

## **MANUAL OF HOUSING ACCOMMODATION ERP**

## **MANUAL OF COST BREAKDOWN OF MAINTENANCE IN ERP BUILDINGS**



**Regione Lombardia**

# **OUTLINE OF THE MANUAL OF PUBLIC HOUSING ACCOMMODATION OF ALER of Bergamo**

## **1. Object**

The conductors of manufactured, recovered or acquired housing, of which contribute fees cover costs of construction, rehabilitation or acquisition and also operating costs, as in article 1, paragraph 3, letter. a) rr 1 / 2004<sup>1</sup>, are required to comply with the provisions contained or referred to in the lease and the provisions of this Manual which is integral and essential part of the contract and is adopted pursuant to article 29 of rr.1/2004.

## **2. Use of accommodation and common parts**

The recipients must:

- a) correctly use the rented property, pursuant to article 1587<sup>2</sup> of the Civil Code (CC) with the diligence of a good family father and to follow municipal regulations and of other relevant Authorities as it is with-held in this User Guide;
- b) have the largest care of the given housing, of spaces and services in common use, supporting cleaning of the latter in the manner specified by ALER or by the self management of the condominium;
- c) Use the accommodation exclusively for residence, unless otherwise stated in the lease or expressly by written permission of ALER;

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<sup>1</sup> rr 1 / 2004: Regional Regulation of 10 February 2004, no. 1.

<sup>2</sup> Article 1587 Principal obligations of the conductor

The conductor must:

- 1) Take over the matter and observe the diligence of a good family man (1176 c.c.)  
in the thereof use specified in the contract or for any use that may otherwise presumed by circumstances,
- 2) Provide the payment within the agreed term (1282 c.c.).

- d) use of the cellar, the attic space and any other accessory housing exclusively for the purposes for which such spaces are designed, not being allowed to operate such a space to work or at home, or at least changing its intended use;
- e) Carry out recreational activities only in the spaces and places reserved for this purpose. Activities are prohibited as well as noisy and disruptive activities that create danger to the safety of tenants. It is also necessary to respect the rest of the neighbours at the arranged time (from 14.00 to 16.00 hours and after 22.00), unless otherwise required by the Regulations of the individual condominium or by self-management buildings;
- f) Promptly notify to ALER, without delay, all the variations that occur in the family or economic situation, as the entry of new subjects to the house, whose presence was not previously reported;
- g) Ensure that, after use, water and gas taps are closed. The damages of any kind arising out of negligence will be charged to the conductors by ALER which is exempt from liability in this regard;
- h) Allow ALER staff to perform inspections of housing and related appurtenances;
- i) to hoist in provided spaces or in bulletin board the notices of common interest of the conductors and should not use any of the concierge as a place for displaying advertising of signs or posters;
- j) ensure the management and maintenance of the autonomous heating system (if any) updating the system booklet, which must be returned to ALER upon housing issuance, providing also:
- appoint a company or an authorized service centre and enabled maintenance of the boiler, at least once a year, and for the verification of the elements described in the booklet of installation, at least every two years;
- As a result of these checks the operator who has the obligation to draw up and sign a report that will be issued to the tenant, as plant manager, and that must be kept attached to the booklet itself;
- The assignment to a company or service centre will be specifically expressed on the booklet in the apposite space;

- to allow the company or the service centre to make all repairs and replacements necessary for the efficient maintenance and security of the system (replacement pump, thermostat, expansion tank, electrical and electronic boards, valves, etc..) which may re-emerge during the visit;
- preserve and make available for inspection, the owner's facility and its annexes, lists and the records of maintenance or testing;
- contact ALER if the operator finds anomalies of the competence, preparing a specific report.

k) To prevent, by appropriate precautions and / or equipment, the formation of condensation and mould that cause unnecessary damage and make unhygienic the use of premises;

l) Comply with the rules of hygiene, urban police, and businesses supplying water, gas and telephone services and in any case of public services;

m) Where the accommodation is served by a lift, the tenant and his family must conform to the Rules posted in the cab and use the same good behaviour. ALER is released from all liability for damages due to failure to comply with the regulations or the misuse of the lift itself, as well as any suspension due to unforeseen circumstances, such as lack of electricity, or necessity for the maintenance and repair of system. In the case of repeated vandalism, ALER has the right to offset the damage to the conductors per unit of housing served by the installation;

n) In case of absence, indicate to the guardian, if present, the trusted person with whom to leave the keys of the building or leased lodging;

o) The name of the conductor is placed on the external keyboard and bells on the plate at the entrance of each apartment, counters, gas, and on the tape of the match.

