

# **RULES OF CONDUCT FOR THE OPORTO NR 3 HOUSING ASSOCIATION**

*Öregrundsgatan 6, 115 59 Stockholm (corporate ID No. 702001-6023)*

## **General rules of conduct**

- All members and any sub-tenants and other guests must behave in such a way that neighbors are not disturbed.
- Disruptive noise – such as renovation work, loud music, etc. – must not occur after 22:00 in the evening and before 07:00 in the morning. On Saturdays, work may be carried out between 10:00 and 18:00. On Sundays and public holidays, no disruptive work may be carried out. See also the special rules of order regarding renovations, etc. below.
- Temporary parking in the yard is only allowed for loading and unloading for the shortest possible time.
- Shared facilities – such as the laundry room, sauna, cellar and roof terrace – are booked through the Boappa app. After use, the person who has borrowed the premises is responsible for keeping them clean. See also special rules of order regarding the laundry room and other premises below.
- Whipping of carpets and shaking of e.g. bedding is not allowed on the balcony (consider the neighbor below).
- In the attic, basement, bicycle and stroller storage areas, only items that are intended for these areas may be stored. Place carpets and clothing in insect-proof packaging to avoid moth infestation.
- Flammable liquids and the like shall not be stored in attic and basement storerooms. Objects must not be placed in or outside attic and basement storerooms.
- Placement of objects in stairwells and other common areas is not allowed under fire regulations. Therefore, doormats, shoes, strollers, etc. may not be placed in the stairwell.
- Fire alarms should be installed in all apartments and members should ensure that the batteries are changed when necessary.
- Garbage is packaged in knotted plastic bags and disposed of in the garbage containers outside the house. Food waste should be sorted separately and disposed of in the smaller of the two containers. Paper bags for food waste are available in the stroller room. Under no circumstances should garbage be stored in the stairwell, not even temporarily.
- Oils and other cooking fats are by law not allowed to be poured down the sink or other drains, but should be sorted as food waste (larger quantities should be taken to a recycling center).
- The association does not have a room for bulky waste, but residents themselves must ensure that bulky waste is left at a recycling station (the nearest are at Kampementsgatan 2 opposite Hemköp and Tullvaktsvägen 2 in Frihamnen), environmental station or recycling center (see [www.stockholmvattenochavfall.se](http://www.stockholmvattenochavfall.se) for further information). Bulky waste may not be placed inside or outside the house.
- Newspapers and paper packaging are collected in the green containers in the stroller room.

- Smoking is not allowed in the common areas of the property, including the stairwell and the stairs outside the entrance.
  - Smoking on the balcony: The rules on disturbances in housing in the Swedish Housing Association Act or the rules on nuisance in the Swedish Environmental Code also apply to tobacco smoke. It is allowed to smoke on the balcony and in the apartment, but you must not disturb your neighbors!
  - Smoking is prohibited by law in playgrounds.
- When using your own washing machine in the apartment, laundry must be completed no later than 22:00.
- Grilling on the balcony is not allowed.
- Due to the risk of falling down, balcony flower boxes should not be hung on the outside of the balcony railing. Water moderately and consider the neighbors below.
- Balcony floors must not be painted or varnished.
- Water-based towel warmers should always be switched on, if applicable, to minimize the risk of legionella and other bacteria.

***The house is the common asset of the members - take good care of it!***

## **Special rules for moving in, moving out and refurbishments**

- Permission from the Board is required for major work in the apartment. Examples of major work include kitchen and bathroom renovations, as well as extensions and demolition of existing walls.
- Disruptive work in apartments may only take place between 07:00 and 22:00 on weekdays and between 10:00 and 18:00 on Saturdays. On Sundays and public holidays no disruptive work may be carried out.
- Bulky waste must not be placed inside or outside the house. Residents themselves must ensure that they leave their bulky waste at a recycling center. See “*General rules of conduct*” above.
- If a container is ordered, it must be placed in a location designated by the Board.
- When the elevator is used for moving and transporting construction and demolition materials, the elevator floor, elevator walls and mirror shall be protected by a covering paper or similar.
- For temporary storage of materials on the floor (max. 1 day), floors and walls must be protected and there must be full access for other members to the elevator and stairs. Objects must not be leaning against the murals in the entrance hall.
- Temporary parking in the yard is only allowed for loading and unloading for as short a time as possible. This is so as not to prevent ambulance and other emergency vehicles from arriving.
- The toilet in the basement can only be used after obtaining the consent of the Board.
- After moving in, moving out or renovations, the member/resident must clean and tidy up without delay.
- Inform the Board when the work is completed. Any damage to the house, elevator, walls, floors, etc. will be repaired by a professional hired by the Board and paid for by the individual member.

