



Brussels  
Capital  
Region

# Maintenance and repairs in rental properties



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## Introduction

In case of damage in a rental property, discussions often arise as to who should pay for the repairs. The Brussels Housing Code, introduced on 1 January 2018, contains a legally binding, non-exhaustive list with the most important obligations for tenants and landlords. A translation of this list is included in this brochure. If your lease started after 31/12/2017, the list will also be provided as an appendix to your rental contract. In this brochure, we explain some basic principles and offer some practical tips that can help you avoid damage to the rental property.

## Contact us when you notice any damage or if you have any questions

During the first two weeks in your new property, check whether everything is in good working order and contact us immediately when you notice any issue that dates back from the period before you moved in.

Also later in your lease period, please contact us straight away in case of any issues, even if you have managed to sort out the problem yourself.

We would like to ask you to definitely inform us in case of leaks, damage as a result of humidity, pests, condensation mould and other structural problems. If left untreated, issues like these can assume serious proportions and involve substantial costs. Our advice is free of charge, so please e-mail [support@ifacservice.be](mailto:support@ifacservice.be) in case you notice any technical problem.

## Which obligations are listed in the Brussels Housing Code?

The following general principles are mentioned:

The property owner is responsible for:

- large maintenance works
- repairs that are the result of normal wear and tear, age, force majeure or of construction errors or faults that were present before the lease started
- repairs or replacements of defects that are not resulting from the incorrect use or a lack of maintenance by the tenant, and about which the tenant has informed the property owner

The property owner must provide the tenant with all the information that is required to allow the tenant to use the appliances, equipment and materials in the property in the right way.

The tenant is responsible for:

- rental repairs and small maintenance works
- informing the property owner, within a reasonable period of time, about any defects or faults. If the tenant fails to do so, and more damage arises as a result, the tenant may be required to financially compensate the damage.

When determining each party's responsibility, the faults that may be mentioned in the property survey report that was made up at the start of the lease.



## The 'good father clause'

According to the Belgian Civil Code, tenants must honour the "bonus pater familias" principle (good housefather). This principle, originating in Roman law, refers to a standard of reasonable care. Below, we list some points that can help tenants avoid damage and unnecessary costs.

### Check the heating system during the summer



In most properties, the heating system is disabled during the warm summer months, only to be activated when the first cold days arrive. If the system fails during those first winter days, it will be difficult to get hold of heating specialists, who have a busy schedule in winter.

Therefore, you should activate the heating system a while before and verify if all radiators come on. If a problem arises, there is sufficient time to have a specialist come over before winter.

Moreover, activating the heating system now and then prevents the pump from blocking after an extended rest period. During summer, leave the thermostatic radiator valves turned on to prevent blocking.

### Order fuel in time



It is unpleasant to have the first winter evenings spoiled by an empty fuel tank. Fuel suppliers also have a very busy schedule during the first cold days, which often leads to delayed deliveries.

It is important to never let the tank drain completely empty. Sediments can harm the heating installation, necessitating a full cleaning.

Ensuring there is always a sufficient amount of fuel in the tank can prevent these problems. Most suppliers offer a reduced price when you order at least 2000 litres.

When having the tank refuelled, please take the following into account:

- 1) Before the delivery, switch off the heating installation (by means of the electrical switch that is usually located next to the installation).
- 2) After the delivery, wait 3 to 4 hours before switching the installation back on.

### Clear gutters and drains



Regularly remove leaves from paths, terraces and lawns to avoid moss. Clear the gutters regularly and check the roof drains as well, if your rental property has a flat roof. Blocked drains and gutters cause problems during rainy days and may lead to water-damaged walls and ceilings.

Also check floor drains and inspection chambers (usually located in garages, on driveways and terraces). If there is a pump, check if it is still functioning. During heavy rains, the pump and

drains will ensure water flows away from the property. Before the first frost, turn off the water supply to any outside taps to avoid freezing.

## Weeding, trimming and mowing



Remove weeds from flower beds and keep paths and terraces clean. Mow the lawn regularly in spring and summer, and remove the grass clippings. Trim hedges and trees twice a year, once before and once after summer. Most communes collect garden trimmings twice a year, so you can plan this chore right before the collection. If you want to have a professional gardener take care of these tasks, we can provide you with a list of professionals.

