

# Dentopolis

## User guide for the building

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Table of contents

1	INTRODUCTION.....	4
2	INTRODUCTION TO THE SITE.....	4
2.1	Building architecture .....	4
2.2	Space reservations.....	5
2.3	Opening times of the building .....	5
2.4	Entrances.....	6
2.5	Teaching, meeting and conference rooms.....	6
2.6	The City of Oulu’s treatment facilities.....	6
2.7	Oulu University of Applied Sciences’ treatment facilities.....	7
2.8	The University of Oulu’s teaching facilities .....	7
2.9	Break facilities .....	7
2.10	Public lavatories, changing rooms and washrooms .....	8
2.11	Storage rooms .....	8
2.12	Cleaning facilities .....	8
2.13	Lifts .....	8
2.14	Smoking.....	9
2.15	Parking and traffic .....	9
3	SERVICES IN THE BUILDING .....	9
3.1	Caretaker and key services.....	9
3.2	Restaurant services .....	10
3.3	Office supplies and lobby services.....	10
3.4	Cleaning services .....	10
3.5	Security services.....	10
3.6	Notice of defects.....	10
3.7	Property maintenance services .....	11
4	EMERGENCIES AND RESCUE PLAN .....	11
4.1	Fire inspections and preparing for emergencies .....	11
4.2	Civil defence shelter .....	11
4.3	Emergency exits and fire extinguishers .....	12
5	ENVIRONMENT AND ENERGY.....	14
5.1	Heating and cooling.....	15

5.2	Ventilation.....	17
5.3	Electricity consumption and lighting .....	18
5.4	Water consumption .....	19
5.5	Waste management in the building.....	19
6	USE OF THE FACILITIES .....	20
6.1	Cleaning of the facilities.....	20
6.2	Furnishing the premises.....	20
6.3	Repair and change work.....	21
6.4	Reuse .....	21
6.5	Directional signs and advertising .....	21
6.6	Training.....	21
6.7	Arranging events .....	22

# User guide for the building

## 1 INTRODUCTION

This building user guide has been compiled to guide the users of Dentopolis in the everyday operations of the building. The guide intends to increase the users' knowledge of the building's properties, the use of facilities, and the eco-efficient operating model, which decreases the operating costs and environmental hazards of the building.

Dentopolis includes the teaching and research premises and workspaces of the University of Oulu Institute of Dentistry, the centralised dental clinic, the specialised and orthodontic treatment units, the teaching dental clinic of the City of Oulu, as well as the training facilities of oral hygienists studying at the Oulu University of Applied Sciences. There is also a connection that runs from the new dentistry building to the tunnel network of Oulu University Hospital and the Faculty of Medicine. The building includes three storeys above ground, a basement, and a ventilation engine room located on the roof. Tall lobbies and spacious waiting areas provide a rhythm to the indoor areas.

The design of the building aimed at making the facilities flexibly adjustable, sustainable, energy efficient and environmentally friendly in accordance with the BREEAM building assessment method.

The entire construction project was implemented in phases with area-specific work so that after the old building in Aapistie 3 has been demolished, a restaurant promenade connecting the new building and the Faculty of Medicine was built. In addition, the main entrance to the new building and yard work was finished during the spring and summer of 2017. The entire construction project with its area-specific work was completed in October 2017.

## 2 INTRODUCTION TO THE SITE

Dentopolis is located right next to the centre of Oulu, in Kontinkangas. Dentopolis's street address is **Aapistie 3, FI-90220 Oulu**.

### 2.1 Building architecture

Dentopolis is a part of the hospital and university campus in Kontinkangas. The building has been designed to be in harmony with the look and structures of the surrounding area by adjusting the form and height of the floors of the building to match the adjacent buildings.

The exterior of the building follows the light and horizontal elements found in the general appearance of the Kontinkangas campus. The facades are made of white concrete cladding panels and the solid parts of the band windows are aluminium, as found in the old buildings. However, the perforated COR-TEN steel panels emphasising the main entrance are the building's most identifiable feature. Their rust brown tone softly frames the campus square.

Dentopolis's space is centred around three lobby zones. The three-storey-high main lobby with its steel stairs and lifts in the middle of the building combines different functional entities together.

Oak wainscotting has been used on the wall and ceiling surfaces of the main lobby, leaving one steel concrete wall to a bare-faced concrete surface as a contrast.

The lobby of the building's northern portion forms a spacious and light space where students can study and spend time. The treatment rooms and workspaces located around the lobby receive natural light through the tall space. A third lobby area is formed in the southern portion of the building, where it provides waiting areas for dental clinics on two floors. The glass wall at the end of this long space and the top window of the tall portion provide natural lighting for the space.

In accordance with modern operating principles, Dentopolis's spaces have been designed to be versatile. Treatment 'cells' are formed in the middle of the dental treatment rooms through which the staff can smoothly move from one room to another. Common supplies for treatment rooms and workstations for background work can be placed in the cells. In turn, the office space of the university is a modern multi-workspace that is formed of several spaces suitable for different work tasks. The office area includes workstations, places for working in groups or in peace on your own, a library for quiet work, and meeting rooms and break facilities.

Special attention has been paid to comfort in designing the interior features of the building. Excellent acoustics create a pleasant sound environment, with the top band windows and glass-wall systems transmitting light from one space to another and the chosen colours brightening the mood. The indoor colours aim to create a contrast to the lightness of the exterior. Also, the bright colours in the corridors offer instruction and guidance to the users of the building.

