

# Building Regulations

of the WGLi  
Wohnungsgenossenschaft Lichtenberg eG



# Building Regulations of the WGLi Wohnungsgenossenschaft Lichtenberg eG as amended on 28 June 2007

## **Issuer**

Management Board of the WGLi Wohnungsgenossenschaft Lichtenberg eG

Landsberger Allee 180 B

10369 Berlin

Telephone: (030) 97 000-320

Fax: (030) 97 000-360

[www.wgli.de](http://www.wgli.de)

[info@wgli.de](mailto:info@wgli.de)

## **Typesetting**

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[www.agreement-berlin.de](http://www.agreement-berlin.de)

## **Illustrations**

Peter Herlitze

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## 1.

### Purpose of the Building Regulations

**1.1** These Building Regulations serve the good, understanding coexistence of all occupants/tenants. Every occupant/tenant of a WGLi Wohnungsgenossenschaft Lichtenberg eG flat must show consideration and tolerance towards other residents and treat the property of the cooperative, provided to them in accordance with their contract, properly and with care.

WGLi Wohnungsgenossenschaft Lichtenberg eG, as a lessor that is constituted as a cooperative, strives to create and maintain a living environment that is free from discrimination. Its occupants/tenants need to play their part in achieving this.

According to Section 19 (1) of the General Equal Treatment Act (AGG), discrimination on the grounds of race or ethnic origin, gender, religion or ideology, disability, age or sexual identity is fundamentally inadmissible, in the establishment, implementation and termination of tenancies (and occupant relationships) as well. WGLi will consistently adhere to this prohibition of discrimination and enforce it via contractually and legally permissible means.

**1.2** The Building Regulations form part of the Permanent Use Contract / Tenancy Agreement and must be observed by all residents. They have been drawn up on the basis of the applicable legal provisions, in particular the German Civil Code (BGB), the Cooperatives Act (Genossenschaftsgesetz) and the Articles of Association of the WGLi Wohnungsgenossenschaft Lichtenberg eG, as well as taking into account case law on tenancy.



## 2. General Provisions

The occupant/tenant shall only make use of their leased premises in accordance with their contract, and shall clean them regularly. All jointly used rooms or facilities, in particular waste disposal facilities, stairways, passages, lifts, drying rooms, bicycle rooms or cellar rooms are to be kept in a clean condition by occupants/tenants.

The building must be kept locked by its occupants from 8 p.m. to 6 a.m., unless this is done by an automatically closing door.

Water and energy must be used sparingly for environmental reasons.

Disturbances of the peace are to be avoided. Radio and television receivers, computers and similar devices may only be operated at room volume.

The same regulations apply to playing musical instruments. Door slamming and noise in flats or on the staircase are to be refrained from.

Any disturbance of the peace must be refrained from during lunchtime (from 1.00 p.m. to 3.00 p.m.) and after 10.00 p.m.

Work in the building which is associated with disturbing noises must be carried out Monday to Friday between the hours of 7.00 a.m. to 1.00 p.m. and 3.00 p.m. to 8.00 p.m. Monday to Friday and 8.00 a.m. to 1.00 p.m. and 3.00 p.m. to 6.00 p.m. on Saturday.

Noisy work is not permitted on Sundays and public holidays.

The use of washing machines and the waste disposal facility is prohibited after 10.00 pm.

Showering after 10.00 p.m. must be limited to what is Waste of any kind may only be thrown into the waste containers or waste disposal facilities provided for this purpose. Waste which, by its nature, is likely to contaminate the rubbish



*Quiet time can only be enjoyed if everyone abides by it.*



*There are separate containers for all types of rubbish, and those who stick to this system can save themselves quite a bit of cash.*

container or the rubbish disposal system, must be disposed of in rubbish bags or similar.

Any waste dumped next to it must be removed immediately. The facilities for separate collection of recyclable materials must be used.

When using the recycling containers for glass, please observe the deposit times: Monday to Saturday from 7.00 to 1.00 p.m. and 3.00 p.m. to 8.00 p.m.

