard, but dark and/or glossy surfaces are susceptible to scratches. Regular kitchen utensils don't normally cause damage, but the surface might be scratched by ceramic containers and sharp tools. Never cut directly against the worktop, always use a cutting board. The worktop should be oiled once or twice a year if it has Vedum wooden edging.

Don't open the dishwasher until it's finished. Open the door completely if you have to open it before the drying process is complete. Then wipe off the water that forms on the underside of the worktop when hot steam is released from the machine. Don't forget to wipe the doors on either side of the dishwasher and the integrated door on the dishwasher, if it has one.

White goods

The manuals for all white goods are left in the apartments and must be kept for the next tenant. These are also published on brabostockholm.se.

You can report faulty white goods via My Pages:

<https://minasidor.brabostockholm.se/>

Parquet flooring

Parquet must be treated as the natural material it is. Clean parquet from time to time using a slightly damp cloth and mild detergent, leave it to dry afterwards. Take care with plant pots so that they don't leak water onto the floor, or open windows/doors when it's raining.

NEVER SOAK FLOORS WHEN CLEANING THEM!

Use felt pads/floor protectors under chair and table legs to prevent damage/scratches and unsightly marks that may appear sooner than you think. Don't use chairs with castors ("office chairs") or sharp edges directly against any floor, especially wooden floors. They're not made for that. Carpet or other underlay can be placed underneath.

When moving heavy furniture that you can't lift, you should place a mat or similar underneath the furniture and push it gently; if you don't, you could end up with deep, unsightly marks on the floor. If you can, use a hall mat where you can put your outdoor shoes and/or brush and wipe them. The carpet helps to collect gravel and sand throughout the year and protects the hall floor.

Painted surfaces

Walls

Wipe and clean regularly using a mild detergent. Use a soft cloth or sponge so as not to dull or scratch the surface.

The colour code for the walls is NCS S-1002-Y50R.

Ceilings

Generally, it's recommended that you just dust the ceilings with a feather duster to remove loose dust and cobwebs. Washing with water and detergent is tricky as this will cause mottling of the ceiling which will look worse afterwards than it did before. Therefore, consult the landlord if dusting alone isn't enough. The colour code for the ceilings is NCS S-0500-N

Grease stains

Grease stains where the bed was is a common reason why tenants have to pay compensation when they move out, because of grease from the body and hair ending up directly or indirectly on the wall. To avoid this, you can move the bed a short distance away from the wall, use a headboard, etc.

Bathroom fittings

Lighting

The lighting in mirrors and mirror cabinets must be regarded as supplementary lighting, it's not normally sufficient to illuminate the entire bathroom. Turn off the lights when you leave the bathroom to keep your lights working for a long time. Our LED lights must not be used with dimmers. Only light bulbs of max. 10W may be used in halogen light fittings.

Porcelain and glazed steel

For daily cleaning, use a damp cloth and detergent if necessary. Acetic acid and tartaric acid can be used to remove discoloration. Metal may cause lines on the sink/toilet. These lines can be removed with a ceramic eraser, which is available from plumbers' merchants.

Don't expose the washbasin/toilet to water hotter than 60 °C or rapid temperature changes.

Tiles and floor tiles

Wetroom walls and floors

The bathroom has a waterproofing layer to ensure that moisture is unable to penetrate the wall or floor. Therefore, avoid making holes in a tiled wall, especially in the shower area and around the bathtub.

Cleaning

Walls and floors covered with tiles or glazed floor tiles should primarily be cleaned with water and, if necessary, detergent (e.g. washing-up liquid or all-purpose detergent). For heavy soiling, use a scouring sponge or scrubbing brush with an alkaline all-purpose cleaner. Bear in mind that these joints are porous and easily soiled. Any soft joints should be wiped clean so that dirt does not stick to the joint.