The building has been designed by Arkkitehtitoimisto Lukkaroinen Oy from Oulu.

## 2.2 Space reservations

With regard to the premises of the City of Oulu and the University of Oulu, reservations are made via their own reservation systems:

- City of Oulu: Space reservations are made via Outlook. Rooms at Dentopolis can be found beginning with 'HYVER Dentopolis' in addition to the name and floor of the meeting room.
- Oulu University of Applied Sciences: The City's meeting rooms are reserved through the caretaker.
- University of Oulu: Timmi halls can be reserved at the information point at Aapistie 5A or from [virastomestarit.ltk@oulu.fi](mailto:virastomestarit.ltk@oulu.fi).

## 2.3 Opening times of the building

The building is open on weekdays from 8 am to 4 pm for the customers and personnel of the City of Oulu's dental clinic. In addition, the building is open to students with access passes outside of opening hours.

Restaurant Medisiina serves meals and snacks in the main building (Kieppi) of the Faculty of Medicine Mon.-Thu. from 8 am to 5:30 pm and on Fri. from 8 am to 2 pm. Lunch Mon.-Fri. from 10:30 am to 2 pm.

## 2.4 Entrances

Three entrance doors, the restaurant promenade, which is to be completed in the summer 2017, and the main entrance provide access to the building. In addition, personnel and students can use the underground tunnel linking Oulu University Hospital and Dentopolis.

Devices for recording the working hours of staff have been installed next to the west and east sides of stairways A and B. Both stairways have access to the basement where changing rooms for the personnel and students are located.

An entrance door intended for service operations and delivery of goods is located next to the personnel entrance on the west side. A separate entrance door to the waste room is next to this door.

## 2.5 Teaching, meeting and conference rooms

The facilities of the City of Oulu and University of Oulu include teaching and meeting rooms. The University of Oulu's largest lecture hall is located on the 1st floor, while meeting rooms are located in connection with the office space on the 2nd floor. The smallest meeting rooms are also suitable for working in small groups or student counselling. Meeting rooms and group facilities of the City of Oulu are located on floors 1 to 3.

## 2.6 The City of Oulu's treatment facilities

The City of Oulu's dental clinic facilities are located on floors 1 to 3. Dental clinic facilities consist of treatment rooms equipped for dental operations and also of care units in the teaching dental clinic on the 3rd floor. All care units are treatment rooms, which have screen walls but no X-ray equipment. Separate, X-ray-protected X-ray rooms are located on the 1st and 3rd floors. The treatment rooms also have X-ray protected walls. When taking radiographs of patients in the treatment room, attention should be paid to the personnel's adequate protective distance. Standing in front of the door, which is not X-ray protected, should be avoided during scanning. X-ray protective distances of the treatment rooms have been specified in Appendix 1 floor by floor.

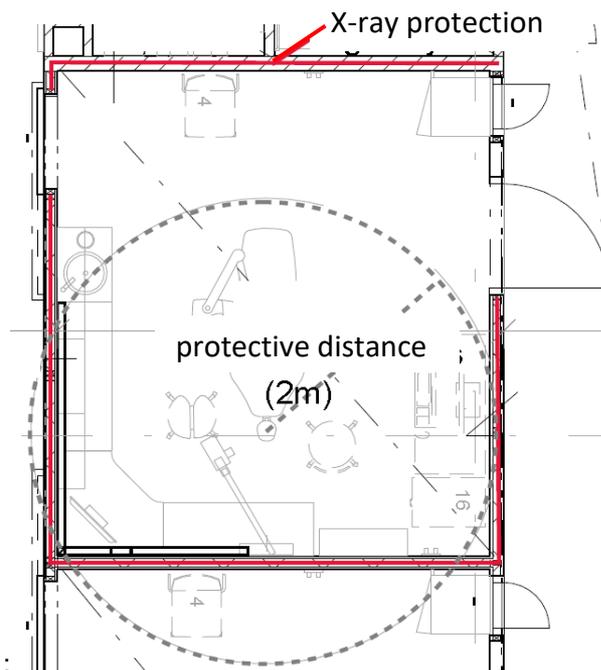


Figure 1. Principle of X-ray protection in a treatment room.

The City of Oulu's operating rooms and anaesthesia facilities are located on the 2nd floor. Operating rooms are treatment rooms equipped for surgical procedures. Anaesthesia facilities have been designed for hospital beds.

## 2.7 Oulu University of Applied Sciences' treatment facilities

The teaching dental clinic on the 3rd floor includes treatment facilities for the use of the Oulu University of Applied Sciences. Otherwise, Oulu University of Applied Sciences shares other dental service premises with the City of Oulu.

## 2.8 The University of Oulu's teaching facilities

The teaching facilities of the University of Oulu are located on the 1st floor. These facilities comprise the Fantom and Simlab halls with their service spaces, which have been equipped with dental clinic units intended for teaching use. In addition, the large lecture hall located on the 1st floor and the 'exam aquarium' are in teaching use. A technical laboratory and casting facilities are also located in the premises of the University of Oulu. These facilities can be found on the 1st floor. Fantom and Simlab halls as well as large lecture hall are occupied with induction loop, coverage maps of the loops are installed in the hall walls.

## 2.9 Break facilities

Floors 1–3 include a break facility equipped with a mini kitchen. The break facilities of the University of Oulu are located on the north end of the 2nd floor and the facilities of the City of Oulu on floors 1 to 3. Student and personnel changing rooms are located in the basement.

