

Your apartment in Brf Olympia

Living in a tenant-owned cooperative housing association (“bostadsrättsförening”) means being part of a community. Every community needs rules to make it function as smoothly as possible. Our goal is for our members to thrive and therefore we have adopted a set of rules for the sake of everyone’s well-being. By following these we all contribute to ensure a good neighbourly relationship as well as attractive buildings and a well-kept courtyard. We also avoid unnecessary costs. A well-managed, prospering community also increases the value of our apartments. In addition to this set of rules, the association's statutes apply. If you have any questions about rules, routines or recommendations in our association, please contact the board.

The board

The board has a mailbox on Babordsgatan 14, marked “Brf”. You can also contact members of the board by e-mail to: styrelsen@brfolympia.se or by telephone. The telephone numbers are posted in the stairwells.

Answers to the most frequently asked questions:

- Only kitchen hoods without a built-in ventilator (“spiskåpa”) may be used. Hoods with built-in ventilators do not comply with the central ventilation system in our buildings and will press cooking fumes into neighbouring apartments.
 - It is not allowed to sub-let an apartment without a written consent from the board.
 - It is not allowed to alter an apartment’s construction details without a written consent from the board. This applies e.g. to walls, sewage- and water pipes and heating radiators.
 - Your responsibility vs. the association’s responsibility for maintenance and repairs of your apartment is regulated by the association’s statutes §§ 31 and 32. You will find these on the association’s website www.brfolympia.se
 - Every tenant-owner is compelled to have a home-insurance with an additional tenant-owner supplement (“bostadsrättsförsäkringstillägg”).
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BALCONY, PATIO AND TERRACE

Always show consideration for your surroundings while on your balcony, patio or terrace. This applies to smoking, grilling, watering plants, shaking rugs, sweeping and shoveling snow. Flower boxes may only be hanged on the inside of the balcony railing. It is strictly forbidden to damage the facade of the building in any possible way – by drilling, nailing, having climbing plants creep up the wall and so on. It is the tenant-owner’s responsibility to keep the balcony / patio / terrace tidy to make the premises look neat and orderly. Shaking rugs, beddings etc. on the balcony or from a window is not allowed. If you want to listen to music or radio programs, please use headphones or adjust the volume so as not to cause nuisance to your neighbours.

BALCONIES’ AWNINGS (MARQUIS)

All plans to install awnings must be approved by the board before they can be realized. This is to ensure that the choice of color is correct and that the installing will be done by a specialist. To

achieve uniformity, all awnings must be in the color Sandatex no. 0015 (white). Bear in mind that the tenant-owner is the one ultimately responsible for the installing being done professionally, i.e without damaging the facade.

BALCONIES' PRIVACY PROTECTION SHEETS

For balconies' privacy protection sheets only the colour Sandatex no. 0015 (white) is allowed – the same as for awnings.

BARBEQUE

Charcoal grilling is to be avoided because of the fire hazard as well as the environmental impact. Moreover, there may be people living nearby who are allergic to charcoal smoke. If a neighbour feels bothered by your barbecue, please take that into account.

BATHROOM

As a tenant-owner, you are responsible for keeping your bathroom in good condition. If you suspect water damage you are obliged to immediately contact the board. If you want to renovate your bathroom, you are obliged to hire a craftsman who is qualified according to current industry rules and who will issue a sanitary room certificate ("våtrumcertifikat") when the work is done.

BICYCLES

Bicycles may be stored indoors in special bicycle storage rooms or outdoors in the courtyard in bicycle racks. Bicycles should not be placed in such a way that they obstruct accessibility, particularly in front of the recycling rooms. It is strictly forbidden to store motor vehicles in the bicycle storage rooms because of the fire hazard.

BURGLARY / DAMAGE

Burglary, attempted burglary or vandalizing of one's own apartment should be reported to the police. Remember to also inform the board.

CABLE TV

Out cable-TV provider is ComHem. To install their digital channels, you may need the access code 41001 to the network-ID.

COURTYARD

The tables and benches in the courtyard are there to be used. But please clean up after yourself and always take all the garbage with you. No pets are allowed in the children's sandboxes.