Limescale deposits formed by hard water are most easily removed using a weak, acidic detergent. Diluted household vinegar works really well. Remember to waterproof the joints before washing the tiles. Some tiles have glazes or special decorations that may be sensitive to strongly acidic detergents, so check the supplier's instructions. Finish cleaning with clean water and a soft sponge, always finish off by wiping the surfaces with a dry cloth.

Windows and window sills

Your windows are of a high standard and are chosen to maintain a good, healthy indoor climate.

Condensation

Windows with good insulating properties may develop condensation on the outside of the outer pane after cold nights. This has no correlation with poor quality: quite the opposite, actually. This is because the window offers such effective insulation that hardly any heat escapes to the outer glass. On a clear, cold night, the outer pane may cool down, and the glass may be cooler than the outside air when the heat returns. Condensation can form on the glass if there is high humidity as well. Condensation usually occurs during short periods in spring and autumn when there's a big difference between day and night temperatures. Condensation forms at night and usually disappears in the morning hours as soon as the outside air warms up.

Blinds/Roller blinds

Your apartment is equipped with curtain fittings, but not with blinds or roller blinds. The property owner's permission is required when installing blinds.

Cleaning and maintenance

The windows must be cleaned regularly. Be sure to use the right equipment so as not to damage the glass.

Laminate window sills

For regular maintenance, all you have to do is wipe the surface with a damp cloth.

It is important to wipe up spilt water.

Ventilation

The ventilation system is a mechanical exhaust air system with of supply air recovery, known as an FTX system.

An exhaust air fan extracts the air from the home via exhaust vents in the bathroom, toilet and kitchen. Fresh replacement air is brought in via supply air vents in the ceiling.

All vents are adjusted to give the correct air volumes. It is important not to change the setting of the exhaust air vents as this can lead to increased heating costs, noise and draught problems and, in a worst-case scenario, moisture damage in wetrooms.

Safety concept

Thinking about safety is a must for safe living.

Airing

A newly constructed building always contains a certain amount of excess moisture. This moisture comes from concrete and wooden structures in the building, for instance. Before installing floors and wall finishes, it is always ensured, by means of measurement, that sufficient drying has taken place so that moisture levels are below the limits that could have an adverse impact on health. Despite this, further drying will take place immediately after moving in. That's why it's important to air your home more than normal in the first few months.

Wooden floors "live" with the seasons

Wooden floors are affected by humidity. In winter, the floor can both shrink and cup due to low relative humidity indoors. In summer, the relative humidity increases and the wood expands again. Wooden floors have a very long life when maintained properly. Find out more under [Parquet flooring](#).

In the event of a water leak

If there's a water leak in your home due to a burst pipe, you must immediately turn off the mains water to your apartment. Then report the fault.

Child safety locks

Child safety locks in kitchens are mandatory in newly built homes and are required for approval at the final inspection. If you don't need these, you can easily remove them and keep them for possible future use.

Windows and balcony doors can present a hazard to young children. Ensure that existing latches are engaged. You can further reduce the risk of accidents by securing window chains or hooks to windows and balcony doors. Avoid positioning furniture anywhere that children could climb on it and fall against the window or over the balcony rail.

Handbook for economically, socially, and ecologically sustainable living

As a housing developer and property owner, we have a major responsibility to do whatever we can to reduce our carbon footprint, but also to create a comfortable and functional building for our tenants. Our contribution to long-term economic, ecological and social sustainability has only just begun. BRABO will be actively developing processes to achieve climate neutrality. Our goal is for all new projects to achieve a net zero carbon footprint from 2030 onwards. Take a look at our website www.brabostockholm.se to find out more about our sustainability work.

If we're to achieve our goals, we need to start reducing our climate impact now.

So at Väsby Park, we've chosen to invest in the following:

- Climate-improved concrete from Strängbetong ("Green spine line") has reduced climate emissions by about 55 tonnes of CO₂e. That's equivalent to about 78 return trips Stockholm-New York by air.
- 6 Orbital showers that save about 90% water and 80% energy per shower.
- Solar panels generating about 28,000 kWh a year.
- A safe and pleasant recycling room that will make it easy for you to sort your rubbish.