## 2.10 Public lavatories, changing rooms and washrooms

Public lavatories are located on floors 1 to 3 and have been placed near the waiting areas. There is also a disabled toilet equipped with a nappy changing table near each public lavatory.

The personnel have their own lavatories in the changing rooms in the basement and in the personnel areas, which are not accessible to the public. Lavatories for the City of Oulu personnel are located on floors 1 to 3 in the nursing staff premises near the treatment units. In addition, there are lavatories in the teaching dental clinic on the 3rd floor.

Toilets for students can be found on the 1st and 3rd floors. Toilets for the university personnel are located on the north side of the 1st and 2nd floors.

The changing rooms in the basement are equipped with lockers, showers, toilets – including toilets for the disabled – and an airing cupboard. Moreover, the personnel of the university have separate, lockable lockers in connection with the multi-workspace area on the 2nd floor.

Clients of the City of Oulu dental clinic and students also have lockable lockers available in the lobbies for storing personal belongings. These lockers are available for use for one day at a time.

## 2.11 Storage rooms

Separate storage rooms have been reserved for the personnel of the City of Oulu, Oulu University of Applied Sciences and the University of Oulu in the basement and on floors 1 to 3. Space has been reserved for patient archives and dental casts in the basement. The storage rooms for property maintenance are also located in the basement.

The City of Oulu also has a separate automated storage for its use operating between floors 1 to 3. Separately named and trained members of the personnel of the City of Oulu are in charge of the use of the automated storage.

Only those facilities that have been reserved for storage may be used for this purpose.

## 2.12 Cleaning facilities

The main cleaning centre is located in the basement. It is equipped with a mop washing machine and a tumble drier. In addition, the City of Oulu has purchased a machine for disinfecting cleaning equipment, which has been placed in the cleaning centre.

Floors 1 to 3 include a small cleaning equipment space. All cleaning spaces are shared by the cleaning service providers of the City of Oulu and University of Oulu.

## 2.13 Lifts

There are three passenger lifts in the building, and they run between floors 0 and 3. The lifts are located side by side in the lobby.

## 2.14 Smoking

Dentopolis and the Kontinkangas campus of the University of Oulu are no-smoking areas. Smoking is not allowed in the area.

## 2.15 Parking and traffic

### Parking

Time-restricted parking places for the area's public buildings and services are located along Aapistie. There are tariff customer parking places in the Dentopolis yard and opposite the main building Kieppi (Aapistie 5). Disabled parking places are marked with shields in the vicinity of the main entrance.

According to contracts between the City of Oulu and the University of Oulu, personnel parking has been arranged in the southern parking area. The area is equipped with an access control barrier and it includes both regular parking places and places equipped with an outdoor power socket for car heating in the winter. In autumn 2017, there will also be parking places with outdoor power sockets available in the yard for the personnel, in addition to separate car pool places.

A final location for a covered bicycle stand will be ready in autumn 2017. During the construction phase, bicycles can be parked in the yard area of Kieppi, the main building of the Faculty of Medicine, located at Aapistie 5.

### Buses

Many local bus lines run next to Dentopolis.

Timetables and routes can be found at: <http://www.oulunjoukkoliikenne.fi/reitit-ja-aikataulut>

### Taxis and drop-off traffic

The route for taxis and for dropping off disabled passengers is in the vicinity of the main entrance.

## 3 SERVICES IN THE BUILDING

### 3.1 Caretaker and key services

The workstation of Tommi Huoponen, caretaker for the City of Oulu, is located at the reception counters next to the lobby on the 1st floor. Reception is equipped with induction loop.

- Contact details: [tommi.huoponen@ouka.fi](mailto:tommi.huoponen@ouka.fi) tel. 040 647 5016

17/01/2019

**10 / 22**

Porter services of the University of Oulu can be found in at the lobby of the Faculty of Medicine main building, Kieppi, next door.

- Contact details: [juhani.vanttila@oulu.fi](mailto:juhani.vanttila@oulu.fi), tel. 040 760 5841  
[ismo.vaaraniemi@oulu.fi](mailto:ismo.vaaraniemi@oulu.fi), tel. 040 709 9214

Caretakers and porters also cater for building key management and access rights.

### **3.2 Restaurant services**

The lunch-time restaurant and cafeteria Medisiina is located in the main building of the Faculty of Medicine, Kieppi. Contact details and opening hours for the restaurant can be found at: <http://www.uniresta.fi/lounasravintolat/kaikki-ravintolat/medisiina.html>

### **3.3 Office supplies and lobby services**

For the City of Oulu, office supplies and lobby services are available at the caretaker's service point on the 1st floor and at the personnel's own treatment units and in the automated storage facility.

Office supplies of the University of Oulu can be found in the main building, Kieppi, in room 106A.

### **3.4 Cleaning services**

ISS Palvelut Oy is responsible for cleaning services for both the City of Oulu and the University of Oulu.

Surface cleaning adheres to the cleaning instructions of University Properties of Finland Ltd and the requirements of the operators.

### **3.5 Security services**

The building and its environment are covered by the security services of the University of Oulu according to the joint contract between the City of Oulu and the University of Oulu.

### **3.6 Notice of defects**

Notices of defects are submitted through the building's maintenance manual, Buildercom (BEM). Instructions for submitting a notice of defects:

All notices regarding repair measures must be submitted via the maintenance manual. Also emergency notices made over the telephone, for example, must be entered in the BEM system afterwards.