DRILLING AND NAILING

If you have to drill, nail or do any other job that will disturb your neighbours, please show consideration. Drilling is only allowed at the following hours: Monday-Friday from 8:00 AM to 8:00 PM and Saturday-Sunday from 10:00 AM to 6:00 PM

ELEVATORS

The association has a contract with St Eriks Hiss AB for maintenance of the elevators. Faults can be reported around the clock, including weekends, by telephone nr 08-522 258 00. Always inform the board as well.

ENTRANCE DOORS

Please always make sure that the entrance door locks behind you when passing in or out.

FACADES

Our single-stage facades are extremely sensitive to moisture penetration. It is therefore strictly forbidden to drill, nail, let creepers climb up the walls or otherwise damage the facade. In short it is forbidden to attach anything to it, except awnings ("markis"). Putting up awnings requires a written consent from the board and must be carried out by a specialist.

FACADE ILLUMINATION

In reference to the above mentioned, it is not allowed to attach any lamps or other illumination devices to the facade on balconies, terraces, patios or any other parts of the building.

FLAMMABLE LIQUIDS

It is strictly forbidden to store flammable liquids such as petrol in basements and on balconies, terraces or patios.

GARAGE

The garage is for cars and motorcycles only and nothing else may be parked or stored there. Please drive slowly and carefully inside the garage and on entering and leaving. Always make sure that the garage door closes behind you when passing in or out. If you want to join the waiting list for a parking space in the garage, please contact the board (styrelsen@brfolympia.se).

GRAFITTI

If you discover graffiti on the buildings, please report as soon as possible to Driftia, weekdays 08.00 AM - 4.00 PM, by telephone 08-744 44 33 or e-mail to info@driftia.se.

HEATING

Heating energy is provided by Stockholm Exergy's Hammarby Plant. The plant provides district heating ("fjärrvärme"), using municipal waste incineration to heat the water which then warms our radiators. The on-off function of our building's heating system is controlled by an outdoor sensor. When the sensor registers a temperature below 15 degrees Celsius, the heating system turns on. It then takes 12 - 18 hours to warm all the radiators in the building. However, as soon as the outdoor temperature rises above 15 degrees even for a short while - which it often does in autumn and spring - the system shuts down again. As long as this on-and-off goes on it never gets really warm indoors, not until outdoor temperatures are parked steadily below 15 degrees. Even so our heating system guarantees an indoor temperature of 21 degrees Celsius (correctly measured 1 meter above the floor and 2 meters from the outer wall). For maximum heating effect do not cover the radiators or place any bulky furniture in front of them.

If you notice that one radiator is cold while the others are warm, that might indicate either a stop in the radiators' valve or an accumulation of air in the radiator. Please contact Driftia, weekdays 08.00 AM - 4.00 PM by telephone 08-744 44 33 or e-mail to info@driftia.se.

INSURANCE

In case of accidents causing damage to the apartment, the tenant-owner is liable for repairing surface layers of walls, floors and ceilings, sanitary ware, white goods etc. An ordinary home insurance does not cover this. You must therefore make sure that your home insurance contains an additional so-called tenant-owner supplement. The tenant-owner association has its own insurance that covers the common areas, facades, roofs, etc.

KEYS

The tenant-owner is responsible for both locks and keys to his/her apartment door. If keys are lost or stolen, the tenant-owner will pay for new locks/keys. The same applies if the lock is broken. To order more keys, fill in the application form on the association's website www.brfolympia.se (/Om föreningen/Nycklar och bokningscyllindrar)

LAUNDRY

The laundry room may be used only by tenant-owners and those subtenants who are approved by the board. The laundry room is booked in three-hour intervals from 07.00 AM - 10.00 PM. If the laundry room has not been taken into use within 30 minutes of the booked time, another tenant may use the remaining time of the laundry session. After completing a laundry session, you may use the dryer and drying cabinet for another 30 minutes, although not after 10.00 PM. Please leave the laundry room in the same condition you would want to find it. The washing machines' detergent drawers must be dried clean. The filter above the dryer must be cleaned as well. Likewise benches and floors must be swept clean. Damage or faults on any appliance must be reported immediately to Driftia, weekdays 08.00 AM - 4.00 PM, by telephone 08-744 44 33 or by e-mail to: info@driftia.se. Emergency telephone 08-744 09 50.

