

Welcome



ADVICE AND
TIPS FOR
TENANTS IN
MUNICIPAL
HOUSING.



BØMLO KOMMUNALE
EIGEDOMSSELSKAP AS

www.bke.no

Telephone:

53 00 25 00

Visiting address:
Hollundsdaalen 21

Welcome to your new home

We hope you will enjoy your time here, whether you live in accommodated care housing or other municipal housing.

In this brochure, you will find an overview of:

- Important telephone numbers to use in the event of an emergency situation, or if you need to get in touch with BKE
- Simple advice and tips - how to take care of your home, the indoor environment and the outdoor area
- Practical advice on waste management, smoke detector maintenance and simple tips to prevent a fire from occurring
- Remember! The rental contract you entered before moving in generally regulates responsibilities between the tenant and BKE

Important telephone numbers:

Fire department: 110

Police: 112

Ambulance: 113

Health clinic Stord: 116117

BKE daytime: 53 00 25 00

On-call number BKE:

.

909 85 254 - Job Nedrebø

Service office Municipality of Bømlo: 53 42 34 74

NAV refugee services:

Doctor's offices:

Bremnes medical centre: 53 42 33 11

Kystlegane: 53 42 56 10

Moster doctor's office: 53 42 33 80

Langevåg doctor's office: 53 42 33 70

1. INDOOR CLIMATE

A good indoor climate is important to health and well-being.

Having high humidity indoors is not good, and may lead to health problems and damage to the residence. In the worst case, mould may develop inside the residence.

Therefore, it is important to keep humidity as low as possible.

What can you do to avoid high humidity in the residence?

DRYING CLOTHES

DRY CLOTHES OUTSIDE

If you dry clothes indoors, it is important to open windows or turn the ventilation on. When you use a tumble dryer, make sure the damp air does not come into the room. You can dry clothes outside all year, so if the weather is good, we recommend drying your clothes outside.

NOTE! Do not dry clothes on or over heating stoves.



EVEN ROOM TEMPERATURE ALL DAY

Avoid having large changes to room temperature over the course of the day. Having a low indoor temperature for parts of the day followed by maximum heat other times of the day is not good. This may result in high humidity, and is also very uneconomical in terms of power consumption.

VENTILATION

Open windows and air out for 10 minutes every morning.



Move all curtains aside during the day – this is particularly important if the curtains are heavy and thick.



Vents placed at the upper edge of the windows should be open.



Vents placed on the wall shall be open.



Vents in the ceiling shall be open and shall not be touched. Air will go in and out here automatically.



When cooking, the fan over the stove must always be on. NOTE! Remember to wash the filter at least 4



2. CLEANING



Good advice for cleaning:

- ▶ Food goods should not be kept near the floor. They should be in the refrigerator or in the cupboard in sealed containers.
- ▶ Remove food remains on the kitchen counter every day.
- ▶ Clean the interior of the residence (dust and wash floors) every 14 days.
- ▶ Wash walls and ceiling with soap and a damp cloth 1 time per year.
- ▶ Parquet floors (wood floors) must not be washed with a lot of water, the cloth should only be dampened with water and soap. If there are spots, go over them with a different cloth to remove them.
- ▶ Floor coatings and tile floors can be washed with a normal amount of water. Dip the cloth in water with soap until it is soaked, then wring it.
- ▶ If any water is spilled on the floor, wipe it up immediately.
- ▶ Water in the bathroom must be wiped up.

- ▶ Those who have a heat pump must vacuum it regularly, at least 2 times per year (spring and fall).

- ▶ Preventing legionnaire's disease:
If the shower has not been used for more than a week, spray hot water with it for at least 2 minutes. Turn the thermostat to maximum heat and hold the shower head near the drain.

- ▶ Wash the range hood at least 4 times a year.
 - There is a filter placed inside the fan itself in the range hood. The filter can be taken out to be washed. Wash the filter in a dishwasher or hose it down with soap and hot water. This will give better air and prevent fire in the range hood vent and the building.

3. MAINTENANCE

The purpose of defining maintenance responsibilities is to ensure that the residence retains a good, consistent standard, and that tenants have a healthy housing environment both indoors and outdoors.

Maintenance indoors - Tenant's responsibilities:

- ▶ Clean the shower drain 2 times per month.
 - Take out the grate and remove dirt and all hair. Rinse the drain and the grate before putting it back.



- ▶ Replace light bulbs indoors and outdoors.
 - If a light or a lamp no longer works, it is often the case that the light bulb in the lamp has burned out. The tenant will then have to take off the shade/cover of the lamp, remove the old light bulb and put a new one in. Light bulbs can be purchased at a grocery store.
- ▶ Change the battery in the smoke detector 1 time per year on 1 December.
 - Batteries can be purchased at grocery stores.