In case of damage occurring to the building, its appurtenances, equipment, pipes and drains in common use, including space, caused by neglect, vandalism and other deliberate fact, without being possible to identify the author, the lessor may recover pro rata on all the conductors of the concerned building. If any, the custodians of the buildings have a duty to provide for the preservation and eventual cleaning of the building according to the instructions given by ALER, and to report to ALER particular social or serious breaches repeated as required by the Manual.

The tenant is obliged to respect, in particular, as indicated in subparagraphs. c), d), f) j), the violation of which constitutes a serious breach of contract.

### **3. Restricted Activities**

In the building and in public housing units is not allowed:

- a) To shake and beat out of the window towards the street or on the tap-stair cases carpets, mats, blankets, and other similar. This operation is allowed (according to the Regulation of Urban Police) only from the balconies and windows to the courtyard or in appropriately provided spaces;
- b) Install at the windows, balconies and terraces, curtains, drying racks and other equipment, unless prior written authorization of self run assembly or by ALER or condominium;
- c) To deposit in common use areas bicycles, motorcycles, cars, tools, equipment, and bulky material of any kind and even for a short time. Specifically, the parking of vehicles is allowed only in areas in that sector. The ALER is entitled to remove vehicles and other assets deposited in the common parts, charging the cost of removal to the owners thereof, or, if they are not to be identified, to the conductors of the building;
- d) Dispose of in sanitary materials that can clog or damage;
- e) Maintain deposits of smelly substances and flammable, explosive or otherwise dangerous;
- f) Keep deposits of gas (methane, LPG, etc.) in cylinders or other combustible material than the amount strictly necessary for domestic purposes, for use according to current safety standards, if the property is not provided with service network gas;

- g) Leave open gates and entrances in common use;
- h) dispose of garbage and other waste items in the yard, or somewhere nearby in the street;
- i) overload floors, balconies, attics, roofs and all the other rooms;
- j) generally make improper use of the common parts;
- k) to disturb the neighbours with noise and disturbing sounds of any kind;
- l) smoke in the elevator, the stairs, in doorways and in any enclosed public spaces;
- m) deposit on balcony, windows, balconies, terraces, and in common areas, utensils, tools and any objects, put pots of flowers and plants on the terraces and windows if not properly secured in order to prevent any falls. Watering must be done so as not to cause harm to people, building and property;
- n) Keep in the housing, appliances and common areas animals that may cause annoyance or serious damage or constitute hazard. In communal areas animals can not stay and must still be taken, as well as accompaniment, appropriate measures of caution, safety and hygiene. Animal owners are still responsible, pursuant to art. 2052 of the Civil Code, for damages to persons and property;
- o) breaking the rules on internal circulation, on parking and washing of vehicles, especially motor vehicles, motorcycles, bicycles must be parked only in the spaces following the rules dictated by ALER or by assembly of self management or condominium;
- p) in any way modify the aesthetics of the buildings or make innovations in the building and common areas, without the prior written permission of ALER or other authorities and / or agencies;
- q) be planted, pruned, cut or knock down trees, growing vegetables and flowers in public areas without prior authorization of ALER of self management or condominium, subject to the regulations of the competent authorities. The damage will be charged to the responsible, if identified, or if not shared between all conductors;
- r) to install, without the prior written permission of ALER, antennas or satellite television, air conditioning equipment or other facilities;

2. for single use parcels, orchard or garden:

5. perform construction or modification on the plot without the express consent of ALER;

- use of the plot to deposit vehicles, goods and objects any kind, or lie linens, clothing or else;

The conductor, who, for the development of plants or vines, may disturb neighbours or damage to the building, is required by a written request of ALER, to reduce or remove the plantations. No compensation is due from ALER to the conductor for the removal of the plantations of any kind, made in the plot, or for ornamental work such as fences, flower beds, fountains and so on.



