

User's handbook for your building

"Stiegl"-property

Manual for tenants to operate heating and ventilation systems etc.

impressum

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Stiegl property

The information that we prepared in the special part should offer to be an instruction to lower your running costs. The annual balance sheet of the running costs shows clearly the strong influence of the users' behaviour.

This part shows the special information for your residence:

heating and ventilation system
sanitary installations
electric facility
advise for saving energy
inspection and maintenance
housing data and documents

Heating and ventilation system

Comfort-under floor heating and one radiator

All flats are heated with a comfort under floor heating and a radiator in the bathroom. The heat-production runs via two central bio mass pellet-boilers and for the reaching of the top load it runs with a gasburner-installation. At warmer days the air in the living space will be sufficient tempered with the pre-warmed fresh air.

Solar collectors for hot water with puffer store

On the roof there are solar collectors with 380square metres. The hot water will be directed into a 40 square metres puffer store, and together with the bio mass it will be reheated, if required. The fresh drinking water will be heated with a heat-changer in the flat with a crossing station. It doesn't exist a central boiler.

For the regulation of the heating there is also an emergency current-installation, and because of that it can be done without emergency chimneys, which are cold-air-pipes in high-dammed buildings.

The control of the water- and heating-counter successes automatically, no one has to come and read it.

Use of the heating

The under floor heating can be regulated with a thermostat valve for each room. The levels from 1 to 5 regulate the warmth.

Normal setting is level 3 or 4 (that means 20 to 21 degrees, but this can vary after placement of the flat and personal requirements.)

Regulation via thermostat valve at the heating radiator in the bathroom

The under floor heating in the bathroom is regulated together with the heating radiator in the bathroom with the thermostat valve on the radiator. If the radiator is stopped, also the floor will be cold! This thermostat valve – how it is called here – is after it's function a return-temperature-limiter.

How to ventilate the radiator (bathroom)

picture: ventilation valve and ventilation key

It can be that a radiator doesn't become completely warm.

If just one area of the radiator is warm, the radiator has to be ventilated. Normally this has to be once a year.

Advice: how to make it...with the help of a little cup and a special ventilation key for the radiator (that is available at every plumber-shop) the little valve at the upper edge of the radiator has to be carefully opened. When the air run out completely, the first drops of heating water will fizz into the cup. Then the work is successfully completed. The valve has to be closed carefully and the little ventilation key has to be kept on a suitable place.

The heating has an automatic water supply.

Controlled ventilation of the living space

As a special comfort and to save energy, every flat has an own built-in ventilation-system to control the ventilation.

The fresh air is blown into the living and sleeping rooms. The used air is sucked off from sanitary rooms, pre-rooms and the kitchen, and is linked to a warmth-exchanger. There the fresh air is pre-heated with used air, without mixing it up. The ventilation systems of single flats are not linked together directly!

- The conditioning makes a good air-quality without opening the windows.
- In the winter there shouldn't be opened the windows, because of saving energy and costs, of course the opening of the windows is possible at every time.

Use of the ventilation

The regulation succeeds at the regulation-appliance at the ventilation. There are four possibilities:

- stop the ventilation
- ventilation with a time-program (automatically)
- ventilation runs at the adjusted level (always level 1 to 3)
- air-heating on/off

Normally the outdoor-air will be pre-heated with the warm used-air. If its very cold outside (below 5 degrees) the feeling can be created that the incoming air draughts cold. Then the incoming air can be pre-heated in addition: The lower button has to be set on level 1.

The air has to be heated to 18 degrees blowing-in-temperature. If the air reaches 18 degrees without heating, the heater switches off by itself when it is getting warmer outside (over 10 degrees) and the air heating should be switched off.

Control lamps

- filter: If the filter lamp is activated please contact the property management to change the filter. Once a year automatically one person comes and changes the filter.
- heating: If the heating lamp is on the incoming air-heating is activated
- power: This control lamp is always switched on if the ventilation is activated.

Time switch clock

The shown clock is behind a cover, which can be easily taken off forward. Times can be set there. To set up times the switch has to be on the top right, at the clock-symbol. Now you can fix a time point for switching, with the help of the coloured sticks, that can be pulled out. With "blue" you can switch back to level one and with "red" you can switch again to level 2 (normal power). This can be repeated.

Counter

The counters of the warmth-amount are attached in the flats always at the station for handing over. There every flat-owner has the possibility to read the current state of the counter (for example every first day in the month) and the difference to the month before is the monthly heating-consumption.

Sanitary installation

The water line

Beware of the thing, that the whole water line (and also the heating-system) is always under pressure. Unprepared "handicrafts" can lead to a flooding.

So before working, it is important to switch off all the water lines and empty them. There are stop switches for every line in the cellar. There is also a switch to empty the lines.

Fittings

Below the wash-basin there are so called corner-valves. With the help of them the fittings can be locked up.

The water taps should never be turned off completely with full power, because the sealing could be damaged. If a water tap drips, it is not so easy to exchange the sealing. There has to be called a specialist.

Water stop for connection lines

Water stop is important if a new appliance has to be installed. Most of the fittings have air-bubble-systems. If there is a lot of calcium and pollution in the water, the fine sieves can be blocked. So if the water doesn't run out properly, it is seldom the fault of the water-pressure: The air-bubble system has to be screwed out and put into vinegar over night. Or there has to be bought a new air-bubble-system at the specialist.