## Fighting lime scale, grease and dust

### Lime scale



The water in our region is very hard. Toilets, sinks, showers and taps must be cleaned regularly to avoid lime scale. Shower screens and tiles are best wiped with a wiper or an absorbent cloth after each use. Avoid aggressive products that can damage the seals of shower doors, the grouting between the tiles and the silicone seals around baths, showers and sinks. Check these seals regularly and if necessary, have them repaired by a professional.

Regularly descale the "perlator" or "aerator": the mouthpiece that reduces the volume of tap water used. Usually, you can take off the mouthpiece, remove the little sieve inside, which can then be soaked in vinegar for a few hours to descale it.

Remove hair and soap deposits to avoid blocked bath and shower drains. If the water fails to drain well, use a rubber plunger, combined with a non-aggressive product. Important! Never attempt to dislocate the round shower drain cover that is fixed with a screw to the shower base. As soon as it is unscrewed, the drain parts that are attached to it are likely to drop under the shower base, making it impossible to retrieve them.

### Grease



Use the dishwasher products that are recommended by the manufacturer and ensure there is always sufficient dishwasher salt and rinsing agent in the machine. If the dishes do not seem as clean as they should be after a normal cycle, it may be necessary to clean the dishwasher as follows:

1. Empty the machine, clean all filters and remove all debris.
2. Start a normal cycle. The machine will first pump away all water that is still located in the drains. Open the machine as soon as this phase is finished.
3. Pour half a litre of vinegar in the machine, and close it to finish the entire cleaning cycle.

Replace or clean the filters of the extractor fan regularly. Most metal filters can be cleaned in the dishwasher. Check the manufacturer's recommendations before cleaning the filters.

## Dust



Regularly remove dust from the air vents in the bathroom or the toilet to ensure their optimal functioning.

After each use, clean the filters of your tumble dryer to remove dust and dirt. Regularly clean the filters of the washing machine.

## Attention to safety



Carbon monoxide poisoning is caused by the combustion gases of gas water heaters in poorly ventilated rooms or by blocked chimneys. Never skip the mandatory yearly check of heating appliances and chimneys and do not block any vents in rooms with gas installations or fireplaces. More information about the prevention of CO poisoning can be found on our website, in the section 'real estate info'.

If the property is equipped with smoke detectors, test them regularly and, if necessary, replace the batteries. We also recommend tenants to install fire extinguishers in the properties they rent. Also check regularly if all wall sockets are still fixed appropriately. Any loose wires should be repaired by an electrician, as they cause real safety hazards.

If you go on a holiday, protect your rental property against unwanted visitors. Ask friends or neighbours to keep an eye on the property. You can also ask the police to regularly check your property via the website [www.police-on-web.be](http://www.police-on-web.be).

## Maintenance of installations and equipment



Most installations must be checked yearly by a professional. Technical installations that require a yearly check are, among others, the heating system, chimney, fire place, and water softener and alarm system. Schedule these checks well ahead to distribute costs. Do not delay having the heating system checked until winter, as this is a very busy period for heating specialists.

The maintenance of heating systems is regulated. According to the law, the user of the central heating system is responsible for its periodic maintenance. As such, tenants must ensure the maintenance of the heating system in the property they rent.

Other installations in your rental property that require annual maintenance are, amongst others, the chimney or fireplace, the water softener and the alarm system. If your rental property is fitted with an active alarm system that is not connected to a professional alarm centre, you must register the system via the website [www.police-on-web.be](http://www.police-on-web.be). Please contact our agency if you need help with the registration procedure.

Regularly check the water meter for irregularities in water consumption. If irregularities occur, identify the cause of the problem and contact us. Do the same for electricity and gas meters and also check the pressure relief valves of the heating installation or boiler. If water is flowing from the valves, shut down the mains and contact us.



If there is a septic tank, it must be emptied by the tenant at the end of the rental period.

All maintenance obligations are detailed in your lease. Make sure all maintenance checks are carried out by certified professionals. Otherwise, you may incur repair costs that, if a correct maintenance regime had been followed, would have been covered by the property owner.

## The heating system

In the Brussels Capital Region, heating systems and gas boilers must be maintained periodically by a certified technician. After the maintenance, you will receive a maintenance certificate, which you need to send us.

By law, oil-fuelled systems must be checked once a year. Gas-fuelled heating systems and boilers must be checked every 2 years.