## **MANUAL OF COST BREAKDOWN OF MAINTENANCE OF ERP BUILDINGS**



# MANUAL OF THE DISTRIBUTION OF MAINTENANCE IN ERP BUILDINGS

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## LEGEND

To facilitate the consultation of this scheme, each type of intervention is characterized by a different colour, depending on the concerned subject

### CHARGED BY ALER

### BY ALER AND CHARGED TO THE CONDUCTOR

(To be distributed according to local situations)

### ACTIONS BY AND CHARGED TO THE CONDUCTOR

## **PRE-CLEANING WASTE COLLECTION AND COMMON PARTS**

### **CHARGED BY ALER**

1. Replacement of conveyors, hoppers, air vents and doors on the stairwells and the garbage drop if old, or for other accident cause (except in the case of misuse or vandalism).
2. Pavement of cells, installation of water points for washing cells, drains.
3. Supply of containers and vessels sack closed for various types of waste (except in case of misuse or vandalism).

### **BY ALER AND CHARGED TO THE CONDUCTOR**

**(To be distributed according to local situations)**

- b) Unblocking and repairing of equipment for collecting, containers and their wash and all masonry work required for the operation and preservation of the building, as well as:
  - Salary of the en-charge of waste collection;
3. social security contributions and insurance professionals;
4. insurance against accidents;
- i) bags for pre-collection of waste;
- ii) cleaning, disinfection and deodorization of the room, floors, attics and common areas;
- iii) rental and replacement of containers;
- iv) eviction of belongings and debris deposited by individuals in common parts and consequent costs of landfill;
  - snow removal, spreading salt and sand and its final cleaning (only on request);
  - Local wells unblocking garbage
5. Waste tax;
6. Common parts cleaning (upon request);

7. Fines for breaches of the rules on waste collection and municipal solid waste.

## **2**

### **CUSTODY SERVICE**

#### **CHARGED BY ALER**

**10%**

#### **BY ALER AND CHARGED TO THE CONDUCTOR**

**(To be distributed according to local situations)**

**90%**

## **3**

### **CENTRALIZED HEATING SYSTEM AND INDEPENDENT CENTRAL HEATING, HOT WATER PRODUCTION SYSTEM, AIR CONDITIONING, TELEHEATING**

#### **CHARGED BY ALER**

##### **Centralized thermal System**

1. Masonry maintenance, or walls of the building of the thermal system
2. Replacement of equipment such as valves, gate protection, burners, pumps, with the exception of substitutions foreseen in paragraphs 2.9-2.32.
3. Replacement of sections of pipe and repair of distribution networks up to the holders and radiator valves, other than these, and subsequent masonry restoration, of road or green areas.
4. Replacement of heat exchangers.
5. Replacement of boilers.
6. Work adjustment policies imposed by fire fighting norms, antismog, I.S.P.E.L. or municipal regulations, etc..
7. Recalibration of systems as a result of the above mentioned interventions.

8. Replacement of fire extinguishers and fire fighting equipment, explosion fighting or what ever deemed appropriate for safety purposes (except in the case of misuse or vandalism).
9. Replacement of electrical panels and command control and force control and lighting, replacement of electrical lines, re-determination of complex equipment and lighting related to the heating system.
10. Replacing of counter for age, serious malfunction or accidental damage.
11. Replacement of radiators.
12. Fulfilment of requirements of VVF, ISPEL, UTIF, ASL, etc..

### **Autonomous heating systems**

13. Replacing the independent boiler, the installation shall be subject to presentation of the system booklet (Article 11 of Presidential Decree 412/1993) and written statement of the need of replacement by authorized system technician (registered by the Chamber of Commerce). In case if the repair is not demonstrated there will be a percentage between the conductor and the lessor in proportion to the average duration of the alleged devices.

Regulation for the replacement of boiler for autonomous thermal systems employed (in case of breakage and failure to repair) Valid for all replacements from the date of entry into force of Presidential Decree 412/93

<b>Years from-to</b>	<b>Charged to ALER (%)</b>	<b>Charged to assignee (%)</b>	<b>Notes</b>
0-1	100	0	If the replacement is due a defect in the generator (in respect of the guarantee)
0-1	9	91	If the replacement is due to neglect of the assignee

