

*Hållbara  
tillsammans*

practical living



## Sustainable living in practice

The apartment you rent belongs to the public housing sector, it is owned by all the citizens of Sundsvall municipality. Renting an apartment means that you have the right to use it, but also a responsibility to take care of it. It is therefore important that you take care of your apartment to avoid expensive damage.

Apartments suffer wear and tear naturally when people live in them, but abnormal wear and tear is something the tenant must pay for when moving out. This is why there is an inspection of the apartment when you move in and when you move out.

If you have any questions, you are welcome to contact Fault report.



### Examples of things you may be obliged to pay for

- If the apartment needs to be sanitized because of smoking indoors.
- Water damage that you have caused
- Change of lock if you have lost the key
- Damaged doors and windows

It says in the rental contract and in Swedish law that the tenant is responsible for taking care of the apartment and what belongs to it.

### Examples of things you as tenant are expected to do yourself

- Simple measures around the apartment, such as screwing in a loose screw and similar.
- Changing light bulbs.
- Airing and clearing the balcony, terrace, parking space or own entrance if you have one.
- Changing fuses.



# kitchen

## Do

- Defrost the freezer once a year.
- Clean the fan regularly.
- Clean the kitchen to avoid pests.
- Use environmentally-friendly washing up liquid.
- Wipe off fat in pans with kitchen roll before washing them.



## Don't

- Pour fat into the drain.
- Rinse food down the drain.
- Wash up under a running tap.
- Gather waste indoors.
- Leave the oven door open when the oven is on.
- Rinse coffee grounds down the drain.



## Throwing away fat

Fat hardens when it is cold. This means that if you rinse it down the drain it will become hard in the pipes. This can form a blockage and cause flooding.

### What to do:

Screw a fat funnel onto an ordinary PET bottle and pour the cool fat from cooking into the bottle. When the bottle is full, unscrew the funnel, set back the bottle top and throw the bottle away as combustible household waste.



## Clean the kitchen fan

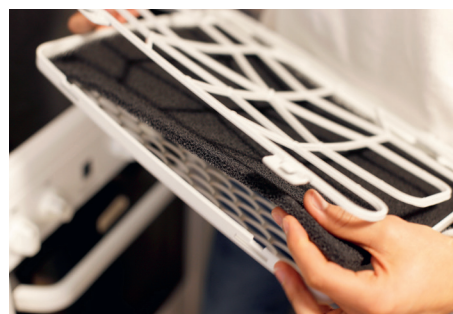
The kitchen fan is part of the ventilation system in the apartment. Both fat and dust get caught in the filter, and then the ventilation system will not work properly. A dirty filter in the fan can also be a fire hazard.

### What to do:

Remove the grating by holding in the two buttons and angling the grating downwards.

Remove the filter by holding down the two spikes. Wash the filter with washing-up liquid and warm water.

Replace the filter and holder on the grating. Then put back the grating, with the rear end first. Then push the front end into place.





## Defrost the freezer

When the freezer is full of ice it uses more electricity. It is therefore good to defrost it, at least once a year. Apart from being cheaper when it uses less electricity, it keeps the food better. It may be a good idea to defrost during the winter, when frozen food can be kept frozen outdoors while defrosting.

Check the freezer now and then to make sure no water is running out onto the floor.

### What to do:

Take the food out of the freezer. Switch off the freezer and prop the door open.

Let the bottom drawer remain in place to gather the water from the melting ice. Put a towel on the floor in front of the freezer. Let the ice melt and fall off on its own, don't try to hack it off with sharp objects, as this can damage the freezer.

Make sure that the freezer is completely dry before you switch it on again. Put the food back in when the freezer has reached the right temperature.



# bathroom

## Do

- Turn off the tap while you are brushing your teeth.
- Take quick showers instead of baths or long showers.
- Use a shower curtain to keep the water in the shower.
- Have a bin in the bathroom so waste isn't thrown down the drain.



