

# MAINTENANCE ABC

**T= tenant**

**L= landlord**

## **Air vent**

Maintain and repair air vents, valves and extractor hoods, clean and replace filter

**T**

## **Antenna**

A (satellite) antenna may only be placed after written agreement from the landlord, this applies to both tv or radio antenna

**T**

## **Balconies and balustrades**

(also in stairwells)

Maintain to balconies and balustrades

**L**

## **Bathtub**

Clean and carry out minor repairs to bathtub

**T**

Refresh because of old age

**L**

## **Brickwork**

Maintain and repair outdoor brick-work

**L**

## **Cabinets**

Maintain and repair built in wardrobes, cabinets and cabinet doors including hinges and locks

**T**

## **Ceilings and ceiling finish**

Repair ceiling constructions and loose stucco (possibly with dryw

**L**

Maintain and repair ceiling finish applied by tenant (casing, decorative plaster etc.)

**T**

Repair ceilings and stucco by damages (holes, plugs, shrinkage cracks etc.)

**T**

### **Central heating and combi boiler**

General maintenance and repairs to CV installations and combi boiler under normal use **L**

Operate, refill and vent the central heating and combi boiler, as well as servicing or replacing filling hoses, screw fittings, keys, damage caused by incorrect operation or freezing **T**

### **Chimneys**

Repair chimneys and ventilation ducts **L**

Sweep chimneys as a rule, once a year **T**

### **Communal letterboxes**

Maintain communal letterboxes, door bell and home phone/intercom installations **L**

Clean (sweep) chimneys of communal installations (block heating) **L**

### **Communal spaces**

Clean (keep free) porch, stairwell and communal corridors **T**

Maintain and repair general lighting in corridors, porches, staircases, entrance areas **L**

Replace lamps, starters in general lighting in corridors, porches, staircases, entrance areas **T**

### **Disinfecting**

Disinfect entire property in case of cockroaches **L**

### **Doors**

Restore outside doors in case of wood rot or due to normal wear and tear **L**

Replace outside doors or windows following gusts of wind **L**

Tighten and lubricate hinges and door locks **T**

Paint interior doors and the inside of outside doors **T**

Repair interior doors (including repair and maintenance services of locks and hinges) **T**

The landlord will provide replacement only where obvious wear or ageing is applicable **L**

**Door bell**

Repair door bell when necessary T  
Replace following wear and tear L

**Door opener**

Maintain and repair power-operated electric door openers L

**Downspout**

See: rainwater drain

**Drain**

Maintain the roof drains and gutters L

Maintain drain pipes, shower, sink etc., including drain  
plugs and unclog T

Maintain and repair drain traps, drains, shower plugs etc. L

**Electricity**

Maintain and repair electrical installation, wiring, distribution board L

Repair to electrical installations due to overuse or self-made  
extensions T

Make adjustments following rejection from the energy supplier L

Maintain or replace fuses, switches, sockets and lamps T

**Elevator and elevator installation**

Maintain and repair the elevator L

Inspect and solve malfunctions L

**External stairs and outdoor concrete**

Maintain and repair external stairs and concrete structures L

**Finishing floor**

Maintain existing floors on balconies and galleries L

**Firebreaks**

Maintain paving in firebreaks L

Keep firebreaks passage way clean and free T

**Fireplace**

Written permission is required from the landlord in order to install any  
type of fireplace or T

Maintain self installed fireplace T

## **Float**

Replace the float in the toilet cistern **T**

## **Floors and floor finish**

Maintain and repair the floor construction (floor beams) **L**

Maintain and repair hard floor finishes installed by the tenant **T**

Repairs due to damage/breakage of floor finish **T**

## **Foundations**

**L**

## **Gardens**

Build and maintain green areas and hedges **T**

Remove sheeting, etc. for the purpose of raising gardens **T**

Raise and repair any extra self made paving **T**

## **Gas**

Repairs gas pipelines to the meter **L**

Maintain and repair indoor gas lines and gas taps added by tenant **T**

Replace or repair indoor gas lines and gas taps originally belonging to the property (where applicable) **L**

## **General**

All costs for maintenance or repairs resulting from damage, destruction, incompetence and/or incorrect use are always for lessee/user **T**

Replacing all lost or broken keys **T**

In general, maintenance due to wear or age on behalf of the landlord **L**

Items left behind in the empty apartment **T**

## **Gooseneck pipe**

Keep clean and unclog the goose neck pipe (siphon) under sink and worktop **T**

Repair and replace the goose neck pipe **L**

## **Gutters**

Repair and replace gutters **L**

Clean gutters and drain openings (see also roof and gutters) **T**

## **Handrails**

Maintain and repair stair railings in communal areas **L**

Maintain and repair handrails stairs in the apartment/ house on a daily basis **T**

## **Hinges**

Maintain (lubricate and secure) hinges of doors and windows T

## **Hinges and locks**

Maintain and lubricate hinges, locks, window lever handles and replace door handles T

Replace hinges and locks and espagnolette from outside doors and windows due to aging L

Maintain hinges and locks of interior doors T

## **Keys**

Have new key(s) made following loss or damage T

## **Kitchen**

Repair and replace kitchen unit and countertop as a result of wear and tear L

Maintain locks and hinges on cabinet doors T

Maintain and repair or replace extra kitchen elements/parts made by tenant T

Maintain and repair drain plug and chain, hanging cabinets and pot racks T

## **Land boundary**

If present at the start of the rental contract L

If made by the tenant T

## **Lavet**

Maintain the Lavet T

## **Locks**

Lubricate latches and hinges both in the home and in the storage room (cylinder locks treat with graphite) T