Years from-to	Charged to ALER (%)	Charged to assignee (%)	Notes
1-12	100	0	The presentation of the proved evidence on occurred annual maintenance according to DPR 412/1993 (tax receipts or invoices of said interventions attached to the system booklet)
1-2	18	82	In case of non-compliance of the obligation of DPR 412/93
2-3	27	73	
3-4	36	64	
4-5	45	55	
5-6	55	45	
6-7	64	36	
7-8	73	27	
9-10	82	18	
10-12	91	9	
after 12	100	0	In any case

14. Repair or replacement of piping distribution systems within houses

**BY ALER AND CHARGED TO THE CONDUCTOR**  
**(To be distributed according to local situations)**

#### **Central heating systems**

15. Cleaning and washing of the heating system and radiators.

16. Reload extinguishers.

17. Driving force.

18. Combustion.
19. Usage of the system according to the law.
20. Hot water consumption.
21. Heating and hot water meter reading.
22. Replacement of heating and hot water meters for accidental damage if caused by assignees.
23. Keeping of the booklet of the central, combustion tests and other requirements of law relating to the conduct and operation of the Central Heating System and storage of fuel or gas supply.
24. In case of connection to the system of "tele heating" the conduction to the thermal substation or control point or bleed with related equipment.
25. Calibration of the system annually and whenever necessary.
26. Repair of brick refractory linings of the combustion chamber of boilers.
27. Repair of electric circulation, the rewinding motion, and repair burner.
28. Repair and cleaning of the heat exchanger, the replacement of the gaskets between the plates of these exchangers.
29. Tightening of clamps and screws, calibration of electrical equipment for protection, replacement of valves, electrical switches of internal power lines, the automatic switching of electrodes for burners, substitution of insulators of signal lamps and switches for the exclusion of power to individual devices and to central one.
30. Elimination of water leaks from valves and valves for bances, and replacement of packing seals in the local of heating system and distribution network.
31. Replacement of thermometers for measuring water temperature and return: of the thermostats of boilers and pumps, solenoid valves and valve tear.
32. Replacement of valves, foot valves, flow marks break-bearers for level, pressure switches, gauges, groups of expansion vessels with a maximum size of 1.24,00, and of safety valves of the hot-water boilers.
33. Repair of electrical control panels and control of motive power and lighting.

34. Cleaning of the boiler rooms, smoke pipes, flues and purifiers including salt replacement, lubrication of mechanical parts and electric burners, pipe coating, metal parts and equipment usually in thermal power stations and sub-stations.
35. Cleaning the tank.
36. Additives for combustion and works of descaling.
37. Descaling for combustion chamber and boiler exhaust channels.
38. Maintenance of the meter, temperature control equipment, replacement of the thermostat.
39. Repair electromechanical units, mixing valve, engine-driver, internal and external sensor with replacement of elements, and repair of heat meters.
40. Fallow of systems.
41. Swabbing of the boilers, and / or chemical descaling and next Oleature.
42. Canal cleaning of smoke and fireplaces with complete removal of soot of the latter, with verification and sealing of the closures of side inspection doors.
43. Cleaning and lubrication of mechanical parts and electric burners.
44. Revision of electrical equipment and electrical panel.
45. Any masonry repairs related to the foregoing points.
46. Any filming inside of pipes for water for domestic use and for heating.
47. Maintenance and replacement of parts of the system and / or recognition of the power output.
48. Periodic visits of inspection bodies related to the exercise of the system, charges and fees, documentation VV.F - ISPESL, ASL, etc..
49. Costs of control set by the Municipal authority (for municipalities with more than 40,000 inhabitants) or Province (for municipalities with less than 40,000 inhabitants) for compliance testing and the compilation of the module control Annex H.
50. Insurance facilities.
51. Telephone charges for security systems.

### **Autonomous systems**

52. Cleaning of the chimney group

53. Any building work relating to repairs to the point mentioned above.

54. Insurance facilities.

## **ACTIONS BY AND CHARGED TO THE CONDUCTOR**

### **Central heating installations**

55. Elimination of losses in the attacks of the radiators within the lodgings, and repair and replacement of valves and holders, including eventually the operations of pipe freezing.

56. Repair of radiators within housing units.

57. In case of heating installations with "independent group" of housing for the production of space heating and / or hot water for sanitary use, all necessary expenses will be billed to the user for maintenance in efficiency (including replacement of individual internal components) and of those for the accounting of individual consumption.

