



# ROITHU

**TENANT GUIDE FOR PROPERTY USERS**

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# WELCOME TO PORKKALANKATU

THIS GUIDE WILL GIVE YOU INFORMATION ABOUT THE PROPERTY  
AND ITS MAINTENANCE

**Roihu** is an impressive location for businesses looking for high-quality space that can be customized to their needs and wishes. Originally completed in 1986, the building is a recognizable landmark at the Länsiväylä junction, the most prominent location in Ruoholahti, a seaside district known for its international atmosphere. The location takes your thoughts to a place where creative thinking and technological expertise create new energy and innovation.

We hope that you will enjoy the property.



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# CONTACT INFORMATION

**Maintenance, ISS**  
0200 15500

**Property Manager, Ville Sailavuo**  
040 670 3294  
ville.sailavuo@jhuc.fi

**Rescue plan**  
The rescue plan is available electronically  
<https://www.pelastussuunnitelma.fi/porkkalankatu3/>





**EXCELLENT LOCATION  
-PUBLIC TRANSPORTATION  
ONLY A FEW MINUTES AWAY**

Roihu's location at the Länsväylä junction makes it very easy to commute within Helsinki and outside of the city, both by private car and public transport. International connections are also easily accessible, with the airport being only 20 kilometers away.

*1,5 km*

**TO KAMPPI**

*2 km*

**TO THE TRAIN STATION**

*20 km*

**TO HELSINKI-VANTAA  
AIRPORT**

*200 m*

**RUOHOLAHTI  
METRO STATION**

# ELECTRONIC FAULT REPORTING THROUGH THE WEBSITE

FILL THE ELECTRONIC ERROR REPORT AT:  
<https://m.fimx.fi/julmo/porkkalankatu3/huolto>

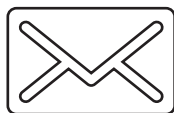


Report any damage or event related to the property, such as water damage, an accident or near miss, or a hazardous condition directly to a service technician.

Maintenance:  
ISS 0200 15500



Fill an electronic fault report



You will receive a confirmation in your email when the notification has been received



You will receive a second confirmation once the maintenance crew has taken note of the fault



You will be notified when the fault has been fixed

For property releases, please provide the contact information of at least one person in your organisation to Ville Sailavuo, [ville.sailavuo@jhuc.fi](mailto:ville.sailavuo@jhuc.fi)  
You will receive fault report tracking information in your email.

**DO YOU KNOW  
AN ORGANISATION  
THAT'S LOOKING FOR A  
NEW PREMISES?  
SEND US A TIP!**

# TENANT OBLIGATIONS

- Report problems through the electronic fault report (<https://m.fimx.fi/julmo/porkkalankatu3/huolto>).
- Report all property-related accidents and near miss situations, dangerous conditions as well any other deviations or suggestions directly to the property manager.
- Comply with legal obligations related to rescue preparedness, especially in fire safety and first aid.
- Notify the property manager of any changes to basic security information (i.e., updates to tenant security questionnaire).
- Provide employee training related to the property rescue plan and notify the property manager of any activities or other changes that may affect the content of the plan.
- Participate in an annual property evacuation exercise.
- Ensures that all machinery and equipment for which the tenant is responsible are serviced and inspected in a timely manner and that all the related documents can be found if needed.
- Notify the property manager of any fire inspection at the tenant's premises and provide the property manager with a copy of the fire inspection report.
- Ensure that the fire inspector has access to all premises.
- Ensure that unnecessary fire load is not stored on property premises or in the outdoor area.
- Ask the property manager for written permission before making alterations, renovations or penetrations between fire departments in the rental premises.
- Respect the properties common practices and the terms of the lease.
- Recycle your own cardboard from the moving-in process. These materials are not allowed in the properties general cardboard collection.
- If the tenant needs additional access tags, these will be ordered through the property manager or as instructed. The tenant is given an agreed number of access tags before the start of the rental period and the additional tags are at the tenant's own cost.



# PROPERTY INFORMATION

## **PARKING PLACES FOR RENT**

There are 120 parking spaces for rent in the properties parking garage, please ask for more information on available spaces.

## **BICYCLE STORAGE AND SERVICE POINTS**

Genesta wants to promote environmental friendliness by all possible means. That's why we provide property users with safe and functional bike storage as well as practical bike service points located in the parking garage as well as in the courtyard.

## **PROPERTY PAGE**

<https://genesta.eu/asset/roihi>



# SAFETY FIRST

## GENESTA AND THE ZERO ACCIDENTS -PRINCIPLE

The health and safety of our tenants and other property users, our partners, our neighbors and our staff is of key importance to us.