It is possible that your lease stipulates that the heating system in the property you rent requires more frequent servicing than strictly required by law. In that case, in addition to the periodic maintenance checks by a certified specialist, regular maintenance inspections will be obligatory.

Please make sure the heating system is maintained as detailed in your rental contract and send us the certificates provided by the technicians. If you fail to do so and if problems arise as a result of a lack of maintenance, this may lead to additional costs.

For more information, available in Dutch and French, please refer to the website <http://www.leefmilieu.brussels>, section Gebouwen, Mijn woning (Dutch), Bâtiment, Mon logement (Français).

## Which steps should you take in case of heating problems

If your heating system does not work, you can run a few simple checks:

### Thermostat

Has the thermostat been configured correctly? On the thermostat, temporarily raise the desired temperature and check if the heating system starts up. The thermostat battery may need replacing, or the time displayed may be wrong. If you have a user manual, you can configure the thermostat as required. Replace the battery to eliminate battery problems. Only use alkaline batteries. Do not hesitate to contact us if you notice problems with the thermostat.

### Radiators

Check if the radiators are open (counter clockwise = opening, clockwise = closing). Leave the radiator valves open during the summer to avoid them getting stuck.

### Gas heating systems

- Check if the gas supply is open.
- Systems with a pilot light, without electronic ignition: check if the pilot flame has been extinguished. If you have a user manual, you may attempt to light the pilot flame again. Otherwise, please phone us to discuss the best approach.
- Systems with electronic ignition: if the thermostat activates the system and the electronic ignition can be heard, but the system does not start up, please contact us to discuss the best approach.
- If you smell gas, please follow the recommendations on page 12!

### Electric heating systems

- Verify if there is a problem with the electricity supply to the heating system (a power cut, a problem with the plug or wall socket).
- Check for any lights on the system, or error messages indicating a specific problem. If you have a user manual, you may attempt to start the system up again. Otherwise, please phone us to discuss the best approach.

### Fuel heating systems

- Is there enough fuel in the tank? The website [www.calculatorsoup.com/calculators/construction/tank.php](http://www.calculatorsoup.com/calculators/construction/tank.php) helps you calculate the capacity of the tank. If the tank is empty, contact a supplier for a delivery. Most suppliers offer a more advantageous price for deliveries of 2000 litres or more.



On the burner, there is often an ignition button, which you can press for a few seconds. Once you release the button, the burner should start up. If this does not happen, please contact us to discuss the best approach.

### Water pressure

The water pressure must be 1 to 2 bars. You can usually read the water pressure on the pressure meter near or on the furnace. If the pressure is too low and if you have a user manual, you may attempt to increase the pressure. If not, please contact us to discuss the best approach.

It is also possible that excess air must be purged and water must subsequently be added. If this is the case, you will hear a hissing, gurgling sound in the radiators. Usually, only part of the radiator heats up, while other parts remain cold. Once the excess air has been purged, the pressure in the installation must be brought back up to 1 to 2 bar. Please do not hesitate to contact our agency if you need any help.

## **Condensation, a potential hazard**

If all of a sudden a black mould has appeared on walls or other surfaces, condensation is the culprit. The problem is not uncommon. Below, you find a few measures you can take to reduce condensation and get rid of the black mould it causes.

Condensation is one of the most important causes of sudden mould problems in properties. It occurs when the humidity in the property is high. An average family can produce 10 to 15 litres of moisture each day: boiling a kettle, cooking, taking a shower, drying clothes, and just breathing... all these activities increase the humidity level.

If moist, warm air reaches a cold surface, like a window, tiles or a wall, the temperature of the air decreases and small droplets of water are deposited to the cold surface. If this process repeats itself, a black mould appears. Other problems that may arise are an unpleasant smell or problems with the finishing of walls, woodwork and even insulation materials. It is important to keep the humidity in the property under control and to act fast when a problem arises.

Below, you find our 6 most important tips to prevent condensation mould.

### Preventing condensation mould



1. Always use the extractor fan when cooking. Leave the fan on for a few more minutes after cooking, so all humidity can be extracted.