58. Painting and cleaning of the heating elements.

### **Autonomous heating systems**

59. Elimination of losses in the attacks to the radiators within the housing units, as well as repair and replacement of valves and holders, including any necessary operations, and freezing of pipes.

60. Repair of radiators within housing.

61. Periodic visits of control institutions related to the exercise of system control.

62. Obligations pursuant to Presidential Decree No 412/93 and s.m.i. including the obligation for the maintenance of the device and thus to fulfil by a service centre or authorized company the annual and biennial inspections and maintenance of the operating system.

63. Transmit to the competent City municipality (for municipalities with more than 40,000 inhabitants) or to the Province (for municipalities with fewer than 40,000 inhabitants) in the terms and deadlines set by them, a declaration of the responsible for system operating, certifying compliance with the performance of the above



together with a copy of the control module H fully completed. The conductor must carry the burden of control put in place by the aforementioned authorities.

64. Bear the direct costs of maintaining the efficiency of boilers including replacement of spare parts, such as pump, thermostat, expansion tanks, switches, valves, heat exchangers, control knobs, thermostat, etc..

65. Painting and cleaning of the heating elements.

## **4**

### **ELEVATOR SYSTEM**

#### **Rope elevator system, hydraulic lifts and stair lifts**

### **CHARGED TO ALER**

#### **Lifts**

1. All adjustments of law
2. All work of rejuvenation and / or modernization including any component of the system including Certificates of obligation, and the outstanding verifications.

### **BY ALER AND CHARGED TO THE CONDUCTOR**

**(To be distributed according to local situations)**

#### **Lifts**

3. Electricity fee, biennial control and taxes
4. All maintenance operations dictated by system management, besides intervention of maintenance prematurely generated by carelessness of use of conductors.
5. Maintenance subscription.
6. Telephone charges for security systems

## **5**

### **AUTOCLAVE SYSTEM**

#### **CHARGED TO ALER**

1. Maintenance and replacement of accessories for age or for reasons of force majeure.
2. Replacement of pumps and surge tanks and pre-autoclave.
3. Any building work relating to the above points.

#### **BY ALER AND CHARGED TO THE CONDUCTOR**

##### **(To be distributed according to local situations)**

4. Conduction subscription.
5. Electricity.
6. Reload pressure tank.
7. Remaking of air cushion.
8. Maintenance and repair of accessories and system components.
9. Running ISPEL practices, ASL etc. conducting periodic control by competent authorities.
10. Elimination of water loss of circulation pumps with the possible replacement of gaskets and packing, grinding of the axes of rotation of the motors rewinding.
11. Repairs and small replacements of parts that are incidental to such use.

## **6**

### **FIRE FIGHTING AND WATER SYSTEM**

#### **CHARGED TO ALER**

1. Replacement of water system and the fire fighting network.
2. Replacement of centralized counters for serious malfunctions.
3. Dispensing fee for firefighting.

4. Repair and renovation of pipes and conducts part of the water supply system (drinking water and hot water) pertinent to individual housing, until the junction, the T-junction of the riser.

**BY ALER AND CHARGED TO THE CONDUCTOR**

**(To be distributed according to local situations)**

5. Maintenance of fire fighting.
6. Consumption of water (minimum and surplus) for the individual, for common services and meter readings.
7. Periodic visits of inspection, maintenance and repair of water and fire fighting.
8. Repair and small maintenance of water softener, if existing, supply and installation of the salt.
9. Maintenance subscription, charging and testing fire extinguishers, periodical control visits, mounting brackets, replacement signs, maintenance, fire hoses, replacement magnets and accessories and fire doors.
10. Maintaining of fire fighting stations, the automatic switch-off, audible alarms and lights and equipment dedicated to the functioning of the systems.
11. Dispensing fee to companies for fire fighting.

**7**

**WATER SEWAGE DISPOSAL SYSTEM**

**BLACK AND WHITE WATER**

**CHARGED TO ALER**

1. Remake of pipes and exhaust pipes constituents common wholesale Matern of the building.
2. Reconstruct and restore the drainage system, septic tanks, Imhoff tanks and wells and courtyards according to law norms.
3. Replacement of manhole covers and drains.
4. Installation and replacement of lifting water refusal, including replacement of lifting pumps.