The security of the property is constantly monitored and improved. We record abnormal activities, accidents and near misses reported to us and monitor the implementation of corrective actions. The property is inspected annually for compliance and best practice assessments. We also hold an annual evacuation exercise with a training session, and gather information from tenants to help us better secure the property. The property also has a defibrillator.

We encourage all those working and visiting the property to make safety-related observations and report directly to the property manager. We investigate all fault reports and strive to implement improvements where possible. It is also good to remember that everyone can contribute to common security through their own actions.

<https://www.pelastussuunnitelma.fi/porkkalankatu3>



# COMMON PRACTICES TO ENSURE EASE OF USE

## 1. PARKING CARS AND BICYCLES IN THE BASEMENT

- You can park your car only in the marked spots and within the lines
- Electric cars have their own charging points. No other vehicles may be parked in the electric car charging station.
- The number of cars indicated by the parking license of the company can be parked in the vacant spaces of the parking garage
- Reserved seats are marked.
- There is also a bicycle service point in the parking garage. The service point is for maintenance and not for storage.

## 2. CLEANLINESS OF GENERAL AREAS

- In accordance with the regulations of the rescue services, no unauthorized items may be stored in the corridors leading to the emergency exits, especially in the elevator lobbies and doorways. The cost of removing the items will be invoiced to the organisation involved.
- Wooden pallets must not be left in the aisles. Suppliers must ensure that pallets are removed.
- Indoor smoking is prohibited and outdoor smoking is only allowed in designated smoking areas. Note! Door fronts are not smoking areas.
- The attaching of advertising posters and notices in public spaces is only permitted with the permission of the property manager.



## REPAIRS

- If the tenant notices defects or dangerous conditions (e.g. water damage, slippage, broken glass) in their space or elsewhere in the property or in the yard of the property, they must immediately notify the maintenance crew or the property manager.
- In the event of a problem, make an electronic fault report easily and quickly at:  
<https://m.fimx.fi/public/property/addfault/yiknqqkc> →
- If you want to make renovations or other changes to the space you manage, submit written plans to the property manager for permission.
- The property has the right to restore unauthorized changes to the premises at the tenant's expense.
- If there are any problems you can contact the property manager.



## COOPERATION TO ENSURE SECURITY

- The house has a rescue plan (<https://www.pelastussuunnitelma.fi/porkkalankatu3>) and exit maps on each floor.
- Renovated premises have automatic fire alarms as well as manual fire extinguishers.
- Basement has air-raid-shelters.
- There is a defibrillator in the building.
- The roof has snow barriers.
- Annual evacuation exercise.

## CLOSING THE DOORS

- Especially when moving around the property in the evening and during the weekend, the locking of the external doors should be taken into account. This will prevent unauthorized persons from entering the property. If for any reason the doors do not close properly, you must contact a service technician immediately to report the matter. Be sure to close the doors.
- Outside office hours, when the doors are locked, they are opened with a push button. The green hood is for emergencies only. Violation of the hood will cause an alarm and the resulting costs will be charged to the person who caused the alarm. In case of problems, please contact a service technician.

# KEY MANAGEMENT AND ACCESS CONTROL



## LOCKING SYSTEM

In connection to the change of the locking system, the agreed number of access control keys will be distributed to new tenants. If the tenant wants more keys than originally agreed, an order can be placed through the service company.

At the end of the lease, the tenant must hand over all the ordered keys (+ any additional keys) to the property maintenance crew. If keys are lost, the lost keys will be charged to the tenant. When the tenant leaves, the property manager carries out an exit check, and the returned keys is one of the conditions for returning the rental security.

Please return all keys at the end of the lease, there will be a charge of EUR 40 for every lost key.

## ACCESS CONTROL

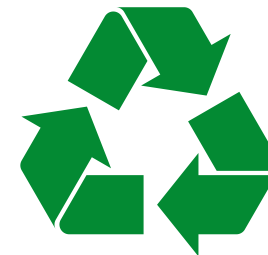
The properties front doors, elevators and the doors to the tenants premises have access control. Tenants will receive a certain number of access control keys from the maintenance crew, the keys grant access to the front doors. Access control keys have the same return instructions as regular keys. There will be a charge of EUR 40 for every lost access control key.

Lost keys must be reported immediately so that we are able to remove the card from the system. Misplaced keys pose a serious threat to the security of the property, including the parking garage.

## ALARMS AND SECURITY

The property is guarded. In addition, burglar alarms have been installed in the exterior doors and ground floor windows of the property. Tenants are responsible for the alarm systems on their own premises.