## Don't

- It is not permitted to install a hand shower
- Drill holes in the bathroom wall, this can cause damp stains.
- Spray water all over the bathroom as a method of cleaning
- Flush anything other than pee, poo and toilet paper down the toilet
- Use dissolvent for blocked pipes such as caustic soda





## Water trap and floor drain

If the water is draining slowly from the sink or shower, it is almost always due to hair, soap remains and dirt having fastened and caused a blockage. This prevents the water from draining.

### What to do with the sink:

Cover the outflow hole with your thumb or tape. Push the plunger over the plughole. Fill half of the sink with water and pump up and down with the plunger. If the plunger doesn't help, or you don't have a plunger, try clearing the water trap.

Place a bucket under the sink to prevent dirty water running onto the floor. Unscrew the lower part of the water trap by hand. Don't use any tools, as it might break.

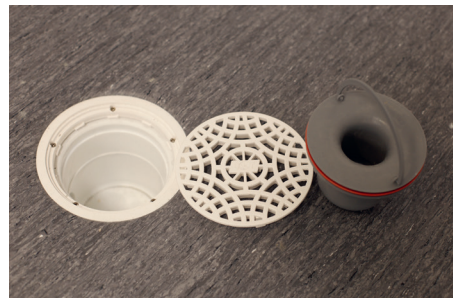
Then screw the lower part back on carefully. Make sure that the moulding is in place and check that it is sealed. If the water is still not draining away, contact service advice.



### What to do with the shower:

Lift up the filter, there is a water trap there. Lift it straight up and clear away all hair and other matter caught inside. Then replace the water trap and make sure it firmly in place.

If you have a different kind of floor drain, it may not be possible to do this. Contact service advice for further information.



## Flush only pee, poo and toilet paper down the toilet

Anything else is waste and should be thrown in the bin. Waste that is flushed away is a problem not only with regard to blocking sewage systems but can lead to flooding in your apartment and your neighbours' apartments if it fastens in the pipes.

## Avoid water damage

Bathrooms are the most common place to experience water damage and mould. Mould is bad for your health and repairing water damage costs a lot of money. It is therefore important to try to avoid these types of damage.

A common reason for water damage is cleaning the bathroom in the wrong way.

- Don't drill holes in the wall, as this destroys the waterproofing and lets damp into the wall where it can form mould.
- Don't rinse the walls in the whole bathroom with the shower hose. Use a floor mop and scouring-cloth instead.
- When water has got onto the floor outside the shower, use a floor scraper/squeegee to scrape the water into the drain or dry it up with a towel.



## Save water

In many of Mitthem's apartments the tenant receives a direct invoice for the water used. By reducing the amount of water you use, you can save both energy and money.

- Take quick showers instead of baths.
- Turn the tap off when you brush your teeth.
- Wash up and wash when the machines are full.
- Use a plastic bowl if you wash up by hand.
- Report dripping taps and toilet seats to the service advice.





## Turn off the water

If you experience a leak in your apartment and need to turn off the water, you can do so in the bathroom.

### What to do:

Tenants who have a wall-hung toilet have a hatch in the wall above the toilet. It is held in place by magnets. Inside the hatch are a red and a blue valve where you can turn off the water. After this, ring service advice.

If you have a toilet that stands on the floor, you cannot turn off the water in the apartment yourself. Instead you should ring service advice directly if you have a leak in your apartment.



## Water installations

As a tenant, you are not allowed to install any equipment yourself, such as a hand shower in the sink. Incorrectly fitted hand showers are a major cause of water damage. If you have any questions, call service advice.



# electricity & heating

## Do

- Switch off lights when you leave the room.
- Defrost the freezer once a year to reduce electricity consumption.
- Do not place furniture right in front of the radiator, so heat can spread.
- Air quickly rather than leaving a window open.



## Don't

- Install anything that does not have a plug, this is not allowed.
- Try to rewire electricity, such as creating new outlets.
- Med broken fuses, this is unsafe and not allowed.
- Use extension flex to carry electricity outdoors or onto the balcony.
- Clamp wires and cables in doors or windows.





