

Renovation instructions

The purpose of these instructions is to inform you of the things to consider when renovating an apartment. You can avoid many possible problems and additional costs following these instructions. It's important to plan thoroughly and acknowledge the directions in these instructions before starting the work.

Overview

Notification and the renovation plan

Make a notification of your renovation project to the housing manager in writing, using the renovation notice form. You'll find the form on our web page.

If needed, contact a professional to draw up a renovation plan for your project

Construction permit

Make sure if you need a construction permit from the city's building inspection authority. Some renovation projects that are subject to a permit are:

- Building a sauna in the apartment
- Expansion of a sanitary cabin (meaning places with a well e.g. a bathroom or a wash-room)
- Working with supporting structures (e.g. making holes and lead-throughs)
- Changing the place of the toilet, bathroom or kitchen inside the apartment.

Heating, plumbing, air-conditioning and electrical installations

When doing heating, plumbing, air-conditioning and sanitation engineering work, you must always inform the housing manager. You must follow the field's regulations and all the workers must have an appropriate permit for the job.

Doing repair, maintenance and installation work on electrical appliances and equipment you must:

- Have a named work supervisor
- If you do or supervise the work yourself, you must be professionally qualified to do so
- Have appropriate facilities and tools.

You don't need a work supervisor for small, one-off electrical works, but the person performing the work must be appropriately qualified.

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Informing residents

Tell your neighbors about the renovation project. A good way to inform your building is to make a note on the noticeboard about the project and how long it's going to last along with your contact information. You'll find a template on our web page.

Working time

You can only do repair work on the allowed times listed in the regulations of your housing corporation.

Protective systems

You must provide protective systems for the building's staircase and elevator, if it's possible that during your renovation they could be damaged e.g. when carrying different materials or equipment. A rule of thumb is that when transporting equipment and construction material the finish and coating of the staircase must remain undamaged. If you damage the staircase, you will be billed. You must also make sure of dust protection, so that dust and other pollutants don't leave your apartment. If needed, you must provide a low pressure working environment and a dust collecting machine or a vacuum cleaner.

Cleaning

After every work day, you must make sure that the staircase is clean of dust and other pollutants. It is not the job of the housing corporation's cleaning company to clean dust and dirt caused by renovating projects. If the company has to perform this kind of cleaning, you will be billed.

Waste

You are responsible for the waste that your renovation project produces: the housing corporation does not remove or recycle waste caused by renovation projects. If you decide e.g. to take care of the waste by an industrial dumpster, you must personally order it and discuss it's placement with the housing manager and the board. You can also take the waste personally to a waste treatment plant. The waste collection points provided by the housing corporation are not meant for renovation waste.

Water disconnection

If your renovation work requires the water flow to be disconnected, you must inform the housing manager in time. You must also make sure that everyone in the housing corporation knows about the water disconnection in time (e.g. two days before). A notice must be placed so that everyone can see it e.g. on the noticeboard or on the front door.

Elevator

When transporting construction material and waste with the elevator, you must apply protective systems so that the elevator is not damaged. Also take notice of the allowable load of the elevator.

Hot work permit

If your renovation work requires hot work (e.g. welding or a hot-air gun), you must ask for a permission from the housing manager. You must also make sure that the worker has a valid hot work permit.

Insurance

The owner of the renovated apartment must have a valid home insurance that covers damage to the whole apartment. You must also make sure that the worker has a valid liability insurance.

Materials hazardous to health

While doing demolition work, the commissioner of the work or the worker must always make sure of hazardous materials in the structures. Some of these materials are:

- **Asbestos:** Asbestos was used in construction from 1920 to 1990, e.g. for plumbing insulating, fillers, fixing agent, paint, glue, building boards, air conditioning channels, plastic membrane, grout, tiles, vinyl tiles, fire seals, doors, plug mass as well as roof covering and façade materials. Asbestos demolition work is subject to license and it can be only performed by people authorized by the industrial safety district.
- **PCB:** PCB was used from 1960 to 1975 e.g. in the sealing compound for multiple glass units.
- **Formaldehyde:** Formaldehyde is used for the gluing of chipboards. Present-day chipboards exude very little formaldehyde.

Bathroom renovation

Here are some important things to consider while renovating the bathroom.