2. If present, switch on the extractor fan in the bathroom, or open the windows after bathing or showering until all condensation has disappeared. If you let the steam from the bathroom escape to a much colder bedroom or landing, the damp, hot air will cause condensation on the cold surfaces there, which may lead to condensation mould. Ventilate the bathroom well and keep the door to the bedroom or other colder rooms closed until all the moist air has disappeared from the bathroom.



3. Try to dry the laundry outside. If you use a drying rack indoors, place it in a well-ventilated room: the water that is released from the laundry (which can amount to 2 litres for an average drying rack) must find a way out of the property.



4. Ensure that the difference in temperature between the living rooms and bedrooms is not too large. If your bedroom is very cold, humid air from the other areas in the house or flat will cause condensation there. Open the bedroom windows for at least 15 minutes each morning, and ensure the room is adequately heated afterwards.



5. Do not place furniture (cupboards, sofas ...) straight against colder exterior walls. Ensure that large pieces are placed about 10 cm away from the walls, so air can move freely behind the furniture.



6. Heat all rooms in your property so that all walls are sufficiently warmed to avoid condensation.

Good ventilation does not only help prevent condensation, it also improves the air quality in your home. It will lower CO2 levels and allows unhealthy fumes to escape.

### How to remove condensation mould

Use a product that is specifically created for this purpose. Read the label, follow the safety instructions and store the product outside children's reach.

### What if the problems persist?

If you have taken the above measures and the problems persist, please do not hesitate to contact us via [support@ifacservice.be](mailto:support@ifacservice.be) or on 02 767 14 14. We will then come over to evaluate the issue and decide on the best approach.

## Information obligation

As a tenant, you have a responsibility to inform the landlord (through our agency, as we manage the property) about any technical issue that arises in the property you rent, preferably via [support@ifacservice.be](mailto:support@ifacservice.be). It is in your best interest to contact us to discuss any technical problems or any questions you may have. If, for instance, a tenant fails to inform the landlord about a problem with one of the drains, which then causes irreversible damage, the tenant will be held responsible.

## Important! What should you do in case you smell gas?

Source: website of the civil security authority (<http://www.civieleveiligheid.be>)

What you must not do

- Do not light a flame or spark
- Do not ring the doorbell, but rather knock on the door if required
- Do not switch on any light switches
- Do not smoke
- Do not ignite a lighter or light a match
- Do not use your telephone (fixed line or mobile phone)
- Do not try to locate the leak using a flame

What you should do

- Open doors and windows
- Deactivate the gas appliance or close the main valve on the gas bottle
- Inform all inhabitants and leave the building
- Outside the building, phone the fire department (100) and the grid operator in your region (Eandis, Infrax, Sibelga, usually mentioned on your gas meter)

You should also phone the grid operator in case of a power failure or overvoltage.

Important note: the Brussels Housing Code has been published by the authorities in Dutch and French. For your information, on the following pages, you find an unofficial translation of the Appendices 1 to 5, explaining the obligations of tenants and property owners below. This translation is provided for information purposes only and has no legal value. The legal texts are attached to the leases as from 1/1/2018.

## Non-exhaustive list of maintenance obligations

(Brussels Housing Code, Appendix 1 to the lease)

	Object of the obligation	Obligation of the landlords	Obligation of the tenant
1	Water softeners, filters, water treatment systems	a) Required repairs, other than rental repairs, and replacements	a) Maintenance and periodic cleaning, as far as required according to the instructions for use and maintenance of the equipment, provided by the landlord b) Maintenance and replacement of any filter
2	Antennas (parabolic or other), provided by the landlord	a) Required repairs, other than rental repairs, and replacements of parts that exceed regular maintenance	a) Periodic maintenance of the antenna and the attachment system b) Verification of the proper condition of the attachment system. Informing the landlord about the existence of any visible flaws.
3	Electric appliances that the landlord has not explicitly provided free of charge as part of the lease (refrigerator, dishwasher, extractor fan, washing machine, drying machine, oven, microwave oven etc.)	a) Required repairs, other than rental repairs, and replacements	a) Regular maintenance in line with the appliance's characteristics, or as explained in the instructions for use and maintenance that have been provided by the landlord, in particular: cleaning with the appropriate products, descaling, degreasing, replacing switches that he has damaged, lamps, seals, fuses, door locks.
4	Elevators	a) See Appendix 2	a) Maintenance, periodic checks according to the applicable law and replacement of parts that require periodical replacement by a technician, see Appendix 2