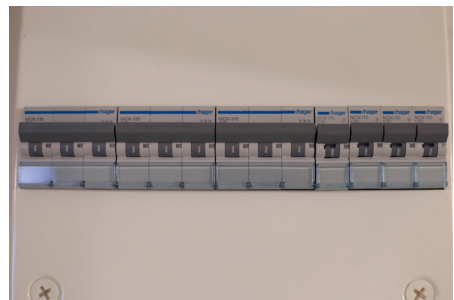
## Changing fuses

The fuse box contains fuses that protect against overloading. If you have too many electrical appliances on at once, one or more fuses may blow and the electricity will go.

### What to do:

Check for the small coloured dot at the end of the fuse. If the coloured dot has loosened, the fuse has blown. Replace the broken one with a new one that has a dot of the same colour as the base plate in the fuse holder. Never try to fix broken fuses – they can catch fire!

Some apartments have circuit-breakers. When you have found and remedied the problem of overloading, you can restore the fuse by pushing up the switch that has been tripped.



### If it does not have a plug

As tenant, you may only connect appliances that have a plug. Other types of connections can only be made by electricians. If you have any questions regarding electrical connections, contact Fault report.

## Residual-current circuit breaker

Many apartments have residual-current circuit breakers. They sense when something is wrong in the electricity system and break the electric circuit to protect your home.

### What to do:

Switch on the residual-current circuit breaker again. If it triggers again, disconnect the appliance you most recently connected if you know what that is, and switch on the residual-current circuit breaker again. Screw in/push up the fuses one by one until the residual-current circuit breaker triggers again. The faulty appliance is connected to that fuse. Do the same thing with all appliances connected to that fuse. When the residual-current circuit breaker triggers, you will know which appliance caused it.

If the residual-current circuit breaker triggers even when you don't have any fuses on/screwed in, contact Fault report.



## Why does the residual-current circuit breaker trigger?

The most common reason for a residual-current circuit breaker triggering is that some electrical appliance has been in contact with moisture. It is therefore usually one of these appliances that is the cause.

- Kettle
- Coffee machine
- Iron
- Mobile phone charger
- Appliances connected to sockets on the balcony



## Heating

Mitthem's apartments should maintain a temperature of at least 20 degrees in the middle of the room.

When the thermostat on the radiator senses that the temperature in the room is 21°C, the water flow through the radiator is cut off. The radiator cools temporarily and it is therefore the radiator may sometimes feel cold to the touch, despite the outdoor temperature being below zero.

### Om du tycker att det är för kallt, gör så här:

- Heat cannot spread through the room if you place large items of furniture or have long curtains in front of your radiators. A free space of at least 40 cm is needed in front of the radiator for it to function properly.
- Report it if the mouldings around your windows and balcony doors are broken or missing – this can cause a heat leakage. Check your mouldings and contact service advice if they are broken or missing.
- Don't close the air valves in your apartment. An apartment block is built to have a functioning air circulation. If the valves are closed or sealed up the air circulation will not work properly.



### Cold radiator?

It is not certain that all radiators are warm. Sometimes you only need one radiator for the temperature in the room to be 20 degrees. It is therefore important to check the temperature in the middle of the room.

Not all of the radiator is warm all the time. If it is warmer on the top, that is fine. On the other hand, if it is only warm at the bottom or if it makes a noise, sounds like water is running inside the radiator, this could mean it needs airing. Contact service advice.

# waste

## Do

- Avoid buying things you don't need. Everything becomes waste in the end.
- Use leftovers to make lunchboxes.
- Avoid buying products with too much packaging.
- Buy second-hand instead of new. This reduces the amount of waste.



## Don't

- Throw waste on the ground.
- Take home things other people have thrown away.
- Put waste in common areas, such as the stairwell
- Throw offal in the garbage room.
- Throw medicines in the waste, they should be returned to a chemist.
- Throw plastic bags in the same bin as food waste.



## Sorting food waste

If there is a brown waste bin for food waste where you dispose of your waste, then you should sort food waste. Food waste that is collected is made into biogas and used as fuel.