Now begins the management phase, the next part of the building's life cycle. It's important for us as managers to work actively to optimise the energy performance of the building in order to achieve the lowest possible energy consumption and environmental impact. We have to take care of the building and make sure it's in good shape. We also have a responsibility to make sure that our tenants are all happy in their accommodation, and that we keep you informed about how you can reduce your costs and your own environmental impact.

As a tenant, it's your responsibility to do whatever you can to contribute to well-being in the building, show respect for your neighbours and reduce your own carbon footprint and wear and tear in your apartment and the building in general. We can achieve an effective and sustainable apartment building and a healthy and pleasant living environment if everyone pulls their weight. You'll find tips and advice below to help you live sustainably. You don't need time or money for many of our tips, but you will end up with more money in your wallet as a result. Reducing your electricity and hot water consumption can save you a lot of money, as both electricity and hot water are metered and charged separately.

Well-being and safety in the building

- Take responsibility for well-being in the building by showing compassion and respect for your neighbours.
- Be considerate of your neighbours and keep noise down when playing music or watching TV, for example. Also, try not to run machines such as washing machines, tumble dryers or dishwashers at night. The bathrooms may be adjacent to a neighbour's bedroom, and the noise might disturb them.
- You're having friends round and would like to play music? Sounds great! But please let your neighbours know beforehand, and all noise should cease at 22.00. If you're still loud after that time, your neighbours will be entitled to get in touch with our out-of-hours service.
- Please contact the police if you see anything unusual or suspect a crime is being committed. If you think a neighbour might be in trouble, knock on their door or ask a few neighbours to help you. Contact social services or the police. Please read through our Domestic Courage – Huskurance policy, which you'll find in the stairwell. More information on how to help out a neighbour who's having problems can be found at www.huskurance.se
- Make sure the entrance doors close properly after you, and avoid giving out passwords to unauthorised persons.
- Rubbish and furniture mustn't be left in stairwells or entrances because of the risk of fire. It also makes the environment less pleasant for all your neighbours.
- If you wish to smoke, this isn't allowed in common areas or

directly adjacent to the property such as on the balcony, outside entrances or in the courtyard. Bring your own ashtray, and stay at least 10 metres away from the building. Take the ashtray with you when you've finished.

Energy saving and sustainability

Laundry

- Always try to wash with the machine fully loaded.
- Spin your laundry thoroughly. That will allow it to dry more quickly – both on the washing line and in the tumble dryer.
- Efficient washing machines and modern detergents allow you to reduce the temperature of the water used for washing – especially for lightly soiled laundry. Where possible, use wash programmes that save on energy and water.
- Instead of tumble-drying your clothes, you'll often find it possible to hang them up instead. This won't just save energy, either. Your clothes will last longer, too, because tumble dryers are hard on the fabrics in your clothes. Hanging laundry inside your apartment also gives an extra boost of moisture to the air, which otherwise tends to get unhealthily dry – especially in winter.
- Try not to buy clothes that need to be dry-cleaned.
- Look at the detergent packaging to make sure you're adding the right amount of detergent. The municipal water supply in Upplands Väsby is soft to medium hard and has a hardness of about 5-6 dH.

Cleaning

- Avoid harsh detergents and chemicals that are harmful to the environment and health. Vinegar removes limescale deposits and also acts as a disinfectant. Leave the vinegar on for a while before rubbing.
- White wine vinegar works well against limescale and deposits.
- Carbonated water makes stainless steel surfaces shine.
- To clean the microwave: place a bowl of water and lemon juice in the microwave. Run it on full power for a few minutes – then wipe it out.
- Clean the drains every month to prevent clogging. If you still get

a blockage, try dissolving the obstruction using lots of hot water. Still not working? Dissolve a cup of bicarbonate of soda and a cup of salt in a saucepan of boiling water. Pour it down the drain. Do NOT use drain cleaning chemicals, these can easily damage the pipes.