# GARBAGE DISPOSAL



## WASTE AND RECYCLING

We strive to maximize the recycling of waste generated on the property. The properties waste bins, including those at individual workstations, allow for the sorting of white paper, other paper and general waste. The kitchen areas allow for the sorting of biowaste, metal and glass whenever possible.

### As a tenant you can

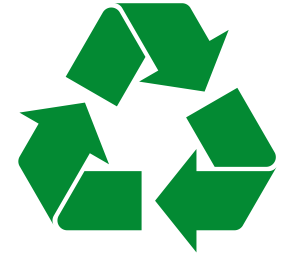
- Inform all employees about recycling and waste sorting
- Aim for a paperless office
- Improve waste sorting
- Take care of the proper treatment of electrical and electronic waste or ask us to organize a specific recycling campaign

## ENERGY WASTE GOES INTO THE ORANGE CONTAINERS

Almost all combustible materials are suited for energy waste. The collection of energy waste is cheaper than the collection of mixed waste. Plastics are often utilized as energy waste, as plastic produced in households is often dirty and unsuitable for recycling. Other combustible waste, such as wood, cardboard and paper products, can also be placed in energy waste. However, they should primarily be recycled as materials. Energy waste is made into a fuel that can be used in several industries and power plants. This can reduce the use of non-renewable energy.

## ENERGY WASTE CAN CONTAIN:

- Disposable plastic bottles. Bottles with a deposit should be returned accordingly!
- Plastic containers and boxes (rinsed plastic food packaging, such as yoghurt and butter boxes)
- Plastic canisters and buckets
- Plastic bags, pouches and films
- Plastic rims
- Plastic packaging trays and cases
- Plastic lids and caps
- Plastic cords
- Disposable plastic containers
- Styrofoam, foams
- Small plastic objects (e.g brushes and plastic pen cases)
- Packaging containing plastic and paper
- Textiles and clothing
- Dirty, damp cardboard
- Other cardboard and paperboard only if they do not have a separate collection
- Books and covers
- Posters
- Plastic and wax coated paper
- Small stickers and glue papers
- Wrapping papers
- Paper handkerchiefs
- lahja-, kääre- ja pakkauspaperit
- Candy wrappers
- Wood waste (not pressure-treated)



### **CARDBOARDS**

- cardboard
- brown cardboard
- kraft paper
- brown envelopes
- brown paper bags

Tapes, labels and hooks do not need to be removed.  
No wet or dirty material, foil, styrofoam, or plastic.

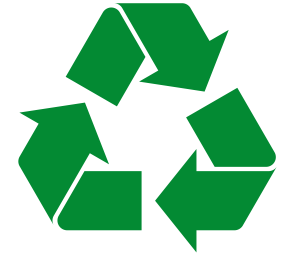
### **OFFICE PAPERS**

You can put white drawing and notepad paper into the recycled paper category. Paperback books are suitable for collection as is, but covers must be removed from hardcover books. The recycling of large quantities should be agreed separately. Telephone and product catalogs are also suitable as recycled paper. Remember that cardboard should not be placed in the paper collection, as the brown color of the material will cause stains in the recycled paper being produced. Also, gift papers should not be placed in the paper collection as they may be through-dyed or made with foil and may include tapes and labels.

### **RECYCLED PAPER**

**Recycled paper includes all the paper products that come through the mailbox:**

- newspapers and magazines
- envelopes
- advertisements



### BIOWASTE

**Biowaste includes all organic and decomposing materials such as:**

- Fruit, vegetables, roots and eggs
- waste from berries, fruit and fish
- food scraps
- coffee or tea scraps with filter papers
- used kitchen towels and napkins
- dried and spoiled food
- soil, plant parts and withered flowers
- garden waste
- cardboard egg holders
- wood-based bedding for pets

### PLASTICS

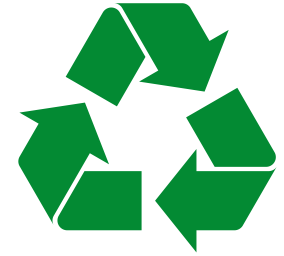
There is plastic collection on the property and we kindly ask all tenants to separately collect plastic waste on their own premises.