Notifying and planning

- Have an accurate renovation plan made for your bathroom by a professional. The plan has to be made according to the National Building Code of Finland concerning bathroom renovations. Waterproofing must be done according to the regulations and guidelines of the National Building Code C2 (Moisture).
- If needed, have your plans approved by the city's construction supervisors.
- Notify your housing manager in time and in writing using the renovation notice form. You'll find the form on our web page.
- Don't buy any construction materials or start working before an approval from the housing manager.
- Choose your contractor with care. Make a written contract with every contractor. Agree on repair liabilities between you and the contractor. If possible, use contractors known to the housing manager or the housing corporation. This way you can avoid future problems with your contractor.

Supervision

- Talk with your housing corporation's representative (e.g. housing manager), how you'll supervise your work.

Demolition work

- Before doing demolition work, find out where the water inclusions are and whether the structures have any materials hazardous to health (e.g. work with asbestos can be only performed by people authorized by the industrial safety district). If so, they have to be dealt with appropriately.
- Make sure that the water pipes are non-pressurized while working. Do this with the help of your building's maintenance man.
- Make sure that the electrification is cut off and there's no current in your working space.
- If you have to move or remove a radiator, you must contact your housing manager.

Heating, plumbing and air-conditioning work

- If you have to move water main connections or drains AND the installations are done inside the building structures, you have to have a renovation plan made by a HPAC engineer. After that you have to have your plans approved by the city's construction authorities. If the installations are done on the surface of the building structures, you don't have to have your plans approved by the authorities. All in all, you must always notify your housing manager.
- Heating, plumbing and air-conditioning work must be done according to the field's regulations and guidelines. The contractor must have appropriate water and sewer supply work qualifications.
- If you have to move, remove or install a new radiator, you must contact your housing manager.
- Before installing any equipment, get an approval for them from your housing manager.

Electrical work

- Electrical work must be done according to the field's regulations and guidelines and all the workers must have the appropriate licenses and permits. All the licensed electrical contractors can be found on Tukes' web page (www.tukes.fi/en/For-Consumers/Home-and-home-technology/Electrical-installations/).
- If you have to make new electric wirings, other electrical installations or you have to change existing wirings, provide an electrical wiring plan made by a professional to the board of the housing corporation.
- There has to be an inspection by the electrical contractor for possible problems or danger before the installed equipment can be used.
 - A record of the inspection must be made even if the installation is small e.g. installing a socket. The record is placed in the housing corporation's archives.

Constructional work

- Waterproofing work must be done by a worker with a certificate of training from the Technical Research Centre of Finland or from the material deliverer used.
- The surface on which the waterproof is installed must be even, clean, dry and hard. You have to use appropriate connection parts on your floor drains. Follow the material producer's instructions when installing the seams on lead-throughs.
- The waterproofing material must have a product certificate from the Technical Research Centre of Finland. Inform your housing manager about the product's brand and manufacturer. Use products from the same manufacturer and product family from the filler to the tile seams.
- The walls must be tiled before waterproofing the floor, so that the waterproofing stays unharmed when tiling.

- Have every work phase inspected by a professional before starting any covering work. Things to be inspected:
 - The condition of walls' wooden structures
 - The condition of the floor before waterproofing
 - Levelness
 - Hardness
 - Moisture
 - Inclination towards the floor drain
 - Waterproofing (have a record made of the inspection)
 - Thickness of the dry coat
 - Leak-proofness of the lead-throughs
 - Seams between the waterproof and the floor drain

Final inspection

- Have a final inspection made. With HPAC and electrical work a record of the inspection must be made.
- Have the work inspected by a representative of the housing corporation.



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Kitchen renovation

Here are some important things to consider when renovating the kitchen.

Notifying and planning

- Have an accurate renovation plan made for your kitchen.
- If needed, have your plans approved by the city's construction supervisors.
- Notify your housing manager in time and in writing using the renovation notice form. You'll find the form on our web page.
- Don't buy construction materials or start working before you have an approval from the housing manager.
- Choose your contractor with care. Make a written contract with every contractor. Agree on repair liabilities between you and the contractor. If possible, use contractors known to the housing manager or the housing corporation. This way you can avoid future problems with your contractor.