- Avoid using antibacterial agents. Excessive use risks creating resistant strains of bacteria.

In the bathroom

- If you shower for 5 minutes a day instead of 10, you'll save about 2000 SEK a year. That said, this doesn't apply to anyone with an Orbital shower, where water and heat are recycled over and over again – you can treat yourself to some longer showers.
- Never pour solvents, paints or other environmentally hazardous substances down the toilet, sink or basin. Take it to your municipal recycling centre. Medicines that you want to throw away can be dropped off at your nearest pharmacy. Cigarette butts contain a lot of cadmium, don't discard any kind of tobacco in the toilet!
- You're not allowed to fit a handheld shower attachment on your bathroom mixer tap. That's because there's a risk of the E. coli bacterium found in human intestines getting into the property's water pipes.

Drinking water

- Sweden is blessed with something that many other countries lack: excellent drinking water straight out of the tap. Despite this, and despite the fact that bottled water can cost more than a thousand times more than tap water, we've quadrupled our consumption of bottled water in just 2 years. These new habits aren't just costing money, either. Whatever aspect you look at – energy consumption, emissions of carbon dioxide, acidifying substances or eutrophying substances – bottled water is worse than tap water.
- If you want carbonated water – invest in a carbonator and use drinking water. The carbonated water itself isn't an environmental problem, but the fact that the water is transported far and wide and results in emissions certainly is. If you carbonate your own tap water and reuse the bottles, that gives you great sparkling water with little environmental impact – and you won't have to lug bottles and crates to and from the shop.

Fridge and freezer

- Don't open the fridge and freezer doors unnecessarily.
- 4-5 degrees in the fridge and -18 in the freezer will do. Every degree by which you reduce the temperature increases energy consumption by 6 to 8%.
- Defrost your freezer regularly – unless you have a self-defrosting one.
- Check the door seal regularly – dirt or damage increases energy consumption.
- Dust down the back of the cabinets.
- Put your food in when it's cooled down, so the cooler won't have to work so hard to maintain a constant temperature.
- Defrosting your food in the fridge uses a lot less energy than defrosting it in the microwave.

Washing up

- Don't rinse your dishes before putting them in the machine. All you need to do is scrape any remaining food off the plates.
- Use a dishwasher instead of washing dishes by hand – washing dishes by hand uses up to four times as much energy as using a dishwasher. Select the Eco programme. Most machines also allow you to delay starting, so you can use your dishwasher when electricity is cheaper.
- Pour a few centilitres of washing-up liquid into a clean flower spray bottle. Fill up with water and use it for washing up by hand. Doing this saves an incredible amount of washing-up liquid!

Cooking

- Always use lids on your pots when cooking, this saves about 30% energy and it's faster.
- Grease and cooking oil poured down the drain solidify easily and cause blockages in the pipes. If there's fat in your frying pan, wipe out the pan with paper and dispose of the paper with your food waste. If you have quite a bit of fat, you can pour it into a small, flammable container and dispose of it with your household waste. If you've used oil or similar, you should pour it into a PET bottle and take it to a recycling centre.

Heating

- The building and apartment you live in are heated by district heating.
District heating is largely based on renewable fuels and waste heat from industry. But there's still every reason to conserve heat and reduce energy consumption.
- The heating system that controls the radiators in your apartment is switched on automatically when the outdoor temperature has been sufficiently low for a few days in a row. According to the Public Health Agency of Sweden, the minimum acceptable temperature indoors is 18 degrees. If you feel cold, please measure the indoor temperature in the middle of your room and contact the administrator if it's below 18 degrees.
- Keep an eye on your indoor temperature and energy consumption. One degree is equivalent to a 5% reduction in energy consumption for heating.
- Air all of your apartment briefly instead of keeping windows ajar. Furnish your apartment so that there's no furniture standing in front of the radiators.