### What to do:

Throw away your food waste in a brown paper bag specially designed for food waste. When you are ready to throw away the bag, you put it in the brown waste bin. This could be after a few days or as soon as the bag is filled to the dotted line. If you fill it more than this, it may be difficult to close.

If the bag is to function as intended, one must use the paper bag in its holder. If you don't have a holder at home, contact service advice.

It is important that other things, such as plastic, metal and glass, are not put into the brown waste bin.



### This is foodwaste

- Leftovers (raw or cooked)
- Bread
- Vegetables and fruit
- Coffee grounds and filters, tea leaves and teabags
- Rice, flour and pasta
- Eggs and egg shells
- Shells from seafood
- Small bones from meat, fish and poultry
- Flowers and leaves (but not soil)



## Sorting household waste and recycling

Each garbage room and environment building has a number of blue bins. They are for sorting packaging from combustible waste so the packaging can be recycled and put to new uses, which means we are saving our planet's resources.

### What to do:

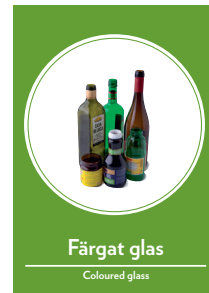
Packaging should not be thrown in the combustible waste bins, but sorted so it can be recycled. If you bought the thing for its contents, as in the case of a ketchup bottle or jar of jam, then it is packaging.

Packaging and newspapers should be thrown into the blue bins according to what material they are made of. There are six different types to be sorted

- Paper packaging
- Plastic packaging
- Metal packaging
- Coloured glass packaging
- Colourless glass packaging
- Newspapers

Things that are not packaging, which were not bought for the sake of their contents, should not be put into the blue bins. They are combustible household waste and should be thrown in the green bin or in the deep container for combustible household waste.

In addition to the blue bins, there are also containers for batteries, light bulbs and small electronic gadgets. These should be sorted out from combustible household waste.



## Bulky waste

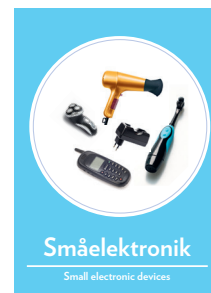
Bulky waste consists of large items such as furniture, bicycles and TVs. Bulky waste should not be placed in the garbage room, it should be taken to one of the municipal recycling centres. Some of our properties have a special bulky waste room.

## Hazardous waste

If what you are throwing away can make a noise, shine or move, then it contains electronics. This makes it dangerous waste and it may not be thrown away in the garbage room, it must be taken to the recycling centre. There is a shortage of some metals used in manufacturing electronics and it is therefore important that we sort this waste so it can be recycled.

### What to do:

If there are receptacles for small electronics, batteries and light bulbs in your garbage room, you can leave them there. If you have access to a bulky waste room you can also leave larger electronic equipment there, such as TVs. If you do not have access to this, you must take your electronic equipment, light bulbs and batteries to a recycling centre. You can also hand in batteries at some grocery stores.



## Chemicals

If what you are throwing away is a chemical, such as paint or lamp oil, then it is dangerous waste. Items such as nail polish and hair spray are also counted as dangerous waste. Chemicals that are thrown away in the wrong place entail a greater fire risk for the refuse collection lorry or bulky waste room. You should therefore take your chemicals to one of Sundsvall's three staffed recycling centres.

# laundry room

## Do

- Choose a washing detergent that is environmentally-friendly.
- Use only as much detergent as needed.
- Avoid using softener, it is not good for the environment or your clothes.
- Leave the laundry room in good condition for the next person to use it.
- Remove the fluff from the tumble-drier filter.



## Don't

- Fill the washing machine with water. It fills itself with water.
- Use the laundry room for other purposes than washing clothes.
- Wash bras in the machines without a laundry bag.





# laundry room

## Washing in the laundry room

All of the washing machines fill themselves with water and some also dosage the detergent. It is important that everyone keeps to the times they have booked and does not take over a time someone else has booked.