The use of the rubbish containers or rubbish drop-off facilities for the disposal of bulky waste is not permitted.

Occupants/tenants must dispose of bulky items themselves.

Depositing them in the stairwell, cellar corridors, passageways, bicycle areas, drying rooms or in attics is prohibited.

It is prohibited to pour liquids out of windows and from balconies/loggias, to throw objects out, or to shake out textiles and the like.

Hanging laundry on balconies/loggias above the parapets is not permitted.

Flower boxes and pots on balconies/loggias must only – and securely – be hung inwards, unless otherwise provided for on site.

Placing flower boxes on window sills is not permitted. Plants on balconies/loggias are to be planted, re-potted, fertilised and watered without disturbing street passers-by or fellow residents.

The cleaning of window panes or sills with caustic chemicals is prohibited.

Animals may be kept in the flat in a species-appropriate fashion if they are typical pets and any danger or nuisance to other residents is excluded.

Outside the owner's flat, dogs must always be kept on a leash in the buildings of the Cooperative and on its grounds



*Putting bulky waste in stairwells quickly costs tenants money*

in such a way that any danger or nuisance to other persons is excluded.

The keeping of dangerous dogs and non-typical pets such as snakes, lizards, spiders etc. in flats is prohibited.

### **Dangerous dogs in the sense of these Building Regulations are**

- a) dogs which – due to their breed-specific characteristics, breeding, training or schooling – can be assumed to have a willingness to fight, aggressiveness, virulence or other characteristics which are comparable in their effect and which endanger humans or animals,
  - b) dogs which are considered to be biting because they have harmed a person or an animal by biting – without themselves having been attacked or provoked to do so by being beaten or in a similar fashion – or because they have bitten another dog despite the latter’s recognisably submissive gestures,
  - c) dogs that have shown by their behaviour that they uncontrollably chase or kill game or other animals, or
  - d) dogs that have repeatedly endangered people without being attacked or provoked themselves, or have repeatedly jumped at people in a threatening manner.
- In particular, dogs of the following breeds or groups as well as their crosses with each other or with other dogs are to be assumed to be dangerous dogs due to their breed-specific characteristics or breeding:

- a) Pit-Bull,
- b) Bandog,
- c) American Staffordshire terrier,
- d) Staffordshire bull terrier,
- e) Tosa Inu,
- f) Bull mastiff,
- g) Bull terrier,
- h) Dogo Argentino,
- i) Dogue de Bordeaux,



*No matter how cute they may seem, every dog must be kept on a leash.*



*To keep trouble at bay: fighting dogs may not be kept here.*



*If dog poo is left lying around, residents will get very wound up.*

- j) Fila Brasileiro,
- k) mastiff,
- l) Mastin Espanol,
- m) Mastino Napoletano,
- n) Rhodesian Ridgeback,
- o) rottweiler,
- p) Dobermann and
- q) giant schnauzer.

Soiling caused by pets must be removed immediately by the pet's owner.

Outside of the flats, cats are not to be fed in the buildings or on the grounds of the Cooperative.

Feeding pigeons and seagulls is prohibited.

The Cooperative must be informed immediately of the occurrence of vermin, such as rodents and pharaoh ants.



*As well, feeding wild animals only brings dirt*

The parking and storage of objects (including vehicles of any kind) on the jointly used areas and in such areas is only permitted with the consent of the Cooperative and, if applicable, the competent authority.

Car washing within the residential complexes of the WGLi Wohnungsgenossenschaft Lichtenberg eG is prohibited. All actions that are harmful to the environment or cause damage to the Cooperative's property must be refrained from.

Each occupant/tenant is liable for any damage they culpably cause.



