

TIPS AND ADVICE

on living in municipal housing

A good indoor environment is important. An indoor environment involves all physical and chemical conditions that can have an effect on us in our homes. The quality of indoor environment is important for health, well-being and learning ability. High levels of humidity can create mould (fungus). Mould and high levels of humidity can also cause health problems. It is recommended that the level of humidity is kept as low as possible. To ensure this, it is important for tenants to follow the tips and advice provided by BKE in this brochure.

1. VENTILATION

The purpose of ventilation is to bring clean, fresh air into the home. This means that damp air from the shower, cooking, etc. must be released.

Certain BKE homes have no ventilation system. In these homes it is especially important for tenants to assist in bringing fresh air into the house. Here are a few simple tips:

- ▶ In homes with a mechanical ventilation fan (hood) above the range cooker, keep the fan strength at the lowest level, but turn it up while cooking.
- ▶ Avoid using thick curtains, or at least draw them away from the window during the day to let in daylight and heat.



- ▶ High indoor temperatures will lead to a poor and humid indoor climate. It is best to keep the temperature at 22.5 degrees C. Dry the washing on a clothesline outdoors during the summer. If the climate during fall and winter is not too humid, it is possible to hang clothes outdoors all year around.



- ▶ If clothing is drying indoors, turn on the fan or open a window.
- ▶ Open the windows in all the bedrooms and air out the rooms for at least 10 minutes each morning.

In newer BKE homes, there is a balanced ventilation system that makes it easier to maintain a good indoor climate. However, it is important for follow a few simple tips in these homes as well:

- ▶ Newer homes have electric ventilation fans that automatically let the air in and out. Tenants must not change the settings on these electric fans.
- ▶ In these homes there are small ventilation flaps in all the rooms. Air is automatically let in and out, and the tenant must not seal them.
- ▶ The wall vents must NOT be screwed shut. They must remain open, as shown in this photo.



- ▶ This system also has filters which must be changed once every year. BKE will take care of this.
- ▶ It is important to open the windows in the bedrooms in the the newer homes as well, and air out the rooms for 10 minutes each morning.

2. CLEANING

Dust particles are like tiny gliders, hang gliders or paragliders loaded with chemical substances that enter our bodies, and this is not good. Airborne particles are inhaled and can have a great impact on our health, potentially leading to illness. It is especially important to maintain cleanliness in the kitchen, to avoid pests such as cockroaches. Proper housekeeping is therefore a very important factor in our efforts to maintain a good and healthy indoor environment.

Good advice for good housekeeping:

- ▶ Food must not be stored near the floor. It should be kept in the refrigerator or in cupboards in tightly shut containers.
- ▶ Remove food scraps from the kitchen counter each day.
- ▶ Clean your home every 14 days (remove dust and wash the floors).
- ▶ Wash the walls and ceiling with soap and a damp cloth once a year.
- ▶ When cleaning parquet floors (wooden floors), avoid using a lot of water. Simply use a damp cloth with soap and water. Spots on the floor should be removed with a different cloth.
- ▶ Vinyl floors and tiles can be washed with a regular amount of water. Dip the cloth in soapy water until soaked and then wring it out.
- ▶ If water is spilled on the floor, dry it up immediately.
- ▶ Water on the bathroom floor must be dried up.
- ▶ Those who have homes with heat pumps must vacuum these regularly, at least twice each year (spring and fall).
- ▶ Clean the kitchen ventilation fan at least 4 times a year.
 - There is a filter inside the kitchen ventilation fan. This can be removed for cleaning. The filter should be washed in the dishwasher or thoroughly rinsed with soap and water. This will ensure cleaner air and prevent a fire from breaking out in the cooker hood, and in the house.

3. MAINTENANCE

The purpose of identifying maintenance responsibilities is to ensure that the home is kept up to a satisfactory standard, and that the tenants have a healthy home environment, both indoors and outdoors.

Tenants have the following maintenance duties:

Indoors:

- ▶ Clean the shower drain twice a month.
 - Move the grate aside and remove dirt and hair. Clean the drain and the grate before replacing it.