	Object of the obligation	Obligation of the landlords	Obligation of the tenant
5	Bath tubs, showers, bidets, washbasins and sinks	a) Required repairs, other than rental repairs, and replacements	a) Cleaning (with appropriate, non-corrosive and non-abrasive products), descaling b) Properly restoring damage to the enamel (if required, re-enamelling) c) Inspection of the seals and replacing them, if required, to avoid water damage d) Maintenance of the taps and replacement of the seals of and around the taps e) Replacement of the shower hose if the tenant has damaged it
6	Balconies, terraces and railings	a) The required major maintenance b) Required repairs, other than rental repairs, and necessary replacements	a) Appropriate regular cleaning, including the cleaning of gutters and drains b) Maintenance of the railings and security parts c) Inspection of any changes in the paint layer or general deterioration and informing the landlord about these d) Erasing marks made by furniture, plants, boxes, bottles and other objects that belong to the tenant
7	Letter box	a) Required repairs, other than rental repairs, and replacements	a) Maintenance, including greasing and oiling of locks, door pins, hinges or pin hinges b) Providing and placing name cards
8	Heating	a) See Appendix 3	a) Maintenance and periodic checks according to the stipulations of the rental contract and applicable law b) Sufficient heating of the property c) See Appendix 3
9	Water heater, boilers	a) Repairs and required replacements b) The landlord is also obliged to replace the coil (provided the tenant has fulfilled his	a) Periodic maintenance, cleaning and descaling by a professional, as per the stipulations in the rental contract or the maintenance instructions

	Object of the obligation	Obligation of the landlords	Obligation of the tenant
		maintenance and descaling obligations)	b) cleaning the gas openings
10	Chimneys	a) Repairs, other than rental repairs, and necessary replacements (e.g. flues)	a) Periodic sweeping of the chimney and flues by a technician, as stipulated in the law, or in case there are no specific obligations, based on the frequency of use, and in any case shortly before leaving the rental property b) Maintenance and repairs, particularly of the chimneys, fireplace, mantel and mantel shelves c) Cleaning, if required polishing. The tenant, however, is not responsible for any natural discolouring caused by warmth or smoke as a result of the normal use.
11	Reservoirs, tanks	a) Repairs, emptying (unless this is the tenant's obligation, e.g. in case of poor maintenance of the cornices), replacement of the meter	a) Informing the landlord about possible deterioration or faults b) In case of an oil fuel tank: keeping the oil level sufficiently high to avoid pollution. In case of overflow, the restoration to the original condition is the obligation of the tenant, who should file a claim with the supplier.
12	Air conditioning	a) List of interventions to be carried out by the landlord (see appendix 5)	a) Maintenance and periodic checks as per the rental contract and applicable law b) List of interventions to be carried out by the tenant (see appendix 5)
13	Smoke detectors placed by the landlord	a) Required repairs, other than rental repairs, and replacements	a) If required, replacement of the batteries
14	Sewerage and drains	a) Other required repairs and replacements, unless for issues caused by misuse by the tenant (e.g. using corrosive products)	a) Maintenance, cleaning and clearing of the sewerage collectors and pipes, sediment pits, inspection pits, drains horizontal connections and columns, unless the

	Object of the obligation	Obligation of the landlords	Obligation of the tenant
			obstruction is the result of faulty installation
15	Electricity	a) The landlord is responsible for all interventions listed in the column 'landlord' in Appendix 4	<p>a) After placing lighting fixtures, repairing any damage. The tenant must make sure electrical wires are cut off at about 10 cm from the ceiling, to allow for future interventions. If he cuts off the wires straight against the ceiling, he has to replace the hidden wires.</p> <p>b) If the tenant installed additional wiring, ducts or appliances, these must meet the regulations</p> <p>c) The tenant must ensure that the installation is maintained and must avoid partial or complete overload. He must replace broken lamps, TL lamps, pipes, switches, lamp fittings and sockets, also if these are broken during normal use.</p> <p>d) Also refer to the interventions, listed in Appendix 4 (column Tenant)</p>
16	Drain pipes, gutters and rain pipes	a) Required repairs, other than rental repairs, and replacements	<p>a) Cleaning and removing elements that obstruct the water flow (of the tenant has easy access to the installation, i.e. if these can be reached without the need of professional equipment)</p> <p>b) Informing the landlord about any fault or defect</p>
17	Gardens	<p>a) Felling and replacing dead trees</p> <p>b) Pruning standard (high-trunk) trees (unless the parties decide otherwise)</p> <p>c) Repairs to fencing</p> <p>d) Emptying ponds when providing the property for rent</p>	<p>a) Emptying ponds</p> <p>b) Periodic trimming and pruning of shrubs and hedges.</p> <p>c) Protecting trees against caterpillars, moss or lichen</p> <p>d) Mowing the lawn, maintaining and dethatching it.</p>