Maintain and repair locks giving access to communal areas and communal front door locks L

## **Mail box**

Maintain letterbox flap T

## **Mechanical ventilation**

Maintain and repair mechanical ventilation L

Clean and replace filters in the mechanical ventilation T

### **Mirrors**

Replace mirrors after damage or weathering T

### **Outdoor lighting**

Maintain and repair outdoor lighting in galleries and parking spaces L

Replace lamps, starters T

Replace outdoor or porch lighting installed by tenant T

### **Painting**

Paint inside the home and the storage room as well as the preparatory work T

Paint on the outside L

**Painting of ceilings** T

### **Paving**

Maintain and repair paths, terraces and gardens that come with the apartment/house T

Raising paths, terraces and gardens L

### **Pests control**

(see pests)

### **Pipes**

Repair leaking pipes L

Repair leaking pipes installed by tenant T

Repair burst pipes due to frost T

### **Plumbing**

Replace sinks washbasins, cisterns and toilet bowls in case of wear tear and age L

Maintain and replace mirror shelves, toilet seat and other sanitary accessories T

Maintain and replace taps for sanitary appliances, water supply and gas T

In case of age L

### **Power sockets**

See Electricity

See Switches

### **Radiators**

Bleed the air in the radiators in the apartment/ house **T**

### **Rainwater drainage**

Unclog downspouts **L**

### **Roof and gutter**

Maintaining and replacing roofing, roof Terminal, gutters and drains, roof light and of roof tiles after normal wear and tear or as a result of storm **L**

Cleaning (and keep it clean) of gutters and drain openings **T**

Repairs as a result of entering roofs by residents (as far as detectable) **T**

### **Sewage system**

Repair the sewage system following subsidence outside the home **L**

Replace the sewage system after wear and tear **L**

Unclog drains, wells and drains outside the home **L**

Clean and unclog sewer lines and wells. Unclog internal sewer in case of demonstrable cause by the tenant **T**

### **Sheds and storage rooms**

Repair shed floors **L**

Maintain the roof of a shed or storage room **L**

Paint the outside of a shed or storage room **L**

Maintain the interior of a shed or storage room **T**

Paint the interior of a shed or storage room **T**

### **Shelf**

Maintain and repair the shelf (under the mirror) **T**

### **Shower**

Maintain and renewal of shower hose, shower rail, hand shower, separate hook and connector **T**

### **Sink**

Keep clean and unclog the drain. Replace sink drainer in the sink (see also: work top) **T**

Replace the sink after damage **T**

**Siphon**

Clean and unclog the siphon (goose neck) under the sinks and kitchen worktop **T**  
Repair a leak and renew siphon **L**

**Skirting boards**

Maintain, repair or replace skirting boards **T**

**Solar shading**

Outdoor awnings may only be installed with prior consent of the landlord

**Stairs**

Maintain stairs and carry out minor repairs such as tightening loose fitting in the wall of a handrail **T**  
Repair inside stairs in case of wear and tear/or expiration **L**

**Stucco**

Restore stucco work if it separates from its surface **L**  
Restore stucco work following damage caused by self-maintenance **T**

**Switches**

Maintenance or replace switches and sockets **T**

**Taps**

Maintain and repair taps and mixer taps, including faucet washer replacement **T**  
Replace taps as a result of wear and tear **L**

**Telephone connection****T****Terraces**

Maintain and repair the terraces belonging to the home **T**

**Tiles**

Repair and replace wall and floor tiles after damage **T**

**Toilet**

See water closet

### **Toilet cistern**

Maintain and repair the toilet cistern where necessary replacing parts such as the floater and float valve

T

Rust corrosion

L

### **Trees**

Pruning and cutting trees

T

### **Ventilation**

Repair ventilation ducts

L

Clean ventilation ducts

T

### **Vermin**

Pests control: bed bugs, wasps, bees, ants, beetles, rats, mice, fleas and other pests

T

Counteract woodworm, cockroaches

L

### **Wallpaper**

Maintain wallpaper and paintwork as well as the preparatory work (also mould)

T

### **Water closet**

Maintain and renew the seat, the lid and the cuff (connecting to the sewer)

T

Replace the tracker in the water tank

T

Replace the lavatory in case of damage

T

Replacing the lavatory and reservoir as a result of wear

Or expiration

L

### **Water heaters**

T

### **Water pipe**

Water pipes outside the home from the meter

L

In case of freezing

T

Repairs to hot and cold water pipes

L

### **Weather sealing strips**

Maintain and repair sealing strips

T

## **Windows**

Replace all broken or damaged windows **T**

## **Window frames**

Outdoor windows: paint the exterior of outside frames **L**

Replace outside window frames due to wood rot **L**

Indoor windows: paint the inside of the outside window frames **T**

## **Window sills**

Basic daily maintenance and repair of window sills **T**

Replace window sills **L**

## **Worktop**

Repair and replacing kitchen block and worktop as a result of wear and tear **L**

Adjust door hinges and locks **T**

This document is subject to change at any time supplemented and/or adapted

This is a translation of an original Dutch-Language document. In the event of an inconsistency, the original document shall prevail