- ▶ **NOTE!** Only throw toilet paper (not recycled paper) into the toilet!
Do not throw sanitary pads, diapers or similar items into the toilet!

- ▶ Lubricate locks with oil.
 - If a lock is slow and it is difficult to turn the key, it needs to be lubricated with lock oil. Lock oil can be purchased at a grocery store.
 - If a door squeaks when it is opened and closed, the door hinges must be lubricated.

Maintenance outdoors - Tenant's responsibilities:

- ▶ Mow the lawn/grass and keep flower beds and bushes tidy, if relevant.
 - If there are multiple tenants sharing a lawn, it is the tenant's responsibility to divide up lawn-mowing responsibilities. This is a shared responsibility.
 - If there is a flower bed outside the residence, this shall be maintained by removing weeds and cutting bushes/plants.

- ▶ Remove any trash laying around the residence.
 - All trash shall be thrown into trash bins placed for each residence. If any trash bins are missing, get in touch with BKE.

- ▶ Sort through waste (see explanation under pt. 6).

- ▶ Spread grit and shovel snow when needed to help tenants and others get to and from the residences.



BKE is responsible for:

- ▶ Exterior cleaning and painting for the residence.
- ▶ BKE will mow lawns where there are large common areas.
- ▶ Filter replacement in ventilation systems.
- ▶ When in doubt, contact BKE by phone at: 53002500 or post@bke.no

BKE may assist with certain maintenance tasks that are the tenant's responsibility, but will charge for time spent.

4. NEIGHBOUR CONDITIONS

Take your neighbours into consideration.

Toys, sheds, etc. that belong to your neighbour shall not be used without permission.

Do not walk through/over other people's yards and properties.



5. CODE OF CONDUCT

1. The tenant is obligated to uphold this code of conduct, and is furthermore responsible for ensuring that others with access to their property follow these rules.
2. The tenant shall treat the residence and the property in general with care and in accordance with the rental agreement.
3. The tenant shall, without being reminded by BKE, conduct maintenance of the residence and the property pursuant to pt. 4.4 in the rental agreement.
4. The residence and other parts of the property the tenant is entitled to, shall not be used in a manner that is of inconvenience or discomfort of others.
5. It shall be calm in the residence from 23:00 to 07:00. Radio, television, music systems, musical instruments and other objects that produce sound must not be used in a manner that causes discomfort for neighbours.
6. Normal weekend calm shall be maintained on Sundays and holidays. Work that produces a lot of sound or noise shall not take place on such days.
7. The tenant shall keep things clean, tidy and pleasant in and around the residence. Green areas, flowerbeds and plants shall be kept tidy and orderly. This also applies to common areas the tenant is partially responsible for pursuant to the rental agreement.
8. All trash shall be sorted to source and placed in the appropriate trash bins, or deposited in containers placed by SIM.
9. Cars shall only be parked on assigned parking or drop-off spots. It is not permitted to store car wrecks or other vehicles without license plates.

10. Prams, bicycles and other sports equipment shall not be placed on roads, common areas or hallways, or be left in any other manner that is of inconvenience to neighbours.

11. Keeping animals in the apartment is not permitted.

Violations of the code of conduct are to be considered violations of the rental agreement. Repeated violations of the code of conduct may result in tenancy being terminated from the municipality's side.

This code of conduct is part of the rental agreement.



6. SORTING TRASH

- ▶ Trash must be sorted and will be collected on different weekdays. The correct bin must be put out on the day before collection.
 - Link to the driving plan for the emptying of bins:
<http://sim.as/min-kommune/?kommune-valg=bomlo>
 - There is also an app that can be downloaded: SIM tømmekalender.

It should NOT look like this:



It SHOULD look like this:





How to sort your waste

Call +47 952 53 515 if the bin is not collected as planned.

Read about what the waste is converted to on the next page.

Biowaste

Food and garden waste from households, without packaging.



TIPS

- Plastic bags in the biowaste ruin the composting process.
- Biodegradable bags can be used to prevent odours and keep the bin cleaner.
- Try not to put leaves, garden waste and sawdust at the bottom of the bin as this can easily become compact.
- Glass is not compostable.
- Clean the bin after it is emptied.
- Placing a newspaper at the bottom of the bin in the winter can help prevent the waste from freezing.



Paper waste

Paper and cardboard that are not damp or soiled.



TIPS

- Try not to cram too much in as the paper can easily get stuck in the bin. This particularly applies to pizza boxes and other cardboard, for example.
- You can tear up large boxes to prevent them from getting stuck.
- The paper must not be wet or soiled.
- You don't have to remove staples or sticky tape.
- All drink cartons can be recycled, both large and small, with and without screw caps or lids. Place the cartons in the paper bin.