Electrical appliances

Home electronics such as your TV, computer, DVD player, set-top box and other devices often continue to draw power if you turn them off with the remote control. That's because of that terrible standby mode. Not just your TV or computer can continue to draw power when not in use. Mobile phone and battery chargers, as well as adjustable desks and beds, often use power as long as they're plugged in. Broadband modems, cordless phones, halogen lamps and mobile phone chargers have a transformer that consumes electricity even if the lamp is switched off or the phone is disconnected from the charger. Unplug all electrical appliances from the wall when not in use. Or get power strips with switches.

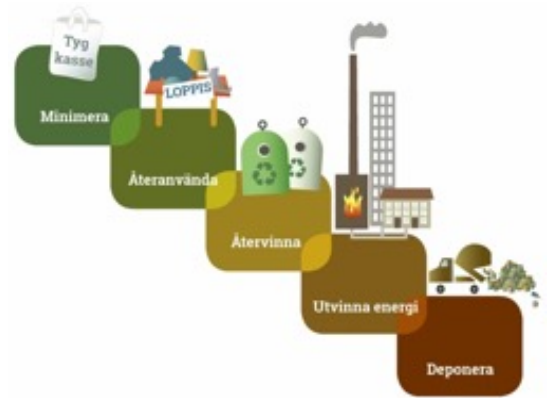
Energy consumption differs greatly between TV models. The most energy-efficient TV uses less than half as much power as the most energy-hungry one.

Lamps and lighting

Home lighting uses a lot more energy than you might think. There's a lot you can do to save both electricity and money:

- Turn off the lights in empty rooms.

- Switch to LED bulbs. An LED bulb uses four to five times less energy than a halogen bulb and lasts up to 15,000 hours.
- Drop off light bulbs, fluorescent tubes and low-energy bulbs at recycling centres. Mercury, lead, fluorescent material and glass can then be disposed of.
- Remember to unplug your halogen lamp when you turn it off. Alternatively, connect it to the socket via a power strip with switches. That's because halogen lamp transformers draw power even when they're off.



Recycling

The waste hierarchy is an EU directive adopted in the Swedish Environmental Code and governs how our waste should be disposed of. The waste hierarchy has five levels: minimise, reuse, recycle, recover energy and landfill. It might be useful to bear this hierarchy in mind when you want to reduce your carbon footprint.

Try to reduce your waste in the first instance. In Sweden, consumption accounts for about a quarter of our total private climate emissions. Need to buy something new? Do you have any things you don't need, or that are broken? Reuse them, repair them and give them away. What's rubbish to you might be valuable to someone else. Always start by considering whether what you want to throw away can still be used. This can save a lot of resources. Second-hand shops and charities will accept second-hand goods if they can still be used. On Sellpy.se, for example, you can sell preloved clothes and other things and earn a bit of money. The Smedby recycling centre in Upplands Väsby has a recycling container for stuff that still works.

Anything you do need to throw away may contain both hazardous and valuable substances. Sorting these things properly will allow recyclable materials to be reused, while those that are harmful to people and the environment can be disposed of properly. There's a recycling room in the building. There are bins for food waste, paper packaging, household waste, cardboard, plastic, glass and metal. Read the signs in the recycling room to find out what can be thrown away where. Other items to be recycled – such as ceramics, furniture and electrical waste – should be handed in at a recycling centre. Your nearest one is called Smedby, and you'll find it at Karins väg 2. The municipality also runs mobile recycling centres a few times a year – more information on this can be found on the municipality's website. As little waste as possible should be sorted as combustible ("household waste" or "residual waste").

Electrical waste

All products with cables or batteries must be left at a recycling centre as electrical waste when they reach the end of their lives. Many products may also contain built-in batteries. In that case, you have to drop off the entire product. Electrical and electronic products can contain freons, metals such as mercury, cadmium and lead, and other substances that are harmful to humans and the environment.

Batteries

Batteries are dropped off in the battery bins at recycling stations. Larger batteries, such as car batteries, must be handed in at an environmental station or to your dealer. Petrol stations accept car batteries, too.