## **To note**

The association is responsible for the house, while the member is responsible for the apartment between the apartment's front door and front windows. Permission from the Board is required for the following actions:

- Major interventions that the owner makes in the apartment, such as removing a wall. This applies even if a building permit has been obtained for the change (which is required for changes to load-bearing structures).
- Change to an electrical installation that draws more than 220 V or has more than two phases. However, changes to the routing of electricity lines are not subject to a permit requirement.
- Installation or modification of existing sewage, heating, gas or water pipes.
- Installation or modification of a ventilation device. A kitchen hood shall not be connected to the house ventilation and fresh air vents in windows and ventilation ducts in kitchens and bathrooms shall not be installed or modified.
- Installation or modification of a fireplace, flue or other impact on fire protection.
- Replacement/modification of windows and the front door of the apartment.
- Installation of awnings. Changes to the facade also require permission from the City Planning Office.
- Other substantial changes to the apartment.

## **Rules for the laundry room**

### **General**

- The laundry room can be booked between 07:00 and 22:00 on weekdays and Saturdays and between 10:00 and 22:00 on Sundays and public holidays.
- Laundry time is booked through Boappa. Remember to cancel if the laundry time will not be used.
- Washing time is forfeited if not used within 45 minutes of the start of the shift.
- Dogs or cats are not allowed in the laundry room to protect people with allergies.
- Remove loose items and ensure that pockets are emptied before washing. Bras with underwires must not be washed in the machines (as these can cause serious machine malfunctions).
- It is forbidden to wash rag rugs in machines No. 2 & 3. When washing rugs, use the manual machine (No. 1).
- If carpets are to be washed, they should first be hung in the washroom to drip off properly before the drying unit. This procedure is more gentle on the drying unit.
- The drying unit is set to maximum drying power. Manipulation of the unit reduces the drying power.

### **After washing**

- Check that the machines are completely empty.
- Make sure the detergent compartments in the machines are cleaned.
- Make sure the filter in the dryer is cleaned.
- Clean the floor (there is a broom, vacuum cleaner and scrubber).
- Flush the floor drains.
- Dispose of garbage and empty detergent containers in the garbage container outside the house.

- At the end of the washing time, the laundry should preferably be completely removed from the drying room, but if the laundry is not dry, it should at least be gathered at one side of the drying room so that it does not take up more space than necessary. This is in consideration of the next person to wash.

NOTE! The rule of thumb is that the washing, ironing and drying rooms should be left in the condition you want them to be in the next time you wash!

## **Rules of conduct for the basement room, sauna/gym and roof terrace**

### **Booking**

The basement room, sauna/gym and roof terrace are booked through Boappa. The basement room should be booked in good time, at least 1 week in advance. Check with someone in the Board to get the key in time (for other premises you use your main key).

The basement room can be used for parties, meetings and overnight stays. In the room there is access to a coffee maker, microwave oven and sofa bed. Bedding is not available.

The premises can be booked for a day or overnight, but no more than 3 consecutive days, against a fee. The prices are shown on Boappa and are charged afterwards on the monthly bill through the association's financial manager Nabo.

### **Cleaning**

After using the basement room, sauna/gym and roof terrace, you must:

- Clean up properly.
- Wet wipe the floors (sauna and gym).
- Empty waste bins.
- Clean the grill (roof terrace).

There is an absolute ban on smoking in the basement, the sauna/gym and the stairwell!

## **Subletting of apartments**

The apartment owner who wishes to temporarily sublet his/her apartment must, according to the association's statutes, apply to the Board before the rental begins. The application must state the rental period, the reason for the rental and the tenant's name. A special form for this is available in the Boappa app.

According to the Swedish Housing Federation (SBC), valid reasons for renting are: studying or working elsewhere for a period of time, military service, illness or special family circumstances (e.g. caring for a close relative).

Temporary subletting means that the Board can grant a rental period of 12 months at a time. Subletting fees are charged according to the association's statutes.

A prerequisite for subletting is that the owner or tenant is committed to the property and its maintenance.