Service requests classified as being related to poor indoor air may only be submitted in the system by a supervisor of an employee at the university or the City of Oulu or an Estate Contact at the University of Oulu's Estate Services. Before a notice of defects is made, the premises

must be pre-surveyed regarding the cleanliness of the premises and possible circumstantial harms caused by the user's own operations.

The general service request instructions intended for the users are given in Appendix 3.

### **3.7 Property maintenance services**

ISS Palvelut Oy is in charge of property maintenance for the building and for maintenance of the outdoor areas.

Service instructions for the systems and materials intended for the service personnel can be found in the electronic maintenance manual, Buildercom, and in paper format delivered on site.

Maintenance of the stand-alone systems serving the dental chairs and the automated storage is the responsibility of the equipment supplier during the warranty period. Thereafter, the City of Oulu is in charge of maintenance in accordance with maintenance contracts. During the warranty period, the equipment supplier is responsible for the dust extraction system serving the teaching premises of the University of Oulu, while thereafter this is the responsibility of the University of Oulu. A liability limit table is given in Appendix 4. The table also includes contact details for possible malfunction situations.

## **4 EMERGENCIES AND RESCUE PLAN**

A rescue plan has been drawn up for the building. It is available to personnel and students of the University of Oulu from the building's Floor Managers and to the personnel of the City of Oulu at the information point on the 1st floor and at the treatment units. A regular user of the building should be familiar with the content of the rescue plan so that they are also able to guide visitors in the building in case of emergency.

### **4.1 Fire inspections and preparing for emergencies**

According to the authorities, the standard fire inspection interval for university buildings is four years. Documents pertaining to the activities in the building, including the rescue plan, may have to be presented during the inspection. Users must ensure that the activities in the premises comply with fire and rescue safety requirements with regard to the use of fire detectors, for example, or keeping emergency exits clear.

Evacuation training is arranged according to the user's schedule.

### **4.2 Civil defence shelter**

In the event of a crisis, radiation accident, or toxic leak or in other similar situations, people should seek the civil defence shelters (3) located in the basement.

The civil defence shelters have been equipped with statutory equipment.

During normal use, the civil defence shelters have been equipped to be social premises and when taken into emergency use, this equipment must be cleared away.

### 4.3 Emergency exits and fire extinguishers

Exits have been marked with green arrows on the images below. Extinguishers and fire alarm buttons have been marked in red. The assembly point is located at the parking place.

RESCUE PLAN APPENDIX 26.2

BASEMENT

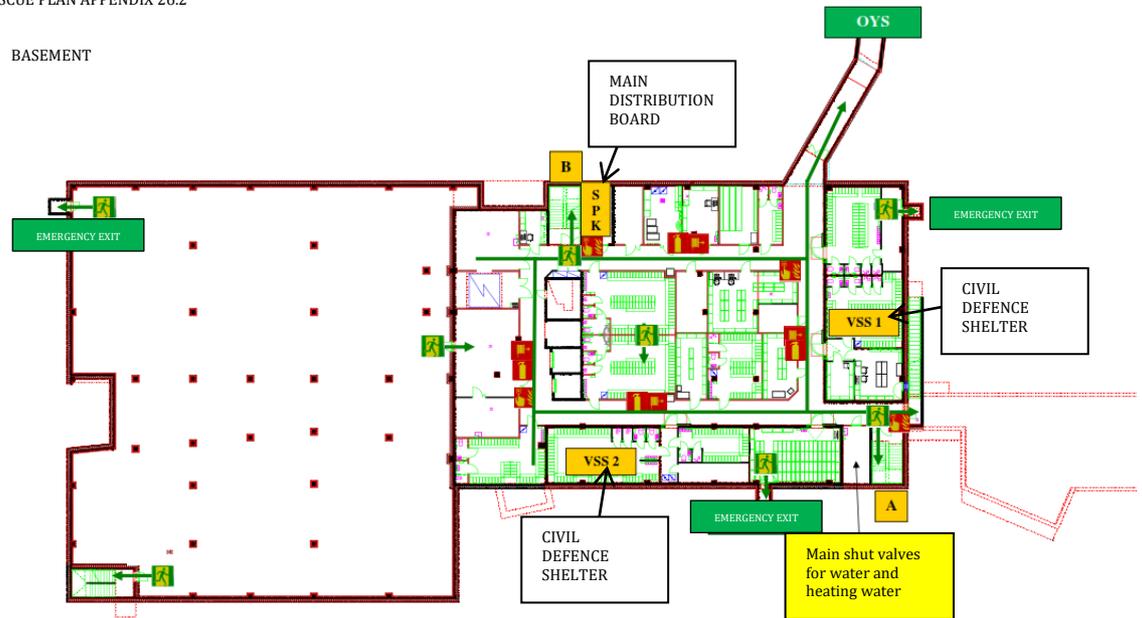


Figure 4. Basement.