Ove

- ▶ Change the light bulbs both indoors and outdoors.
 - If a light or a lamp is no longer working, it is probably because the lightbulb is used up. The tenant must then remove the shade or cupola, remove the old lightbulb and screw in a new one. Lightbulbs can be purchased at the supermarket.
- ▶ Change the battery in the smoke alarm once a year.
 - These batteries can be purchased at the supermarket.
- ▶ Lubricate the door locks.
 - If a door lock is not working properly and it is difficult to turn the key, the lock needs to be lubricated with lock oil or all purpose oil. This can be purchased at the supermarket.
 - If a door creaks when it is opened or closed, try lubricating the door hinge with all purpose oil.

Outdoors:

- ▶ Mow the lawn and, if needed, tend the bushes and flower beds.
 - BKE has a lawnmower that tenants can borrow. Contact BKE if there is no lawn mower at your home.
 - If several tenants are sharing a lawn, each tenant must take his or her share of responsibility. Set up a plan to determine who will mow the lawn, and when. This is a shared responsibility.
 - If there is a flower bed outside your home, make sure this is kept tidy by removing weeds and trimming the bushes and hedges.
- ▶ Remove rubbish around the building.
 - All rubbish must be disposed of in waste bins placed near each home. Contact BKE if waste bins are missing.
- ▶ Waste sorting (see the description under point 4).
- ▶ Shovel snow and sprinkle grit on the ground when necessary. This will enable tenants and others to walk safely to and from the building.



BKE duties:

- ▶ Cleaning and painting the outside of the building.
- ▶ If in doubt, contact BKE tel.: 53002500, or email: post@bke.as.

4. WASTE SORTING AND RECYCLING

Waste sorting involves sorting waste into different bins according to type, so that the raw materials can be recovered and recycled into new products for the benefit of the environment. The SIM website has information about waste sorting in different languages: <http://sim.as/ditt-avfall/kjeldesortering-pa-ulike-sprak/>

- ▶ Waste sorting is the tenant's duty. There are four different waste bins.
 - Biodegradable waste (brown lid):
 - Food scraps of all kinds
 - Coffee grounds
 - Coffee filters
 - Tea bags
 - Eggshells
 - Remains of shrimp and other shellfish
 - Wilted flowers
 - Old potted plants (without the pots)
 - Leaves and garden waste
 - Sawdust
 - Paper towels and paper napkins
 - Egg cartons
 - Smaller shreds of newspaper
 - Bones and feathers
 - Paper waste (blue lid):
 - Newspapers
 - Advertising brochures
 - Magazines
 - Notebook paper
 - Photocopy paper
 - Envelopes
 - Cardboard boxes
 - Cardboard
 - Drink cartons
 - Residual waste (black lid):
 - Waste that cannot be sorted into the other bins
 - Hazardous waste (red bin): Deliver to Sim Hollundsdaalen or place in the red bin and deliver this to SIM Hollundsdaalen when full. Delivering hazardous waste is free of charge.
 - All types of batteries
 - Electrical waste
 - Leftover paint
- ▶ The correct waste bin must be set out according to the SIM collecting plan.
 - Link to the waste collecting plan for Bømlo municipality: <http://sim.as/min-kommune/?kommune-valg=bomlo>

This is NOT how it should look:



THIS is how it should look:



5. FIRE

Important measures:

- ▶ Ensure that extension cords are undamaged and that there are not a lot of cords hooked together.

This is NOT how it should look:



THIS is how it should look:



- ▶ Do not dry clothing on top of electric heaters.
- ▶ Extinguish candles when you leave the room.
- ▶ Change the battery in the smoke alarm once a year.
 - Batteries for the smoke alarm can be purchased at the supermarket.
- ▶ Only use the washing machine and dryer when you are awake and at home.
- ▶ Check the smoke alarm once a month.
 - Press the test button on the fire alarm until it beeps. When it starts to beep, release the button and it will stop by itself.
- ▶ Turn the fire extinguisher upside down 4 times a year. The arrow should point to the green area of the little gauge by the handle.
 - Take the extinguisher down from the wall and turn it upside down a couple of times.