**Plastic waste may contain:**

- E.g. Yogurt jars, butter boxes and ready-to-eat food packaging
- Detergent, shampoo and soap packaging
- Plastic bottles, canisters and jars, preferably crushed / flattened
- Plastic bags, pouches and wrappers
- Styrofoam (i.e. polystyrene, EPS)

**Dirty plastic packaging is not included in the plastic collection:**

- PVC packaging
- Other plastic products or corporate plastic packaging
- Hazardous waste (e.g. oily plastic canisters)



### **METAL**

Some metals are collected separately due to their high utility value. It is worth sorting metals at their place of use, as scrap collectors pay more for it than what they would for unsorted metal. Sorted scrap metal is used as an industrial raw material. When it comes to sorting, the magnetism of the material is important. Magnetism is utilized in the separation of steel from other metals such as aluminum. Although aluminum is not magnetic, it can also be mechanically separated.

#### **Suitable for scrap metal collection:**

- mirrors
- metal reinforcement scrap
- cable fragments
- packaging steel
- tin cans
- air conditioning pipes
- bathtubs

#### **Scrap metal must not be mixed with:**

- batteries
- fluorescent lamps

### **GLASS**

The collected glass is used as a raw material for new glass products. Good quality recycled glass is used in the manufacturing process of glass wool and packaging glass, while weaker quality materials can be reused as other construction material. Window glass must not be placed in normal glass collection. However, some glazing shops accept flat glass generated from construction waste. Windscreens, laminated or enamelled glass, wire-reinforced glass, selective-glass or mirror glass must also not be placed into glass recycling. Intact windows can be reused. If no suitable recycling option can be found for the flat glass, it must be taken to a landfill.

# HEATING APPLIANCES, RADIATORS AND THERMOSTATIC RADIATOR VALVES

The property is heated by water circulating radiators. The radiators circulate hot water set according to the outdoor temperature. The heat transfer of the coil can be limited by setting the coil valve smaller. The maximum power from the radiator is obtained by opening the valve to its maximum position. The radiator valve is a sensitive control device that must be handled with care.

## PLEASE DO NOT COVER THE RADIATORS

The radiators transfer heat to the room by both radiating and by heating the room air circulating in the vicinity of the radiator. In order for the radiator to be able to deliver the designed amount of heat, it must not be covered or obstructed. Furniture in front of the radiator or long curtains can reduce heat transfer significantly. They also interfere with the operation of the thermostatic radiator valve.

A standard thermostatic radiator measures the room air temperature in its immediate vicinity. When the temperature rises to the set value, the valve turns to a smaller setting or closes for a while. The radiator may feel cool, but the room temperature still stays comfortable. If the heating coil and its standard thermostatic radiator valve are blocked with furniture or curtains, the small space next to the radiator will heat up quickly and the valve will close. In this case, the valve remains closed most of the time and the heat generation of the radiator is insufficient. Remember that the temperature of your hand is about +35 °C. For example, a +30 °C radiator might feel cool, but in fact this radiator still heats the room.

**The design of the radiator valve and the control plug at the bottom of the radiator must not be opened or modified.** When the thermostat is working properly, the room is suitably warm at all times. If the radiator is completely cold, the room is warm enough and heating has stopped. In this case, the radiator may be completely cold, even if it is frosty outside. Normally a battery is only partially (from above) warm because the thermostat only dispenses a suitable amount of heat into the room. If only the lower part of the radiator is constantly warm and the upper part is cold, the radiator must be vented. The need for this is also indicated by the sound made by the radiator.

## ADJUSTING THE THERMOSTAT

The room temperature can be changed by turning the thermostat. For example, position 3 corresponds to a room temperature of about 20 degrees. In this case, the thermostat tends to keep the room temperature at this desired value. If you want cooler room air, the thermostat can be turned lower, for example to position 2. It is essential that the space feels comfortable. If you suspect that a radiator is not working, you must first consider if it is cold in the space you're working in. You should not rely solely on surface coldness of the battery. Secondly, check that the thermostat is turned open, e.g. to position 3 and that the curtains or furniture are not in front of the radiator / thermostat.

Note! No building or heating system can guarantee midsummer conditions for every corner of a property if there is minus 25 degrees outside, whether it is a new or old property.

## Explanations of the readings on the thermostat:

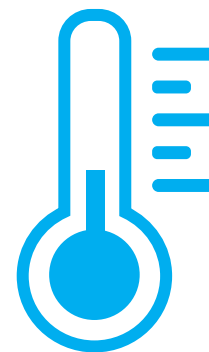
\* = approx. 9.5 °C (frost protection)

1 = approx. 14 °C

2 = approx. 17 °C

3 = approx. 21 °C

The values on the scale are for reference only.



# ROOM CONTROLLER

## USING THE CONTROL IN THE ROOM

If the room temperature rises above the set degree, the cooling valves open. It should be noted that the room controller has no effect on the operation of the heating coil, but it is determined by the coil valve thermostat. The room controller can therefore only affect the cooling of the room, not the heating. When the room temperature is changed, the change does not take place instantly, but the room temperature change occurs within about an hour.