17/01/2019

13 / 22

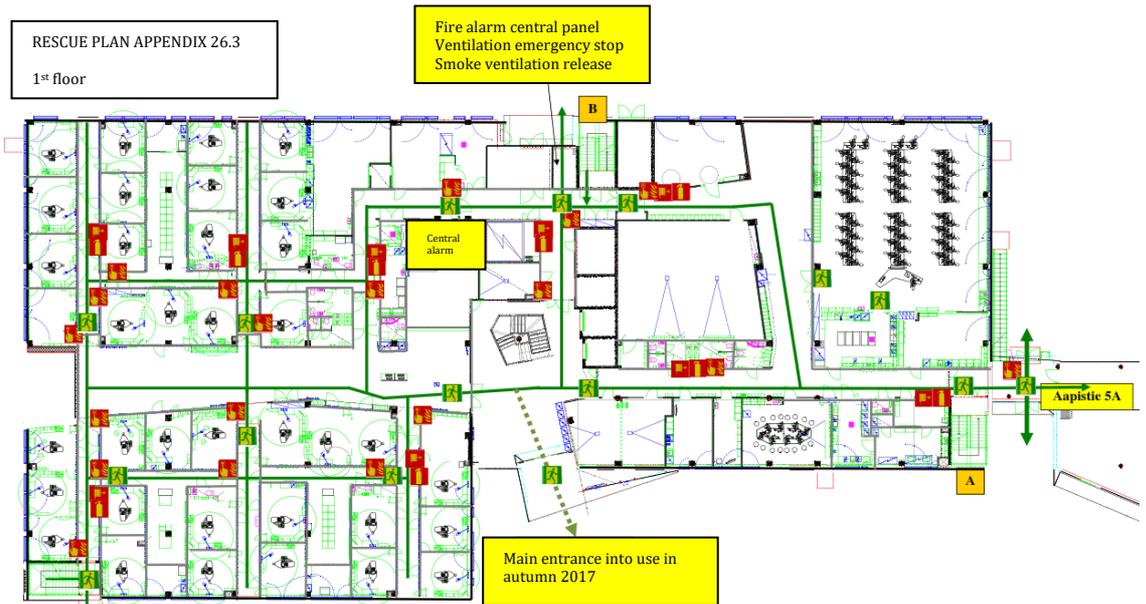


Figure 5. 1<sup>st</sup> floor.

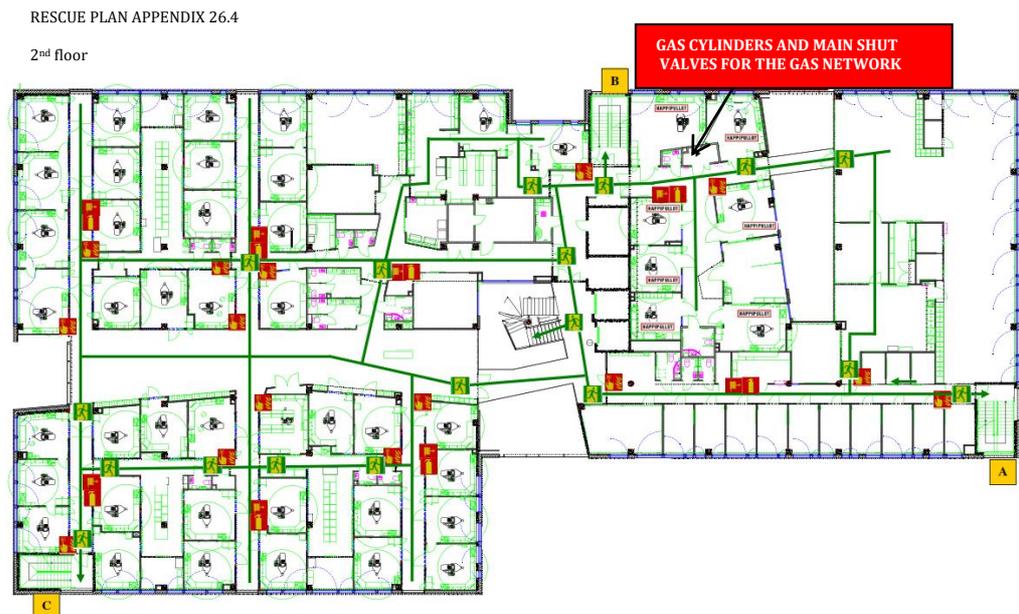


Figure 6. 2<sup>nd</sup> floor.

17/01/2019

14 / 22

RESCUE PLAN APPENDIX 26.5

3<sup>rd</sup> FLOOR

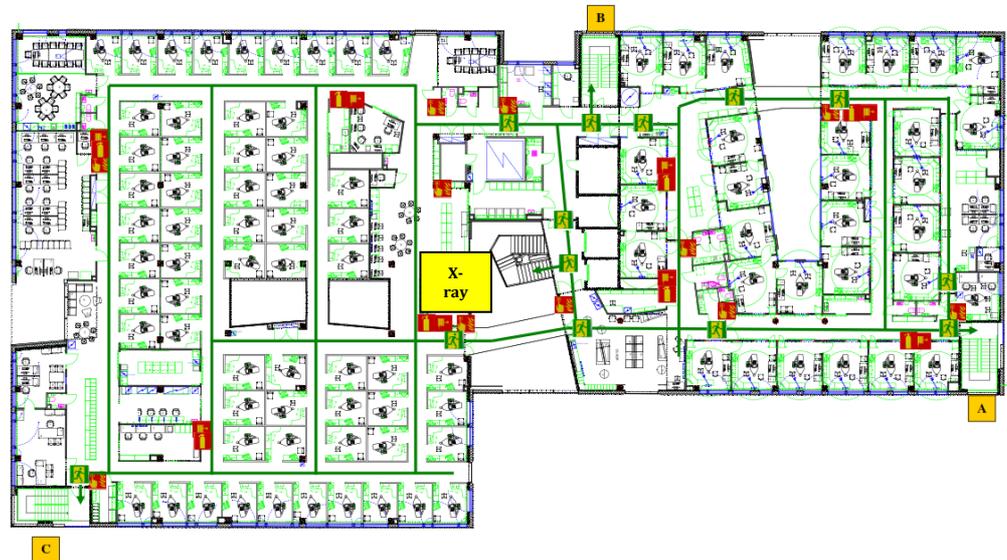


Figure 7. 3rd floor.