5. Repair and renovation of pipelines and pipeline discharges of constituents to the junction also T - derivation of the main column.
6. Any building work related.

### **BY ALER AND CHARGED TO THE CONDUCTOR**

#### **(To be distributed according to local situations)**

7. Disposal and clean-up fee.
8. Electricity of pumps and accessories.
9. Repair of the risers for failures due to negligence or fault of use.
10. regular Expurgation of septic, unblocking of drain columns, white water and sewerage networks and related backyard wells with hydrodynamic cleaning to prevent malfunctions due to use.
11. Machine cleaning and reactivation with hydrodynamic high-pressure wells losers, wells and basements garbage dumps.
12. Descaling of waste stacks.
13. Remaking the winding of electric lifting pumps, compressor, and simple parts of electrical installations.

### **ACTIONS BY AND CHARGED TO THE CONDUCTOR**

14. Scaling of drain pipes, the network of appliances.

## **8**

### **LIGHTING, ALARM AND INTERCOM (Common Parts)**

#### **CHARGED TO ALER**

1. Replacement of the common parts of the system including general counters.
2. Replacement of all parts for reasons of force majeure and remaking of the lines.
3. Replacement of Alarm and warning devices.
4. Compliance to EU norms, or legislative.

5. Replacement of the common parts of the cable or video door intercoms and electric lines repair.
6. Any building work relating to the above points.
7. Replacement of alarm and ringtone common system, intercom and external push button outside, only in cases of complete replacement of the systems and equipment, including all lines except in cases of damage or misuse.
8. Replacing of video door intercom system in the inner part of housing, only in cases of complete replacement of facilities including all equipment and lines.

### **BY ALER AND CHARGED TO THE CONDUCTOR**

#### **(To be distributed according to local situations)**

9. Repair or replacement of the outer push button panel, amplifier, porter and accessories if any of the intercom system unit, small parts replacement such as lamps (direct replacement by assignees), switches, starters, ballasts, lamp holders, timers, twilight switchers, covering of any of light points, ringtone systems and alarms, etc..., and all those repairs or replacements arising from any other accidental cause.
10. Maintenance of the parts mentioned above.
11. Electric energy as operating entities bill.
12. Any building work relating to the above points.
13. Repair and replacement of timers and / or crepuscular.
14. Repair facilities and common alarm ringing, external keypad and intercom outside.
15. Replacement of air and ringtone common alarm, intercom and external push button outside in case of damage or misuse.

### **ACTIONS BY AND CHARGED TO THE CONDUCTOR**

16. Replacement and maintenance of video door intercom or intercom in the internal part of housing. Interventions to be performed under the direct control of ALER.

## **CENTRAL TV SYSTEM**

### **CHARGED TO ALER**

1. Before installation or replacement of the central TV system for reception of RAI programs for age, of:
  - Air Group -
  - complete switchboard,
  - Cable signal distribution,
  - dividers.
2. Adaptation according to norm.
3. Damage caused by natural events and related masonry.

### **BY ALER AND CHARGED TO THE CONDUCTOR**

#### **(To be distributed according to local situations)**

4. Repair and maintenance of central TV system for the reception of programs, including:
  - extension of the same,
  - Changes of the air group;
  - Damage to the system from tampering,
  - Replacement and / or repair of various components for the continued operation and efficiency of the entire complex to the intake of the user
  - Vandalism.
5. Masonry work related.
6. Installation and maintenance of the satellite and terrestrial digital signal reception.

### **BY AND CHARGED TO THE CONDUCTOR**

7. Maintenance or expansion of the TV system from the inerrant part of the housing until user accommodation (this excluded).

8. Maintenance performed in housing for tampering detected that may endanger the functioning of all /or system parts.
9. Removal of unauthorized antennas of any kind.

## **10**

### **GREEN AREAS**

**(Pertaining to the building / s)**

#### **CHARGED TO ALER**

1. Replacement of trees, shrubs, flowering plants no longer growing in consequence of exceeding the average age of life and restoration of turf damaged by work done in the property.
2. Replacement and repair of curbs and walkways due to age or poor performance.

#### **BY ALER AND CHARGED TO THE CONDUCTOR**

**(To be distributed according to local situations)**

3. Mowing, pruning of trees and hedges, watering, manuretions, pest control, maintenance of green kind and of what is necessary for conservation.
4. Weeding paths, roads, courtyards, playgrounds etc..
5. Refurbishment and regeneration of portions of turf, replacing parts of arbutus and hedge deteriorated due to improper use and / or vandalism.
6. Removal of unauthorized plants.