Residual waste

Mixed waste and waste that is not covered in other waste sorting categories.



TIPS

- Bulky waste should be taken to the waste recycling centre.
- Do not overfill the bin as it will become a target for birds and other animals.
- Dirty plastic can be placed with the residual waste.
- You don't have to remove staples or sticky tape.



Glass and metal packaging

Glass and metal for storing food and drink.




TIPS

- These can be, for example, glass bottles, glass jars, canned food boxes, soft metal cans, aluminium foil, beer and soft drinks cans, metal lids, metal cork, metal tubes and tins.
- If the glass and metal packaging is contaminated, it must be in the residual waste.




Plastic packaging

Plastic that has been used as packaging, and that is clean and dry.



TIPS

- Put clean and dry plastic packaging together in the special shiny bags provided by SIM.
- Place the bag next to the paper bin, or hang it on the bin on the collection day for paper and plastic waste.
- If you are running out of plastic bags, the a bag used for the plastic packaging on the paper bin so that the driver knows to leave a new roll on the bin once it is emptied. You can also collect a roll of bags from your nearest waste recycling centre.
- Plastic packaging that smells must not be placed in the bag. If you can't get the plastic clean with cold water, put it with the residual waste.




Hazardous waste

Waste that can be harmful to the environment and the health of people and animals.

DELIVERY: At the waste recycling centre.

TIPS: Are you in doubt? Assume that it may be hazardous. Remember to mark the contents on bottles/tins.



sim.as

SIM

Bin not been emptied?

Call the duty staff on +47 952 53 515.



Bin broken/ want to change bin?

Call our switchboard on +47 53 45 78 50 or
e-mail sim@sim.as.



Our bin replacement round is every 5 weeks.
You could also get a replacement bin at our
recycling centres.

See also www.sim.as for more information on, for example:

- sorting guides in other languages
- collection calendars
- collection days
- prices
- clean-up initiatives
- composting
- container hire

How is the waste used?

Biowaste:

Made into new compost soil, which can be bought at all of SIM's waste recycling centres.



Paper waste:

Made into new paper/new cartons.



Residual waste:

Goes to energy recovery and is converted to electricity and district heating.



Plastic packaging:

Converted to new plastic products. For example boxes, rubbish bins, office chairs, flower pots, pipes, hoses, clothes hangers, fabrics (fleece), car parts, bottles, cling wrap, carrier bags etc.



Hazardous waste:

Sent to controlled landfilling or incineration.



Glass and metal packaging:

Converted into new glass, foam glass, insulation, nails, screws, paper clips, gardening tools, packaging, wheel rims and bicycle parts.



To download the SIM app, search for
'SIM tomme kalender' in **Google Play™**
or **App Store®**.



Visit us on Facebook
[facebook.com/SIMrenovasjon](https://www.facebook.com/SIMrenovasjon)



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www.sim.as



Sunnhordland
Interkommunale
Mijføvrer IKS

WASTE RECYCLING CENTRE OPENING HOURS*

*Closed on Easter Saturday, Christmas Eve and New Year's Eve.

AUSTEVOLL, PORSDALEN

Monday and Thursday 10:00-18:00 hrs

1 April-30 Sept.:

Alternate Saturdays (odd number weeks) 09:00-14:00 hrs.

1 Oct-31 March: Last Saturday of the month 09:00-14:00 hrs

BØMLØ, HOLLUNDSDALEN

Monday and Wednesday 12:00-18:00 hrs

Tuesday and Thursday 07:00-15:00 hrs

1 April-30 Sept.:

Alternate Saturdays (odd number weeks) 10:00-14:00 hrs.

1 Oct-31 March: Last Saturday of the month 10:00-14:00 hrs

FITJAR, SVARTSMÅGET

Monday 10:00-18:00 hrs

KVINNHØRAD, HUSNES INDUSTRIAL AREA

Monday and Thursday 12:00-18:00

Tuesday and Friday 08:00-13:00 hrs

1 April-30 Sept.:

Alternate Saturdays (even number weeks) 09:00-14:00 hrs.