The display of the controller shows the actual room temperature. You can change the room temperature by  $\pm 3^{\circ}\text{C}$ . In this case, the display of the controller momentarily shows the room temperature's future value. When the buttons are not pressed for a moment, the display returns to the current room temperature value.



DID YOU KNOW THAT YOU WORK IN AN

# ENVIRONMENTALLY FRIENDLY PROPERTY?

During the construction and renovation work we follow Genesta's "Responsible Construction" guidelines, offer our customers the option to sign a Genesta Green Lease, monitor and report the properties energy and water consumption as well as CO2 emissions and recycling rate. If the property didn't have an environmental certificate earlier, we're probably already working on achieving it.

We offer clean facilities for waste recycling and constantly increasing opportunities for waste sorting. We provide real-time information on the properties energy (heat and electricity) as well water consumption and recycling rate through the displays in the lobbies and in the tenant premises.

Together we can make a big impact. As a tenant, you can influence the environmental friendliness of the property. Even small things like turning off computers, monitors and other equipment when you leave work, or encouraging commuting by bike can help us make this property even more environmentally friendly.



# INSTRUCTIONS FOR SAVING ENERGY

Property users have an impact on the energy and water consumption of the property through their own actions. This can result in direct savings through reduced costs as heating and water consumption have an effect on the maintenance rent.

## LIGHTS

Most property users have the option to turn off the lights from empty rooms. Lighting is one of the largest electricity users. Each tenant is billed for their consumption according to meter readings, and the savings in lighting are directly attributable to the company as a result of reduced electricity bills.

## WATER

Even the slightest leak can cause significant water loss over a long period of time. Leaking taps and toilets should be reported immediately to a service technician who will replace the necessary seals. If you suspect that a toilet is leaking, you can easily test it out by putting a piece of paper on the back edge of the bowl.

## HEATING AND COOLING

- By adjusting the radiator valve thermostats, some room temperature changes can be made and a small saving in energy consumption can be achieved.
- Most of the premises have mechanical ventilation. When there is mechanical ventilation in the room, the control valves in the window frames must be kept closed so that they do not cause unnecessary draft and excessive heating requirements.
- If you need to ventilate by opening the windows, the ventilation should be quick. In principle, rooms with mechanical ventilation do not need to be ventilated.
- Most of the rooms are climate controlled and have a control panel on the wall. The use of air conditioning during the heating season can cause significant energy loss. If necessary, please ask a service technician for advice on using the controller.

## WASTE DISPOSAL

Please read the sorting instructions provided and go-through the locations of the waste disposal points. For recycling to work, the property user must sort the waste. Putting waste in the wrong containers causes additional costs to the property and thereby affects the maintenance rent. Advanced sorting also reduces our load on the environment.

# GENESTA GREEN LEASE

## TAKING RESPONSIBILITY

Your company can sign the Genesta Green Lease that supports your company's sustainability goals.

- Gives your company clear goals for environment efficiency. Together we set goals based on the environmental policies of your company as well as the property owner. We are committed to the mutual goals.
- Our responsibility criteria helps you reduce energy consumption, commuting and waste.
- Our goal is to certify the business premises according to the BREEAM in-use standard.

### As a tenant, you can:

- Sign the Genesta Green Lease immediately or later on, ask your Genesta contact for more information
- Enhance your own environmental work
- Influence the further reduction of the properties environmental impact
- Bring new ideas to our environmental work
- Commit your landlord Genesta to help your own business in achieving sustainability goals
- get information about the effectiveness of your own activities



# ENVIRONMENTAL IMPACT OF THE PROPERTY

Targeted management and monitoring of environmental impacts are of key importance in our responsible property management. We set clear environmental targets for each property, and monitor the development regularly. The monitoring is based on automated data collection, that is combined with comparison to desired target levels.

## **Our environmental goals for the following five-years:**

- reduce energy consumption per rented square meter by 10%
- all electricity used in the property is produced in a sustainable way, with renewable energy sources
- reduce CO<sub>2</sub> emissions per rented square meter by 15%
- reduce water consumption per rented square meter by 5%
- recycle or reuse 50% of the waste generated on the property

As a tenant, you and your staff can make an impact on the properties environmental footprint



**WE DESIGN SPACES  
THAT SUIT YOUR BUSINESS NEEDS.  
DO YOU KNOW AN ORGANISATION  
THAT'S LOOKING FOR  
A NEW PREMISES?  
SEND US A TIP!**

**STAY IN CONTACT**

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