	Object of the obligation	Obligation of the landlords	Obligation of the tenant
		e) Other required repairs and replacements	Maintaining borders, flower beds and plants e) Removing weeds f) Collecting and removing dead leaves
18	Interior woodwork, carpentry, window frames	a) Required repairs, other than rental repairs, and replacement of, in particular: dislocated woodwork caused by age, movement of the building or wear and tear	a) Cleaning and maintaining b) Replacing dents, scars and stains
19	Cleaning		a) Maintenance of the rented property, including its clean condition and maintenance of the installations and equipment, making correct use of the appropriate products.
20	Intercom	a) Other required repairs and replacements (e.g. replacement of transformers, rectifiers, intercoms, bells, interior modules and locking mechanisms)	a) Replacement of the batteries and the microphone capsule
21	Plumbing	a) Required repairs, other than rental repairs, and replacements	a) Maintaining the installations (protecting against frost, replacing seals, descaling pipes)
22	Doors and hinges	a) Other required repairs and replacements	a) Greasing, maintenance of locks, handles, opening and shutting mechanisms b) Restoring in the original condition after placement of an additional lock, embellishments or dents in the door, which may require complete replacement of the door leaf c) Replacement of the lock in case of a loss of key
23	Radiators	a) Other required maintenance and replacements (see Appendix 3)	a) Maintenance (regular purging). See Appendix 3
24	Floor coverings (tiles, flooring, parquet, wooden floors,	a) Required maintenance and replacement, not caused by the tenant	a) Cleaning b) Periodic maintenance with products suitable for the

	Object of the obligation	Obligation of the landlords	Obligation of the tenant
	linoleum, carpet, concrete, etc.)* <sup>3</sup>		characteristics of the flooring (polishing, oiling, varnishing) c) Repairing dents, scratches, tars and stains for which he is responsible. He is not responsible, for instance, for dents made by furniture or for discolouring of the furnishing as a result of photosensitivity.
25	Exterior wall covering	a) Repairs and maintenance	
26	Interior wall and ceiling covering (paint, wallpaper, tiles)	a) Required repairs, other than rental repairs, and replacements	a) Cleaning (including nicotine stains) or removing dust in accordance with the characteristics of the furnishing and with appropriate products b) Restoring in the original condition, after the tenant has placed nails, hooks or other wall attachments
27	Taps	a) Replacing worn taps	a) Cleaning b) Descaling c) Regularly maintaining and replacing seals, filters and aerators
28	Toilets	a) Required repairs, other than rental repairs, and replacements	a) Maintenance and repairs of the tank, especially descaling b) Replacing seals as well as the drain connection piece, the flush chain, the handle and the float valve in the reservoir c) Check of any leaks d) Replacing the hinge and pens of seat and covering
29	Roof	a) Required repairs, other than rental repairs, and replacements	a) The tenant is responsible for the maintenance of domes, lanterns or skylight. He must maintain them in a clean condition and remove moss from the outside parts, if these can be accessed without professional material). He must also regularly service and lubricate the frame
30	Sidewalks	a) Other required maintenance and replacements if the sidewalks are the landlord's	a) Cleaning, maintenance and, if required, clearing snow