RESCUE PLAN APPENDIX 26.6  
4<sup>th</sup> FLOOR

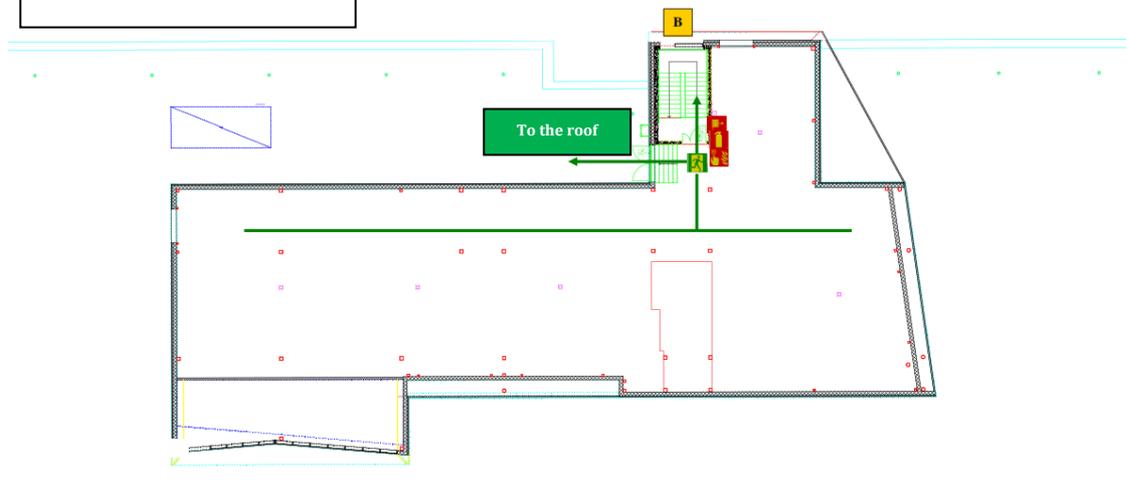


Figure 8. Ventilation engine room, 4th floor.

## 5 ENVIRONMENT AND ENERGY

A BREEAM environmental certificate was applied for during the construction phase. BREEAM is a British environmental certification system for buildings. It encourages developers to make energy efficient and environmentally friendly decisions during the planning and construction

17/01/2019

**15 / 22**

phase. Users can also apply for a BREEAM certificate that applies to their own activities and premises.

The most important goal for the planning of heating, plumbing and ventilation in the building, and a starting point for selecting systems, has been life cycle profitability, energy efficiency, and environmental friendliness.

The energy certification class of the building is C when calculated according to an office building and B when calculated according to an educational building.

Factors affecting the building's energy class and energy savings include:

- Cooling in the building is primarily arranged passively with structures and architecture and with geothermal cooling via a drill well.
- Carefully selected systems were defined space-specifically to achieve indoor air goals.
- Based on a life-cycle assessment, district heating was chosen.
- Based on a life-cycle assessment, the building's own cool energy production (so-called energy wells) were chosen.
- Ventilation, cooling and heating of the building have been implemented with a low heat system. The system is based on the recycling and utilisation of energy flows, thus reducing the need for purchased energy.
- Office and treatment room windows have been equipped with manual venetian blinds. These can be used to influence the cooling need by keeping the blinds closed during warm sunny weather.

## 5.1 Heating and cooling

The main heating method in the building is the use of ceiling panels connected to a low energy consumption system. These are complemented with hydronic radiator heating in the lobbies and larger areas and with underfloor heating in the basement. The ceiling panels are also used for cooling. Concurrent heating and cooling of the office spaces has been prevented. In addition to radiators, the main entrance vestibules have air heaters.

Heating and cooling in the building is directed via a building automation system that keeps the room temperature in the adjusted value in accordance with the conditions measured by sensors in the room. These sensors measure temperature, air humidity, and carbon dioxide content. Users can adjust the temperature in the room with the controls, which have been installed at a comfortable height. The automation system controls the heating in the offices. Property maintenance is responsible for the operation of the automation system.

The building service technology is consistent with class S2 of the indoor air classification system. According to the classification, the room temperature is considered to be normal if it varies from 20 to 23 °C when the maximum temperature outdoors is 10 °C (24h average). During warm weather in the summer when the (24h average) outdoor temperature is 20 °C, the maximum permitted value for indoor temperature is 27 °C. Allowing a higher indoor temperature during the warmest time of the year achieves energy savings in cooling. Furthermore, when the outdoor

temperature is high, people usually dress more lightly, so a higher indoor temperature can be permitted.

The heating energy needed by the building is produced with district heating.

Supply air to the building is mainly cooled via the cooling radiators of the ventilation machines. Cooling of the premises that need additional cooling is handled with the ceiling panels and hydronic cassette units.

An energy well and a cold water station installed in the engineering and utility services room produce the cooling needed in the building.

If the room temperatures are continuously outside these above-mentioned limits (measured at table-level and not immediately next to the outer wall), the leaseholder should contact property maintenance. With regard to the ceiling panels, it is good to take into account that the temperature of the panels is close to room temperature both in heating and cooling use and that strong temperatures cannot be sensed from them.