## **11**

### **DISINFESTATION**

#### **BY ALER AND CHARGED TO THE CONDUCTOR**

**(To be distributed according to local situations)**

1. Rodent control.
2. Deblatization, disinfection and disinfestations in general.
3. Cleaning in general.

**MAINTENANC AND SUPPLIES IN GENERAL  
RELATING TO COMMON PARTS OF HOUSING**

**CHARGED TO ALER**

1. Replacement and repair of gutters, downspouts, flashings and chimneys, resorted to roofs and roofing, waterproofing actions of the eaves, roofs of buildings and so on.
2. Repair and replacement of flues and chimneys, of garbage dumps, etc..
3. Repair, replacement and maintenance of waste water and sewage columns, and relative conducts, special parts and fittings, sling from input to siphon, including, communal network.
4. External piping or repair of the water-sanitary embedded T-junction to housing.
5. Works of maintenance of walls and structures of the building and floor.
6. Painting and painting of wood and iron works of the common parts of the building both inside and outside of the building, executable in connection with the state of the same.
7. Replacement and repair of marble, railings and handrails.
8. Repair and replacement grates, fences, gates, etc., except in cases of misuse and / or vandalism.
9. Supply and replacement of equipment in buildings of urban design, substitution only for age.
10. Supply of aggregates.
11. Remaking of asphalt or interlocking paving for outdoor maintenance
12. Replacement of doors, frames, windows, shutters, blinds, not repaired for resulting decay due to age, except in cases of lack of maintenance, misuse or vandalism by the assignee.



## **BY ALER AND CHARGED TO THE CONDUCTOR**

### **(To be distributed according to local situations)**

13. Repair and replacement of equipment, accessories, and receiving transmitters, signal lights and appliances in moving, of motor, and control unit for automatic functioning of gates.
14. Repair and replacement of locks and door closers, possible replacement of keys.
15. Replacing the windows of the common parts or their sealing, except in accidental cases.
16. Maintenance of equipment and moving parts of furniture that complete the building (signs, mailboxes, message boards, etc...).
17. Cleaning flues and vent pipes, when in common, with the exception of the leads to individual housing.
18. Cleaning gutters.
19. Repairing benches, waste baskets, street furniture and games and urban furniture in general.
20. Spreading gravel aggregates for the maintenance of yard flooring.
21. Maintenance costs of self-management and indirect costs related to the services provided (to be divided in self-management).
22. Taxes and duties on driveways.
23. Nametags for personal mail boxes, push buttons, intercom and doors.
24. Repair of damage cover for installation or maintenance of the transmitting antenna caused by assignees or their representatives, including the material removal of antenna or clamps and the related recoveries, even if the assignee who performs the intervention has obtained regular approval from the management body.
25. Painting the walls and ceiling of the common parts, at the request of the majority of beneficiaries up to 50% will be charged to ALER.

## **BY AND CHARGED TO THE CONDUCTOR**

26. Cleaning flues and vent pipes related to the exhalations referred to diversions for individual housing.

**PROVISION AND MAINTENANCE INSIDE THE RENTED HOUSING**  
**CHARGED TO ALER**

1. In case of reassignment, replacement parts and equipment of housing that result unusable.
2. Replacement and / or repair of floors and walls, in the case of subsidence minds of the substrate, delaminating of the substrate and plant repairs subtract payable by the company with material similar to existing (not to proceed with complete replacement of floor and / or coating within the individual concerned housing even if the materials used for restoration are different from those present).
3. Any building work relating to repairs mentioned above.
4. Repair and / or replacement of pipes and stopcocks of encased water and sanitary system except in cases attributable to illegal damage or unauthorized changes, with the exception of stop taps and gate usually not encased.
5. Replacing encased W.C. cassettes for age if malfunctioning or due to the rupture of the same, the substitution can occur with the installation of external wall boxes.
6. External painting of windows and blinds in wood and / or iron, of the balcony railings, garage and shop gates, etc.. with varnishes and dyes same as existing only in the case of global interventions of extraordinary maintenance.
7. Maintenance and replacement of vacuum cleaners and related electrical wiring in blind bathrooms in the event of failure due to tampering not only in the event of reassignment.