	Object of the obligation	Obligation of the landlords	Obligation of the tenant
		property and not the public authority's	
31	Ventilation	a) Required repairs that are not caused by the tenant and only relate to the ventilation equipment	a) Regular airing of the rented rooms b) Replacement and/or regular replacement of the filters c) Cleaning the vents
32	Pests, cockroaches and other vermin, appearing while the property is inhabited	a) Removing pests not caused by the tenant	a) Removing pests, unless the recurrence of these pests is not caused by the tenant's use
33	Windows, glass, mirrors	a) Required repairs, other than rental repairs, and replacements	a) Replacing windows, broken by the tenant b) Regular cleaning of the accessible windows c) Repairing scars and scratches on the windows or frames d) Maintaining and lubricating the hinges e) Ensuring that condensation water can run freely from the window, failing which the tenant may be held liable for the damage caused (dampness, mould, ...)
34	Rolling blinds and shutters, placed by the landlord	a) Necessary repairs that are not caused by the tenant	a) Maintenance plan according to the characteristics of the object b) Regular use to prevent blocking c) Lubricating cog wheels, hinges, rabbets and handles. d) Cleaning and repairing curtains, glass curtains and shutters

## Stipulations related to the elevators

### (Brussels Housing code, Appendix 2 to the lease)

The Brussels Housing Code stipulates that maintenance and repairs of elevators are the landlord's obligation, apart from this list of repairs to specific parts, which are the tenant's obligation:

#### 1. MACHINE ROOM

(a) Elevator shaft:

- brushes and brush holders of the centrifugal switch
- break disk connection rubber

(b) Brakes:

- brake linings
- opening spindles with springs

(c) Mechanical reverse switch:

- fixed and mobile contacts with support and insulated tubes
- operating cams.

(d) Starter:

- fixed and mobile contacts with support, shunts and insulated tubes
- deceleration device with air and oil system
- contacts for the starter
- tension spring of the operation rail.

(e) Engine:

- brushes and brush holders

(f) Metal frame:

- fixed, mobile and auxiliary contacts, readjusting springs and electromagnetic switch reels
- fixed and mobile contacts, coil and rail of the control relay
- rectifier
- transformer
- heat exchanger
- circuit boards
- switches
- fuses and accessories.

(g) Switchboard upper level:

- rocker arms and cam set

(h) Acceleration controller:

- resistance controller and contact
- contact for the pulley.

(i) Suspension of the elevator cabin:

- soft cable contact
- maximal stress contact and overload contact

(j) End switch:

- fixed and mobile contacts, insulation tube

(k) Main circuit breaker:

- all parts: thermic element, tension coil, contacts, oil bath

(l) Switch lighting circuit: - fuses.

## 2. SHAFT

(a) Upper hoisting beam:

- suspension cage
- soft cable contact, maximal stress contact and overload contact

(b) Carriage of the cage conduction system:

- All parts except for clamps, axes and supports

(c) Parachute:

- safety contact

(d) Cage:

- 1) Lighting system: shades, laps, tubes, fittings, switch.
- 2) Control panel: buttons and button cover, fixed and mobile contacts, lamp.
- 3) Emergency lighting: lamp fittings and lamps.
- 4) Alarm: batteries.
- 5) Lighting roof elevator cage: fittings and lamps.
- 6) Photographic cell: lamp
- 7) Security threshold: contact and activation cam.
- 8) Elevator cage automatic door:
  - stick and switch of the propelling device
  - suspension wheel
  - guidance device
  - closing contact
  - locking contact
  - contact and connection cable of the safety strip.
- 9) Half-automatic elevator door:
  - door lock
  - closing system
  - contact bridge of the lock
  - safety lock: locks, contacts, operating handle.
- 10) Automatic elevator door:
  - suspension wheel
  - guidance mechanism
  - closing and locking contact.
- 11) Exterior calling panel:
  - entire button and cap
  - fixed and mobile contacts and key
  - lamps.

(e) Rods and counter weights:

- 1) Carriage of the counter balance conduction system: lining springs and automatic lubricating device;
- 2) Parachute: safety contact.

(f) Monitoring contact of the doors in the pit: all parts

(g) Cleaning the pit: including emptying, unless as a result of infiltration or flood

## Stipulations related to the heating system

(Brussels Housing Code, Appendix 3 to the lease)