### Thermostat

The thermostats in the rooms are controlled automatically.

In rooms equipped with ceiling panels, users can adjust the temperature in the room by +/- 2 degrees by using the thermostat. When the thermostat points to the middle, a temperature of 21



°C has been selected.

*Figure 9. Room thermostat*

In the Fantom and Simlab premises, additional cooling is implemented with separate coolers. When the temperature in the rooms rises, cooling can be turned on from the thermostat. Radiant cooling panels are normally used to cool the room. If additional cooling is used, it should be ensured that the room thermostat has been set to cooling.



Figure 10. Cooling thermostat in the Fantom hall.

Use of additional cooling:

- ON/OFF: unit on/off
- MODE: use the arrow key to move to item 5, cooling, and accept the selection
- SWING: set the fan wind direction of the screen
- FAN: fan speed
- FUNCTION: for example, the temperature is set by using the arrow key to move to item 15 and then setting the desired value
- NOTE! The value shown on the screen is a setting value not the current temperature in the room.

## 5.2 Ventilation

The building is entirely equipped with mechanical supply and exhaust air ventilation. The ventilation machines have been grouped in accordance with the time and purpose of use. All in all, the ventilation service areas in the building are divided into 14 sections. Supply air is taken through fresh air screens placed in the walls of the building's ventilation engine rooms. From there, the air is carried through a fresh air chamber to the supply air machines. Supply air is filtered effectively, and special attention is paid to the cleanliness of the ventilation station. Exhaust air is carried out through exhaust diffusers placed on the roof of the ventilation engine room.

Air flow to the teaching and meeting rooms is adjusted automatically according to the air quality (carbon dioxide content). In other rooms, the air flow is standard.

Treatment rooms have their own switch for local exhaust ventilation. Indicator lights in the device indicate for how long the ventilation has been switched on.



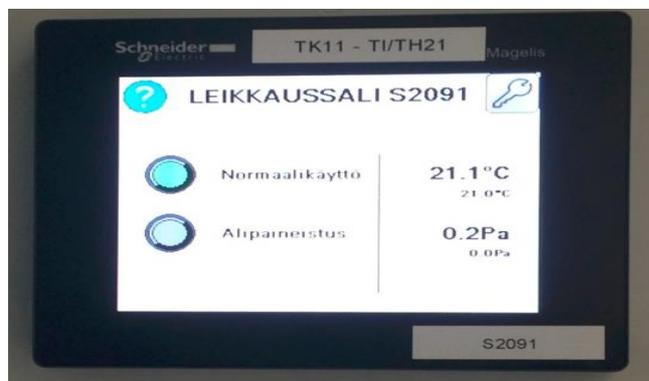
*Figure 11. Local exhaust ventilation switch*

Separate exhaust ventilation is turned on for an hour by pushing the button once, for two hours by pushing it twice and so on up to a maximum of five hours. Indicator lights in the device indicate for how long the ventilation has been switched on. The exhaust ventilation is switched off by pushing the button sufficient times that all indicator lights switch off.

Keeping doors open indoors has only a minor impact on ventilation. Other doors have been equipped with shutters. The windows are not intended for ventilation use.

During the first warranty year, up to May 2017, the ventilation is on full power ventilation mode. After this, the ventilation will be set according to the situation and need.

Desired temperature and pressure relationship adjustments in operating rooms S2088 and S2091 will be set with a separate control panel in the room.



*Figure 12. Operating room control panel*

The control panel has selections for normal use and depressurization. Their temperature and pressure relationship limits can be adjusted by selecting the key symbol on the upper right corner.

To keep the operating room over or under pressurised, the doors to the operating room must be kept closed.

### 5.3 Electricity consumption and lighting

A stand-by power generator and UPS system partially secure electricity distribution during a power failure. Surgical and anaesthetic room equipment have been connected to the stand-by power generator. Also part of the lighting is connected to the stand-by power. The UPS system provides uninterrupted, battery-confirmed electricity to which the ADP distribution centres and building automation have been connected. The UPS electricity network can maintain power supply for approximately 30 minutes, and this should be taken into account in the operations.

Exit routes in the building have been equipped with security lighting that switches on automatically during a power failure.

Workstations are equipped with lamp-specific presence sensors that switch the lights on and off automatically. The lamp can also be switched off manually by pulling the lamp's cord switch.

17/01/2019

19 / 22

However, if you want the lamp to operate with the presence sensor again, you have to switch the lamp back on from the cord switch. The lamps do not have automatic brightness control.

Lamps in the offices have been placed according to the division of the panels. If more light is required for the workstation, desk lamps should be used.

Building automation switches the lights on and off in the shared areas or corridors and lobbies according to an adjustable control time. During other times, they work automatically with presence sensors.

In the teaching and meeting rooms, the lights switch on with presence sensors but they can also be controlled from the AV equipment or from buttons located next to the door to be suitable for various presentation situations. You can use ready, pre-programmed lighting conditions from a display panel next to the buttons. Unless the lights in the halls have been switched off from the control buttons, they switch off after the time that has been programmed into the presence sensors has passed and the hall is empty.

Lights in the lavatories and other small rooms switch on with presence sensors.

Outdoor lighting is controlled with building automation. A light sensor detects the level of light outdoors.

Energy meters are read remotely. Enegia controls the monitoring and saving of the measurements.

## 5.4 Water consumption

The building includes regular cold and hot water networks, a hot water circulation network and waste and rainwater sewer systems. In addition, the dental chairs have their own separate clean water system.