Textiles

Textiles have a major impact on the environment, climate and health. Doubling the life of a garment reduces the environmental and climate impact by almost 50%. As a consumer, there's a lot you can do to help being about more sustainable textile consumption through your choices. Here are a few tips!

- Make more conscious purchases. Do you really need that newly produced garment? Buy second-hand, borrow, swap and hire.
- If you do decide to buy new, look for the Nordic Ecolabel, EU Ecolabel, Good Environmental Choice and Global Organic Textile Standard.
- Air out or remove the occasional stain rather than washing your clothes. This will keep them lookin great for longer.
- Don't discard textiles with other rubbish. Intact and clean clothes and

home textiles can be sold, donated or given away. End-of-life textiles can be dropped at the municipality's textile waste collection facility. For more inspiration, follow e.g. #textilsmart on Instagram.

Common waste sorting errors:

- Discard waste in the container containing most of the material in the item. If you're throwing away an item containing several different materials, you should sort the various parts as far as you can, or else dispose of it according to the part that weighs the most. So if you have a cardboard box with a few plastic details that can't be removed, you just sort it as cardboard.
- Discard empty metal spray bottles. Spray bottles can be disposed of with metal, but they have to be completely empty, i.e. no air must come out of the bottle or can when you press.
- Difference between glass and landfill. One common mistake people make is to throw away everything that feels like glass with waste glass. Only glass bottles and glass jars are to be thrown away with waste glass. Other items such as porcelain, drinking glasses and mirror glass must be handed in at a recycling centre.
- Easy to mistake for food waste. You could say that everything organic such as eggshells, leftovers and tea bags should be classified as food waste. But that said, tobacco, potting soil, pot plants, chewing gum and ash aren't food waste and have to be disposed with combustibles. The digestion process is destroyed otherwise, and the food waste can't then be used for gas for vehicles, for example.

THANK YOU for taking the time to read this – and for taking responsibility for a sustainable future! Do you have any ideas on how we can improve our sustainability work still further? Please send an email to info@brabostockholm.se.



Maintenance card

Maintenance to be carried out by tenants themselves can be found below. The following points must be dealt with so that guarantees provided by BRABO and its suppliers remain valid, but also to ensure good economy and comfort.

Ventilation			
Maintenance action	Mon	Year	Comment
Cleaning grease filter in cooker hood	2 x		The intervals depend on cooking habits.
Replacement of carbon filter in cooker hood		2 x	The carbon filter should be replaced so that the cooker hood continues to function as normal. Read the manual for instructions and to see which filter needs to be purchased.
Cleaning of poppet valves		2 x	The valve must be cleaned to make it work more effectively. NOTE: Read the product sheet before doing this. It's important not to change the valve setting. See the instructional video.
Cleaning of supply air valves		2 x	Cleaning these valves helps to improve comfort and provide a better indoor environment. NOTE: Read the product sheet before doing this. It's important not to change the valve setting.
Water and heating			
Cleaning of floor drains in wetrooms		4 x	Dirty floor drains may cause unpleasant odours and not work well. When cleaning the drain, lubricate the rubber ring on the water trap with soap to soften the rubber ring. See the instructional video.
Cleaning of water traps for washbasin and sink,		4 x	Water traps that haven't been cleaned may cause bad smells, and water may drain more slowly. When cleaning, follow the instructions for the water trap at: www.HTH.se or www.gustavsberg.se
Cleaning the water trap for the washing machine	1 x		Lint from clothes gets stuck in the water trap and may block the drain, allowing water to leak onto the floor. Follow the instructions for cleaning the water lock.
Check for water leaks in wetrooms and kitchens.	1 x		Contact the property manager if any leaks are found.
White goods			
White goods are maintained according to the instructions for use of the appliance in question			Contact BRABO management to report faults and request servicing. Manuals are available at https://brabostockholm.se/boende/bo-i-hyresratt/

www.brabostockholm.se

BRABO Stockholm AB
Hantverkargatan 21
112 21 Stockholm

Telephone: 08 654 29 80
Email: info@brabostockholm.se