Maintenance of the stop switch

The switch should always be completely opened but it is not involved with the regulation of the pressure. (if you turn it to the left, it is open)

After the complete opening of the switch there has to be made a whole round backwards to the right, because otherwise the sealing could stuck.

Switches that aren't used for years can also stuck and don't have a function in serious situations. To avoid that, all switches (also in the heating room) should be closed and opened like described above once a year.

If the switch drops, the darning jack (nut with six edges around the spindle) should be sensitively turned to the right until the dropping stops but the spindle can be moved yet. Through screwing in, the sealing package is squeezed and can seal the moveable spindle.

Maintenance: drain off, softener installation, garden water lines

Drain off and smell caps

The cleaning of the drain off is necessary two times a year. You have to put out the drain off and clean the single parts with water.

Chemical cleaning agents are very aggressive and should not be used. If a drain off is seldom used, the water, that builds the smell cap, could dry out and the direct connection to the canal could lead to problems with the smell.

So it is helpful to fill in some water from time to time, so bad smells can't come up.

Electric appliance

Fuses

The electric appliance is safe through a number of fuse-circles.

The fuses are in one or more distribution boxes and are addressed to the corresponding room or appliance (for example stove, boiler). The fuse appliances are operated with toggle switches.

If a fuse jumps out (easily seen at the position of the switch), three reasons are possible:

- a defect appliance
- a short circuit in lines, plugs, or wall sockets
- or a current circuit was overloaded through a lot of activated appliances.

If a fuse can't be switched on again, the net plug of the defect appliance has to be put out of the current circle. The defect appliance has to be repaired because it could be danger to life!

The fuses have an important function to safeguard, and any manipulation could be a danger to the house and the life (for example electrical fault)!

If the current circle is overloaded the corresponding fuse jumps out after a short time. Then one or more appliances have to be switched off.

Defect-current-fuses

Defect current-fuses (switches) are appliances that automatically switch off the current, if for example the human gets into touch directly or indirectly with the current circuit. These switches safeguard the human and help to avoid grave electric accidents.

The defect-current-switch has to be used sometimes manually to control, if it is ok. (The best time is the time-changing from summer to winter).

After an accident with current

After an accident with current please control clocks and periodical appliances (like the heater for example). Maybe the appliances has to be updated.

Cable and connections

The connection of household appliances can only be made with officially permitted cables with a separate protection line and an original plug.

Only flexible household appliances can be connected with a normal wall socket. The stove has to be connected with a special stove wall socket (230/400 V), and this has to be a specialist.

Advise to save energy

- if you switch off the air conditioning, a re-winning of the warmth is not possible any more. If you open then the windows to air the rooms, a lot of energy will be lost.
- don't overheat the rooms. One degree more of the room temperature uses up about 6 percent more of the energy.
- if you buy electrical appliances, please take care of the energy-efficiency-class (A, B)
- it is better to separate the appliances from the current circuit than leaving them at the stand-by modus.

Inspection and maintenance

Before repairing the appliances yourself, please think of the damage and the following compensation, if there occur errors. But if you order a specialist to repair it, you have always a claim to warranty. You can find this information at the instruction papers of your appliances.

Once a year

- renew the air filter of the ventilation system once a year. This has to be done if there is a sign at the ventilation appliance
- clean and put away the calcium at the water-bubble-systems
- connectors that are permanent-elastic sealed has to be controlled. There could be damages and a weak side-sticking. If necessary, the beginning of mildew has to be removed.
- flexible lines (for example washing machine and dishwasher) has to be controlled, if they are watertight
- the sealing of the water taps has to be controlled and if necessary – renewed
- all valves has to be closed and opened (like the sanitary installation/main valve)
- the metal fittings at the windows has to be greased with resin-free oil (the moveable parts and the metal fittings at the stick has to be greased with Vaseline or oil for the sewing machine)
- visual control of the railings and the metal fittings at the balcony
- control of the fire-alarm-appliances (for example the extinguisher)

Before the beginning of the summer

- set up the summertime at the control-appliance ventilation
- ventilation can be set back to level 1 or it can be switched off completely (but then there has to occur a regular ventilation with the opening of the windows)
- air heating can be switched off at the regulation appliance of the air conditioning
- the "thermostat valves" can be set back to "0"
- the waste pipes has to be cleaned
- the wrong-current-security switch has to be examined (the best time for that is the day of change to summertime)

Before the beginning of the winter

Air ventilation

- set up the winter time at the control-appliance ventilation

Heating

- the heaters in the bathroom have to be ventilated, if it is not steadily warm and there are undefined sounds in the heater. (the water-supply runs automatically)
- "thermostatic valves" has to be set up and the time settings has to be controlled
- the wrong-current-security switch has to be activated and controlled (best time is the day of change to wintertime)

Building data and documents

If you always hold at hand the important information and data, the upkeep of your building will be easier and more efficient. Here are some advises, which documents are very important.

Please bring and hold these documents always up to date!

- rental contract
- energy-licence of the building with the data of the calculated caloric warmth requirements
- insurance-papers and contracts
- upkeep contracts
- execution plans
- installation plans
- using instructions and descriptions of functions
- bills, guarantees
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