Supervision

- Talk with your housing corporation's representative (e.g. housing manager), how you'll supervise your work.

Demolition work

- Before doing demolition work, find out where the water inclusions are and whether the structures have any materials hazardous to health (e.g. work with asbestos can be only performed by people authorized by the industrial safety district). If so, they have to be dealt with appropriately.
- Make sure that the water pipes are non-pressurized while working. Do this with the help of your building's maintenance man.
- Make sure that the electrification is cut off and there's no current in your working space.

Heating, plumbing and air-conditioning work

- If you have to move water main connections or drains AND the installations are done inside the building structures, you have to have a renovation plan made by a HPAC engineer. After that you have to have your plans approved by the city's construction authorities. If the installations are done on the surface of the building structures, you don't have to have your plans approved by the authorities. All in all, you must always notify your housing manager.
- Heating, plumbing and air-conditioning work must be done according to the field's regulations and guidelines. The contractor must have appropriate water and sewer supply work qualifications.
- When doing water or sewer supply work, have your work inspected by a professional (e.g. installing a dishwasher).
- When installing appliances make sure that they are installed in a way that they can be easily serviced.
- Before installing any equipment, get an approval for them from your housing manager
- Install a safety tray under your dishwasher to detect water damage before it gets worse. Insurance companies advise using a safety tray.

Electrical work

- Electrical work must be done according to the field's regulations and guidelines and all the workers must have the appropriate licenses and permits. All the licensed electrical contractors can be found on Tukes' web page (www.tukes.fi/en/For-Consumers/Home-and-home-technology/Electrical-installations/).
- If you have to make new electric wirings, other electrical installations or you have to change existing wirings, provide an electrical wiring plan made by a professional to the board of the housing corporation.
- There has to be an inspection by the electrical contractor for possible problems or danger before the installed equipment can be used.
 - A record of the inspection must be made even if the installation is small e.g. installing a socket. The record is placed in the housing corporation's archives.

Constructional work

- Have waterproofing or a moisture barrier made on the wall tiles around your sink by a worker with a certificate of training from the Technical Research Centre of Finland or from the material deliverer used.
- The surface on which the waterproof is installed must be even, clean, dry and hard. Follow the material producer's instructions when doing the seams on your lead-through.
- The waterproofing material must have a product certificate from the Technical Research Centre of Finland. Inform your housing manager about the product's brand and manufacturer. Use products from the same manufacturer and product family from the filler to the tile seams.

Final inspection

- Have a final inspection made. With HPAC and electrical work a record of the inspection must be made.
- Have the work inspected by a representative of the housing corporation.



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Installing a floating boarder or a tile parquet and a boarder or a tile laminate floor

Here are some important things to consider while changing floor boards and panels.

Notifying and planning

- Have an accurate renovation plan made for your floor work.
- Notify your housing manager in time and in writing using the renovation notice form. You'll find the form on our web page.
- Don't buy construction materials or start working before you have an approval from the housing manager.
- Choose your contractor with care. Make a written contract with every contractor. Agree on repair liabilities between you and the contractor. If possible, use contractors known to the housing manager or the housing corporation. This way you can avoid future problems with your contractor.

Supervision

- Talk with your housing corporation's representative (e.g. housing manager), how you'll supervise your work).

Demolition work

- Before doing demolition work on the surface structures, make sure that there are no materials hazardous to health. If there are, you have to provide protective systems and waste removal. (e.g. work with asbestos can be only performed by people authorized by the industrial safety district).

Constructional work

- Use appropriate underlay materials under the parquet or laminate floor (moisture barrier and sound insulation material). When choosing an underlay material, take also into notice the new floor's bottom. The underlay material has to be in order and in the same condition as the new floor.
- When installing laminate on concrete or light concrete (not wood), always use a moisture barrier (also with parquet, if needed). You can use a durable polyethene sheet (minimum 0,2 mm thick) as a moisture barrier. You can also use a moisture barrier and sound insulation mix (e.g. Upofloor Tuplex). When installing underlay materials, follow the product's instructions. Cellular plastic – used as a sound insulation material – is not enough for a moisture barrier, when installing on concrete or light concrete.
- Don't leave plastic carpets under the laminate/parquet, that contain organic materials (so called burlap carpets, used in the 1980's)
- Don' install a laminate or a parquet floor over a fitted carpet. We also don't recommend installing a new floor over the old one.
- When installing a laminate or a parquet floor, follow the manufacturer's instructions. Follow the instructions on expansion gaps which are left between the floor, the walls and the radiator pipes.
- When installing a floor in rooms that ventilate through ventilation grates or ventilators, make sure that the room gets compensated for the ventilation it loses. Usually the room gets extra