NEIGHBOURS' NUISANCE

When you live in an apartment building, you may expect to hear your neighbors now and then. But one is always obliged to respect one's neighbours' night rest. If you plan to have a party, please inform your neighbours in advance, including how long the party will last. Ask your neighbours to knock on your door or telephone you if the noise gets too loud, in which case you turn down the volume immediately. If you are disturbed by a neighbour, it is always recommendable to first try and sort things out neighbours in between. If a neighbour has caused you inconvenience, speak with that person so that he/she is made aware of having caused inconvenience and given the chance of self-rectification. If that has no result, contact the board. If you plan to do so, it is important that you have kept track of all the dates and hours when disturbances happened and what kind of disturbances these were. One single noisy party does not necessarily have to be discussed with the board, but if it happens repeatedly, the board may help to sort out the problem. The board will contact the person in question. If the problem continues in spite of that and the boards' repeated interference does not result in any improvement, the matter may finally lead to the person losing his/her ownership rights and being compelled to sell his/her apartment.

PESTS AND VERMIN

For pests and vermin the property is insured with Anticimex. If you have or if you suspect pest- or vermin problems, you have to contact Anticimex yourself. You are always obliged to inform the board as well.

PETS

Dogs and cats must be kept on a leash on the community's premises. No pets are allowed in the children's sandboxes or in the greenery in the courtyard and in front of the buildings.

PRAMS AND STROLLERS

Prams and strollers must be stored in the special pram storage rooms located at Babordsgatan 12 and 14 and Korhoppogsgatan 27 and 29. No prams or strollers may be stored in entrances or stairwells. According to Swedish law no objects may be placed in stairwells – such as doormats, walkers, flowerpots etc. This is for the sake of public safety in case of fire or in other situations when rescue personnel will need unimpeded access to all spaces.

RENOVATIONS AND REPAIRS

If you want to alter an apartment's construction details such as walls, sewage pipes, water pipes and heating radiators, you need a written consent from the board. For some alterations, such as intervention in a load-bearing wall, you will also need a building registration or a building permit. For other alterations such as setting up an extra wall, removing an existing non load-bearing wall or taking away / putting in a door, you have to inform the board, as such changes can affect the entire ventilation system. And please put up a note on the entrance door to inform your neighbours about the coming renovation and when it will start. Entering a telephone number where you can be reached is usually appreciated.

SECURITY AND RESPONSIBILITY

We are jointly responsible for entrances, bicycle rooms, stairwells, basements, etc. Remember to keep doors and windows in common areas closed and locked to prevent burglary. From a fire safety and evacuation point of view, the stairwells are to be kept free from items such as bicycles, prams, wheelchairs, doormats, flowerpots and so on, in accordance with Swedish law.

SELLING THE APARTMENT

If in doubt, ask the board about the rules applying for the transfer of an apartment from one owner to another. Please remember that before becoming the legal tenant-owner, the buyer first must be approved as member of the association. Consequently, when the transfer documents are signed, the membership application form and purchase contract must be sent to the board (mailbox at Babordsgatan 14, 120 64 Stockholm). Real estate agents are usually familiar with these rules.

SMOKE ALARM

Every apartment should have a smoke detector. The tenant-owner must make sure that the detector is functioning. If it is older than 10 years, it should be replaced and in case there is more than one detector, you can switch it to a serial-connected system.

SMOKING

It is not allowed to smoke in stairwells and other common areas, or to throw cigarette ends outside the entrance doors, from balconies, in the courtyard or into the greenery in front of the buildings. Also, be sure to show consideration for your neighbours when smoking on your balcony. Avoid smoking outside the entrance doors.