### What to do:

For a full machine you use around 70 ml of washing detergent. If you pour in more, it will not make your clothes cleaner, but can lead to traces of detergent remaining in your clothes.

It is common to use softener, but this is really an unnecessary product. Be careful of how you use it. Avoid using chemicals that you don't really need.

To save on resources, it is good to fill the machine, but it is also important not to fill the machines too full. This could cause them to break down. It is also important to use a laundry bag for washing items with underwiring, or metal clips, such as bras.



## How to leave the laundry room in good condition

- Respect the laundry times by being finished in time.
- Remove fluff from the tumble drier.
- Clean the drying cupboard.
- Sweep and mop the floor.
- Wipe the washing machines and the sink.





# general

## Do

- Check the smoke detectors regularly.
- Report immediately if you suspect any vermin.
- Be careful with walls and floors in your apartment.
- Keep your pets on a leash outdoors.
- Pick up after your pets when they have pooped.



## Don't

- Put things in the stairwell, this is a fire hazard.
- Use chlorine, it is bad for the environment.
- Smoke near entrances or other common areas.
- Smoke anywhere at all in no-smoking buildings





## Cleaning

As the surfaces in an apartment are different, they need to be cleaned in different ways. Some are more sensitive than others and to avoid damage, it is important to clean in the right way.

### What to do:

Wooden floors are sensitive to water. They should therefore be vacuumed regularly to prevent dirt from fastening. If you nevertheless need to clean a wooden floor, you should use as little water as possible on the cloth. It should only be moist, not wet. If you have to use a cleaning agent, use soap. Make sure that all water is dried off the floor.



### Cleaning products

The fewer chemicals we use at home, the better. If you want to use cleaning agents, it is good to choose a product that is marked with an environmental label, such as Bra Miljöval, Svanen or EU Ecolabel. The label means the product has been adapted the environment.



### Chlorine

Chlorine is bad as it contains sodium hypochlorite. It kills bacteria, which may sound good but means that it also kills the good bacteria that clean our water.

There are many cleaning agents that are better for the environment, but also clean. Choose one that has an environmental label and use it sparingly.





## Fire safety

For everyone's safety, all of the apartments have smoke detectors. If your smoke detector beeps once and then is silent for a while before the next beep, this means that the battery is almost dead. Either you can change the battery yourself, or you can contact service advice and the local janitor will come and change the battery for you. Some apartments have smoke detectors with inbuilt batteries.

You can test your smoke detector by holding in the test button. If the battery and speaker function it shall begin to beep

### What to do:

Remove the smoke detector from its holder by twisting to the right. Take out the battery on the back of the smoke detector and insert the new one. When you replace the smoke detector, make sure the spikes are in the right notches. Twist to the left until it is firmly in place. Test that it is working.



### Ways to avoid fire

- Keep a watchful eye on candles.
- Don't start household appliances when you are not at home.
- Check that you have switched off the hotplates before leaving home.
- Clean the kitchen fan.
- Don't put things in the stairwell.
- Don't charge telephones at night.
- Disconnect chargers when you are not using them.



## Vermin

Cockroaches and bedbugs spread very easily and it is therefore important that everyone works together to ensure they disappear. Contact service advice immediately if you suspect that your home has been invaded by vermin.

It does not cost you anything to have your home sanitised for vermin.

Vermin are attracted to food and therefore one good way of avoiding them is to ensure your home is clean and that food is not left lying around.



### **Report vermin immediately!**

If you have vermin in your home, it is important that you immediately contact service advice at 060-139500.



Sustainable together is an EU project where MittSverige Vatten & Avfall and Mitthem are collaborating for a more sustainable future.

Through our multilingual Sustainability school, we wish to strengthen integration and inspire people to make good environmental choices in their daily lives. The target is to reduce waste amounts and the use of water and energy at selected addresses in Nacksta and Skönsberg.

Another important target is to develop a model for practical use and guidance which can be used for integration in working life.



This brochure is funded by the project Sustainable together with the support of the EU's regional development fund.



EUROPEISKA  
UNIONEN  
Europeiska  
regionala  
utvecklingsfonden