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ventilation under door through a vent hole. When renovating, make sure to leave a minimum gap of 1-2 cm under the door. If the floor rises too much, you have to take out the door from the door frame and remove the rebate or take a piece out from the under of the door. You can also install a grate or a ventilator to the door.

- If you remove any old surface materials (e.g. plastic membrane), make sure that there are no materials hazardous to health (e.g. asbestos) before installing the new floor. If there are materials of such kind, the demolition work must be done by an authorized contractor. Don't leave any leftovers from the old surface materials (e.g. glue, carpet) under the new floor.

Final inspection

- Have the moisture barrier and the sound insulation of your floor inspected by a representative of the housing corporation.

Demolishing a non-bearing partition wall

Here are some important things to consider while demolishing a non-bearing wall.

Notifying and planning

- Have an accurate renovation plan made.
- Notify your housing manager in time and in writing using the renovation notice form. You'll find the form on our web page.
- Don't buy construction materials or start working before you have an approval from the housing manager.
- Choose your contractor with care. Make a written contract with every contractor. Agree on repair liabilities between you and the contractor. If possible, use contractors known to the housing manager or the housing corporation. This way you can avoid future problems with your contractor.

Supervision

- Talk with your housing corporation's representative (e.g. housing manager), how you'll supervise your work.

Demolition work

- Make absolutely sure that the wall you're demolishing is a non-load bearing partition wall.
- Before doing any demolition work, make sure that there are no materials hazardous to health in the structures. If there are, you have to provide appropriate protective systems and waste removal (e.g. work with asbestos can be only performed by people authorized by the industrial safety district).
- Make sure that there are no water pipes or ventilation ducts in the wall.
- If there is electric wiring or wall sockets in the wall, make sure that the current is switched off. Do this with the help of professionals.

Final inspection

- Have the work inspected by a representative of the housing corporation.

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Fixing the interior surfaces of a balcony

Here are some important things to consider when fixing the interior surfaces of your balcony.

Notifying and planning

- Have an accurate renovation plan made by a professional specialized in repair work planning.
- Notify your housing manager in time and in writing using the renovation notice form. You'll find the form on our web page.
- Don't buy construction materials or start working before you have an approval from the housing manager.
- Choose your contractor with care. Make a written contract with every contractor. Agree on repair liabilities between you and the contractor. If possible, use contractors known to the housing manager or the housing corporation. This way you can avoid future problems with your contractor.

Supervision

- Talk with your housing corporation's representative (e.g. housing manager), how you'll supervise your work.

Fixing the interior surfaces of a balcony

- Before starting the repair work, find out how and what the balcony's surface materials are made of.
- Find out the condition of the balcony's structures. This defines how they have to be repaired.

Final inspection

- Have the work inspected by a representative of the housing corporation.

Installing an air source heat pump (ASHP)

Here are some important things to consider when installing an ASHP.

Notifying and planning

- Get an approval for the installation from the housing corporation's board through your housing manager.
- Have an accurate renovation plan made.
- Notify your housing manager in time and in writing using the renovation notice form. You'll find the form on our web page.
- Don't buy construction materials or start working before you have an approval from the housing manager.
- Choose your contractor with care. Make a written contract with every contractor. Agree on repair liabilities between you and the contractor. If possible, use contractors known to the housing manager or the housing corporation. This way you can avoid future problems with your contractor.

Supervision

- Talk with your housing corporation's representative (e.g. housing manager), how you'll supervise your work.

Installing

- It is recommended that you get the installation and the ASHP from the same place.
- Every part of the installation has to be done by a professional. When installing an ASHP, the installer has to be qualified by Tukes (The Finnish Safety and Chemicals Agency).
 - The fitting stand has to be supporting and safe. Place vibration isolation pads between the stand and the outside unit.

Final inspection

- Have the work inspected by a representative of the housing corporation.