	Material	Obligation of the landlord	Obligation of the tenant
1	Heating system	a) Replacement of faulty elements	a) Cleaning, maintenance, periodic check according to the regulatory requirements
2	Fume evacuation channel	a) All replacements	a) Chimney sweeping
3	Boiler accessories pumps/circulation pumps, automated valves, thermometer	a) All replacements	a) Checks, tuning, maintenance (seals, filling), lubricating, calibrating
4	Electric control panel for the sensors	a) Replacement of the panel and faulty parts	a) Maintenance and tuning
5	Distribution valves	a) All replacements	a) Maintenance, seals, filling, separation, calibration, etc.
6	Normal or thermic radiator valves	a) All replacements	a) Maintenance
7	Convectors or radiators	a) All replacements	a) Removing dust, purging
8	Burners and accessories (motor, ventilator, pump, electromagnetic valve, relay)	a) All replacements	a) Cleaning and replacing, filter, nozzle, electrodes, tuning and checking
9	Gas burner	a) All replacements	a) Maintenance and tuning
10	Expansion tank	a) All replacements	a) Adding nitrogen, filling and sealing
11	Filling pumps	a) All replacements	a) Seals, couplings, checks and maintenance
12	Electric control panel	a) All replacements	a) Thermic switches, fuses, warning lights, cleaning and tuning
13	Several ducts + thermic insulation	a) All interventions and parts	

## Stipulations related to the electricity

(Brussels Housing Code, Appendix 4 to the lease)

	Material	Obligation of the landlord	Obligation of the tenant
1	Full installation	a) Periodic checks	
2	High voltage cabin	a) All replacements	a) Removing dust, fixing or thermography
3	Emergency power supply + panel + battery	a) All replacements	a) Maintenance, fuel oil, lubricating
4	General low voltage panel: circuit breakers, switch disconnectors Measuring equipment + cos-phi condensators Fixtures, attachments etc for TL lights	a) All replacements	a) Removing dust, fixing or thermography, fuses of the isolation switches or [sic]
5	Interior cabling for all services	a) All replacements, except if they are the result of changes carried out by the tenant	
6	Distribution boards	a) All replacements	a) Changes made by the tenant, removing dust, fixing or thermography + replacing fuses
7	Plugs, switches, fittings, lamps, ballasts, starters, fuses		a) All replacements, even after normal use
8	Relays and remote switches	a) All replacements	



## Stipulations related to the air conditioning

(Brussels Housing Code, Appendix 5 to the lease)

	Material	Obligation of the landlord	Obligation of the tenant
1	Cooling compressors	a) Mechanical parts, complete emptying and refilling with oil and coolant, all control and operating parts	a) Maintenance, oil level, adding oil and coolants, filters, tuning and maintenance
2	Water condensator circuit (pumps, filters, towers, valves, ventilators)	a) Replacement of large parts	a) Cleaning, emptying, lubricating, seals, straps, bearings and membranes.
3	Electric and thermostatic controllers	a) Replacement of large parts	a) Removing dust, fuses, warning lights
4	Primary cold/warm water circuits (engines, pumps, regulating valves, pumps, valves, thermic insulation)	a) Replacement	a) Seals + filling, membranes of the servo engines Maintenance + tuning (the seals must be replaced regularly).
5	Pulse group (grids + primary filters, batteries, preheating, anti-frost, cold batteries, tanks, pumps, humidifying system and extraction groups)	a) Replacement of attachment parts and mechanisms Full replacement	a) Filter elements, cleaning of the grids, cleaning of the batteries, cleaning of the nozzles
6	Thermometers, manometers, ventilators + engines	a) Full replacement	a) Replacement drip prevention, filling, sealing, connections, straps, bearings
7	Control parts (sensors, thermostats, three way valves, non-return valves)	a) Full replacement	a) Membranes pneumatic engines, filling, all maintenance
8	Water treatment	a) Replacement and repair water treatment products closed circuits Softener resin	a) Water analyses (cold water circuit, tower circuit, softened water...) water treatment products of the open or half open circuits (salt, biocide tower ... ) maintenance softener,

	Material	Obligation of the landlord	Obligation of the tenant
			valves and cleaning of the salt container
9	Air compressors	a) All large parts, including safety valves, pressure regulator, starter, electrical operation	a) Maintenance, oil, grease, valves, membranes, vents, cartridges, dehydrator
10	General control panel	a) All parts and replacements	a) Cleaning, checks, tuning
11	Electro-convectors, ventilator-convectors, pulsion grid with servo intermediate batteries	a) All large replacements	a) Thermostatic detection and control elements, draining and cleaning
12	Ventilators, extractor installations in the roof	a) All replacements	a) General maintenance
13	Pressure reducing boxes (filter servo engines, zone thermostats)	a) All large replacements	a) Cleaning, tuning, filter elements

## Notes

## Notes

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