1 Oct-31 March: First Saturday of the month 09:00-14:00 hrs

STORD, HEIANE WASTE RECYCLING CENTRE

Monday, Wednesday and Thursday 10:00-18:00 hrs

Tuesday and Friday 07:00-15:00 hrs - Saturday 09:00-14:00 hrs

SVEIØ, SVEIÅSEN

Monday and Thursday 10:00-18:00 hrs

TYSNES, EREDALEN

Monday and Thursday 10:00-18:00 hrs

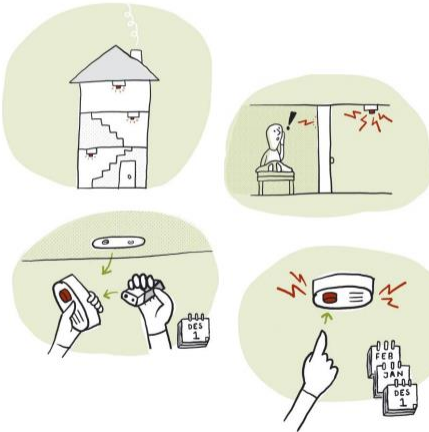
1 April-30 Sept.:

Alternate Saturdays (even number weeks) 09:00-14:00 hrs.

1 Oct-31 March: Last Saturday of the month 09:00-14:00 hrs

7. FIRE

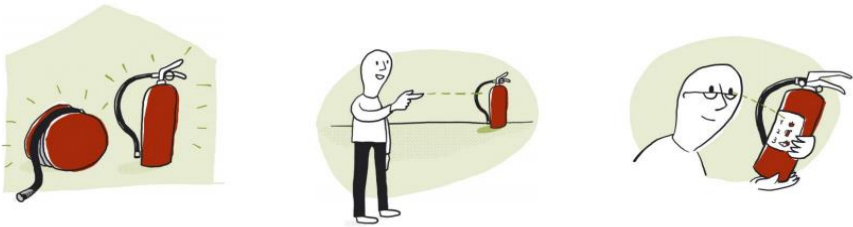
MANDATORY SMOKE DETECTORS



Every home must have at least one smoke detector on each floor. The smoke detectors provide an early warning in the event of a fire. You must be able to hear the alarm from inside bedrooms with the doors closed. The batteries must normally be replaced once a year. Test your smoke alarms regularly by pressing the test button.

Review the check-list for fire safety 2 times a year (01 June and 01 December).

MANDATORY FIRE EXTINGUISHING EQUIPMENT



Every home must have a fire hose or a fire extinguisher. You are recommended to have both. The fire extinguishing equipment must be easily accessible. Everyone living at the property must know where the equipment is located. Read the instructions for use carefully.

Read the user instructions carefully and learn how the extinguishing equipment is used.

FIRE PREVENTION 1



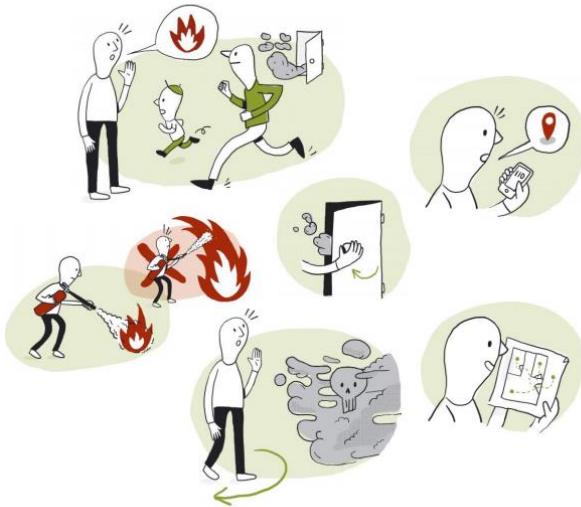
Keep an eye on the cooker when it is in use. If you are interrupted when cooking, turn off all the rings on the hob. Install a cooker alarm/automatic shut-off device. Be careful when using an open flame. Never leave a room containing a burning candle. Lit candles must not be placed near flammable materials. Empty any ash in a safe place. Do not throw hot ash in a rubbish bin.

FIRE PREVENTION 2



Always turn off washing machines and tumble dryers when you leave home or go to bed. Only qualified electricians are allowed to install and repair electrical equipment and installations. Building materials, cardboard boxes and other refuse left lying about are often used when fires are started deliberately. Make sure stairwells and garages are kept clear of flammable items. Place rubbish containers well away from buildings.

WHAT TO DO IN THE EVENT OF A FIRE



1) EVACUATE

Make sure everyone gets out safely. Escaping through smoke is dangerous. Close doors. Make your way to a previously agreed assembly point.

2) NOTIFY

Notify the fire service by calling the emergency number 110. State the precise address of the burning building.

3) EXTINGUISH

If the fire has not become too big, try to put it out with a fire hose or fire extinguisher. Do not put yourself at risk. Smoke is highly toxic.

Your assessment of the situation will determine the order in which you decide to carry out these steps. It is useful to hold regular fire drills, so everyone can practise what to do.