Electronic taps that consume little water are used in the public premises. Toilets are equipped with double flushing to consume less water.

In servicing the water systems, property maintenance should pay special attention to maintaining excellent water quality by following the cleaning procedures in the service programme and by ensuring that the temperature of the hot water remains between +55 and +60 degrees in accordance with the National Building Code of Finland. Operating temperature of hot water is maintained with the hot water circulation network. This also keeps the risk of Legionella under control.

Production of clean water for the dental chairs is implemented with a separate clean water system.

## 5.5 Waste management in the building

The waste room is located on the 1st floor next to the west side entrance. The room can be accessed both from inside and outside the building. There are separate waste containers in the waste room for the sorting of waste. A space has been reserved for a cardboard baling press that will help transport the recycled cardboard more efficiently as tight bales.

17/01/2019

**20 / 22**

The shared service yard of Dentopolis and Kieppi is located between the buildings, while access to the yard is via Dentopolis's west side. There is a waste point with deep collection containers in the service yard.

Each workstation includes its own sorting containers for office and waste paper and energy waste. The personnel are responsible for sorting the paper waste at their own workstations and then taking the papers to the recycling containers in the multifunction device room. The multifunction device rooms include collection containers for office and waste paper and for paper to be destroyed. It is the cleaners' responsibility to empty the energy waste bags from the offices.

The break facilities have sorting containers for energy waste, biowaste, recycled glass, recycled metal and recycled cardboard, as well as used batteries. In the lobbies, you can sort waste into energy waste, biowaste, recycled paper, and cardboard take away cups. Waste should be sorted by type.

By recycling materials and by ordering products that are packaged only as much as is necessary, users can reduce the amount of waste created. The amount of paper waste created can be reduced by utilising the electronic displays as much as possible and by avoiding the use of printouts.

With regard to special waste, the person responsible for creating the waste must cater for the appropriate and safe disposal of the waste according to the material.

## **6 USE OF THE FACILITIES**

### **6.1 Cleaning of the facilities**

The leaseholder is responsible for the cleaning of the premises that are in its possession. The leaseholder must ensure that the premises are cleaned appropriately and cleaning instructions for different materials are adhered to.

It is the leaseholder's duty to ensure that its activities do not prevent cleaning the premises in accordance with the cleaning programme or restrict the work of the cleaners in any way. Users should keep and store items in the premises only in the agreed locations so that the cleaning of floors is not impeded because of items stored in incorrect locations and dust does not begin to collect on the premises. Floors should be kept clear. This is particularly important when premises with a textile carpet are vacuumed. The cleaning service cleans only free surfaces and does not move items or papers on the surfaces.

### **6.2 Furnishing the premises**

When furnishing the premises, you should ensure that the furniture does not prevent the operation of the technical systems of the building. Ventilation ducts and emergency exits must be kept clear.

When tall pieces of furniture are installed or transported, it must be ensured that the surfaces of the building or technology on the surfaces or hanging from the ceiling are not damaged. If necessary, the floor, walls and doors on the transportation route must be protected against damage.

When the number of users and purpose of use of the premises change, it should be ensured that the ventilation in the premises is adequate for the new use.

It is forbidden to bring used furniture or equipment from premises that have suffered from indoor air problems into the building. Before being brought into the building, used furniture must be cleaned according to University Properties of Finland's instructions.

### 6.3 Repair and change work

If any repair and change work is planned to be performed in the leaseholder's premises, permission for this must be obtained from Seppo Wiik, Campus Manager ([ext-seppo.wiik@sykoy.fi](mailto:ext-seppo.wiik@sykoy.fi)). He must be delivered a description of the change work to be carried out. For example, changes to partition walls, painting walls and installing fixed furniture require permission, as do changes or additions to building technical systems. When the leaseholder's lease period ends, the premises must be changed back to the condition they were in prior to the change work.

The leaseholder is responsible for planning and implementing the changes in accordance with regulatory provisions. If the leaseholder so wishes, they can also ask the Campus Manager for a quote regarding the planning and/or implementation of the change work. Before beginning the work, the plans must be approved by UPF.

### 6.4 Reuse

In connection with change work, reused materials include partition wall systems and suspended ceiling frames and boards.

### 6.5 Directional signs and advertising

University Properties of Finland Ltd is in charge of the general directions in the building.

All window decals, neon signs and advertisements outside the leaseholder's own premises, such as A boards, must be approved by University Properties of Finland Ltd in advance. For more specific information, please contact Seppo Wiik, Campus Manager at SYK ([ext-seppo.wiik@sykoy.fi](mailto:ext-seppo.wiik@sykoy.fi)).

### 6.6 Training

Representatives of the personnel, including caretakers and porters, have been trained to use the equipment and systems in the building. It is the task of these trained members of personnel to instruct other users of the building in the operation of the systems and equipment. Appendix 4 introduces the persons responsible and the operating models regarding the service of the buildings' stand-alone systems and possible malfunction situations during the warranty period and thereafter.

## **6.7 Arranging events**

Leaseholders can arrange different kinds of events and functions at Dentopolis. Please ask Estate Services in the case of the University of Oulu or the caretaker in the case of the City of Oulu for information on reserving the facilities for different events.

The organiser of the event is responsible for obtaining all necessary permits from the authorities for the event. Furthermore, the organiser must cater for the cleanliness of the facilities during and after the event and, if necessary, agree with security if separate security is required for the event.

The caretakers and Campus Manager must be informed of all events arranged at Dentopolis.