SNOW SHOVELLING

Each tenant-owner is responsible for keeping his or her balcony / terrace / patio partially free from snow. Snow and ice should be kept away from balcony doors and windows to avoid condensation and ice between the windowpanes and to avoid leakage. It is also important to keep the snow away from the walls to avoid icicle formation and leakage during snowmelt. This does not necessarily mean keeping the whole balcony free from snow, just the one meter or so near the door, window and walls. If you shovel snow onto the ground below, have someone standing there to warn off passers-by. Make sure the snow does not injure people, damage property or block any passages. In case of the latter, go down and free the passage. And never throw snow on your neighbours' balconies or patios.

SUB LETTING

Strict rules for sub-letting apply according to Swedish law. Contact the board well in advance if you have plans to sub-let your apartment. It is absolutely forbidden to sub-let an apartment without a written consent from the board.

TERRACES

If your apartment has a terrace you are obliged to clean the terraces' drainage wells both in spring and autumn. This must be done even if you have wooden trolleys and the wells lie under the trolleys. If the wells get clogged, the building is at high risk of suffering water damage. If your terrace has overflow drains you are obliged to keep them free of leaves and other rubbish so as not to hinder the water flow.

TOOLS AND LADDER

The community owns both a polishing machine and a ladder, which you are free to borrow.

UNWANTED MAIL

If you receive unwanted mail or free newspapers in your mailbox, throw it in the trash or send it back to the sender. Never leave unwanted mail lying around outside the mailboxes.

VENTILATION DEVICES

The exhaust air valves in the apartments are best cleaned with a vacuum cleaner. Be careful not to twist them in any direction – open or close – because the valves are adjusted to allow an air flow specially adapted to your apartment.

VENTILATION IN THE KITCHEN

Only kitchen hoods without a built-in ventilator ("spiskåpa") may be used. Hoods with built-in ventilators do not comply with the central ventilation system and will press cooking fumes into neighbouring apartments.

WASTE MANAGEMENT

Next to the entrance at Babordsgatan 12 and around the corner of the entrance at Korphoppsgatan 27 there is a garbage/recycling room. Each one contains two chutes for combustible household waste and one – the green one which you open with your door key - for food waste. Besides those there are containers for recyclable waste like glass, cartonnage/paper, metal, plastics and newspapers. In case you notice any malfunctioning of the chutes (like clogging), please dial the telephone number on the chute and report the malfunctioning.

Bulky waste and discarded electrical appliances are left in the special room for bulky garbage (grovsopor) next to the entrance door to Korphoppsgatan 27. Take care not to overfill the containers. If these are already fully packed, come back with your waste a few days later when the containers have been emptied. Also note that it is not allowed to leave environmentally hazardous waste such as paint, varnish, solvents, car batteries, oils, pesticides and photochemicals in the room for bulky waste. The same goes for discarded refrigerators, freezers, dryers and other white goods, bulky furniture and construction waste. These items may be left at any of the city's recycling centers, the nearest by of which are ÅVC Vantör in Högdalen's industrial area and ÅVC Östberga by Årstafältet. Paint and solvents can be left at the recycling center at Circle K in Hammarby Sjöstad. For everyone's comfort, the waste rooms should be kept as clean as possible. Make sure that your waste ends up in the right container and certainly not beside it on the floor. Garbage collectors do not pick up trash from the floor, unless by specially required and very costly extra collection.

WASHING MACHINE IN THE APARTMENT

For those who have a washing machine and dryer in the apartment, the same washing hours apply as for the laundry room: 07.00 AM - 10.00 PM.

WATER AND SEWAGE IN THE APARTMENT

Please check all taps and water pipe connections regularly. Clean floor drains and water traps frequently. If you suspect a stop in the sewer, report to Driftia, 08.00 AM- 4.00 PM, by telephone 08-744 44 33 or by e-mail to: info@driftia.se. If it is urgent, contact the emergency service on 08-744 09 50. Keep in mind that if the stop is situated within your apartment, you will bear the costs of cleaning the sewer pipe. If the stop is situated in the main sewage system beyond your apartment, the association will bear the costs. Please do not flush down any fatty substances, because fat will harden on its passage through the cold sewer pipe and sooner or later the pipe will clog. You are advised to let fat cool off, then remove it with some kitchen paper and put it in the household trash.

WHEELCHAIRS

Wheelchairs and walkers must be parked in wheelchair rooms. It is not allowed to store them in entrances or stairwells.