**BY ALER AND CHARGED TO THE CONDUCTOR**  
**(To be distributed according to local situations)**

8. Maintenance costs of self-management and indirect costs related to services provided.
9. Taxes and duties on driveways.

## **ACTION BY AND CHARGED TO CONDUCTOR**

10. Replacement and repair of sanitary equipment, including the tank and associated building works in case of negligence or in consequence of use.
11. Replacement and repair of valves and fittings, traps, drain tray, in consequence of negligence or use.
12. Repair of internal and external fixtures and related windows for damage caused by the assignee, interior shutters in relation to lack of maintenance (including replacement of zippers, mesh and accessories).
13. Repair and replacement of belts, springs and cords of attachment to the roll, and the switching devices of shutters.
14. Repair of exterior shutters.
15. Repair and maintenance of overhead doors for garages, shutters, including accessories.
16. Replacement and repair of electrical equipment (switches, sockets, etc..) extraordinary maintenance in case of short-circuit with subsequent deposit of a certificate of conformity to ALER.
17. Maintenance of TV, downstream of the junction on the column (jack included).
18. Repair floors and walls, broken or loose for any cause not attributable to generalized failure or detachment of the substrate.
19. Painting of walls and painting works in wood and iron.
20. Painting the exterior and interior doors and wooden blinds and / or iron and balcony parapets, garage or store shutters, etc.. With paints and colours equal to those existing with frequency not less than ten years.
21. Keys and locks.
22. All repairs and replacements and repairs resulting from works must be made by the assignee even if authorized.
23. Supply of needed materials for restoration work done by assignee.
24. Any changes or innovation required by beneficiaries of improvements are to be paid by the recipients themselves, including the compilation of practical policies for the requisite permits and compliance, submission of returns and certification of compliance with the Companies after the approval of the property.

25. The restoration after tampering or gross negligence of the systems, artefacts etc.. shall be paid by the assignee.
26. Unblocking of the exhaust pipes of the sanitary system (to the respective columns).
27. Internal cleaning of the pipes of the water from housing on the post T, this included.
28. Maintenance on vacuum and electric wiring in blind bathrooms.
29. Rodent control, deblatization, pest control slot, in the cellar or the attic, the garage, warehouses and shops.
30. Cleaning of pipes and vent stacks at the exclusive service of the individual housing, as well as the connections between housing and the barrel of collective exhalation.
31. Removal of household goods within cellars, attics or garages of the housing, although not used by the user, and evacuation of the pp.dd. debris resulting from works of the slot; also complete cleaning of eviction in the event of cancellation or changes.
32. Replacing salt water softeners and maintenance of equipment for any sanitary or heating boilers, in the housing.
33. Periodic verification of the efficiency of the closed shutters of water and gas supply networks located at the entrance of the plants in the lodging and / or at the counter.
34. Works designed to return the apartment in original condition and in good state of repair, in case of issuance of the accommodation itself.
35. Performing operations to eliminate mould and dense due to improper conduction of housing (excluding use and age), in order to provide sufficient temperature within Accommodation, to connect the exhaust duct for the elimination of vapours of stove pipe to the appropriate purpose tubes, to avoid the formation of water vapour inside the accommodation, limiting the use of evaporators for heating, steam irons and electric humidifiers and when this is unavoidable ventilate the premises and possibly avoiding the dryness inside housing.

**GENERAL RULES**

**CHARGED TO ALER**

1. The buildings of new construction or recovered must have normal furnishings such as that of: (first purchase) stands, bins and containers for trash, unless included in municipal regulations of the same roadway; (first purchase) mailboxes, bulletin board for announcements, lift Regulation, etc..

**BY ALER AND CHARGED TO THE CONDUCTOR**

**(To be distributed according to local situations)**

2. Shall be charged by the assignees all the maintenance of both accommodation and of the common parts caused by misuse, vandalism or attributable to lack of maintenance by the assignee.
3. The supply and installation of prohibiting signs requested by assignees.
4. Periodic repainting of housing is recommended.

**ACTION BY AND CHARGED TO CONDUCTOR**

5. Assignee shall be charged by the individual costs of technical audits required by the same if such claims are proved groundless.