### 3. Provisions for the Maintenance and Protection of the Cooperative Property

In order to maintain and care for the Cooperative's property and to protect the assets of the WGLi Wohnungsgenossenschaft Lichtenberg eG, the following shall be/is required

- ... the floors are to be treated in such a way that no damage occurs. Appropriate pedestals are to be used to avoid pressure marks.
- ... not to damage the gas, irrigation and drainage systems, the electrical system and other building installations, in particular to prevent blockages of the sewage pipes and the waste disposal systems and to report any faults in these installations to the Cooperative immediately.
- ... to keep doors and windows properly closed during storms or when absent.
- ... to clear balconies/loggias of snow and to refrain from any other special encumbrances.
- ... to obtain approval from the Cooperative before installing awnings and similar sun protection installations, in particular to avoid damage to the building fabric. The granting of permission may be subject to conditions.
- ... to obtain approval from the Cooperative before carrying out work and installations that alter the external appearance of the façade in the balcony/loggia area. (The granting of permission may be subject to conditions.)
- ... to clean cellar shafts and windows if they are located within a occupant/tenant cellar (cellar and ground rooms are to be ventilated to the extent necessary and windows are to be closed at night and in wet
- ... to carefully observe the regulations for the operation of lifts, etc.



*It's not smart to destroy that which belongs to you.*



*Making structural changes – lots of things are possible if you consult with us first.*



*If you turn your balcony into a barbecue area, you probably haven't considered the consequences.*

- ... to handle and store all accessories and keys with care.
- ... to heat and ventilate flats sufficiently.
- ... to close taps / mixer taps if applicable, as well as connections of dishwashers and washing machines, especially in the event of a temporary water cut-off or during the occupant/tenant's absence.



*Turn up your heating and then open your windows? That's terribly wasteful.*

- ... all water-bearing facilities are to be kept frost-free at all times. (If necessary, water pipes – also if required toilet bowls, cisterns and other facilities – are to be drained in the event of a heavy frost. During the heating period, doors and windows of unheated rooms must be kept tightly closed. Necessary airing must not cause rooms to cool down. Absence does not release the occupant/tenant from taking sufficient frost protection measures.)

- ... to apply for any structural modifications to a flat and its adjoining rooms and modifications to the electrical installation, the installation of electric cookers, washing/drying combinations or automatic dishwashers, or the laying of parquet or laminate flooring. (The specified electrical connection values must not be exceeded.)



*The volume on the TV turned up to its very highest level means: the whole building starts to vibrate.*

- ... to refrain from installing additional antenna systems, in particular parabolic antennas, on the property. (If there is a justified need, the cooperative's approval must be obtained. If parabolic antennas are set up on balconies/loggias on a stand or similar, this must be done in such a way that no more than a quarter of the parabolic antenna's circumference is visible beyond the railing.)

- ... to treat the outdoor facilities on the property of the WGLi Wohnungsgenossenschaft Lichtenberg eG – in particular green areas, children's play facilities, parking areas, plantings, benches and paths – with care and to use them exclusively for their intended purpose.

## 4. Fire Protection Regulations

All general, technical and official regulations, in particular the building and fire regulations, must be observed and complied with.

### Prohibited are:

- ... the use of naked lights and smoking in attics, basements, passageways, stairwells and lift cars.
- ... the parking of all petrol-powered machines, power units or vehicles, in particular mopeds, motorbikes, scooters, lawnmowers, emergency generators in the flat, in adjoining rooms, in the stairwell or in the basement.
- ... the storage and keeping of inflammable and highly flammable substances, in particular petrol, diesel, propane gas, spirit, oil, heating oil, packing materials, fireworks on balconies/loggias, in attics, stairwells and in the cellar.
- ... the storage of furniture, mattresses, textiles, food supplies, etc. in attics, cellars and adjoining rooms as well as in chambers and passageways.
- ... barbecuing with an open flame on balconies/loggias and on areas directly adjacent to the buildings.
- ... the operation of range hoods (only recirculated air operation is permitted).



*Anything that's easily flammable isn't allowed in the building, otherwise it will quickly lead to a fire.*

### The occupant/tenant is obliged to:

- ... regularly clean dust and grease from the fan mushrooms in the flat.
- ... not to handle flammable substances in the leased rooms, floors and cellars. In the event of a fire or explosion – of any kind whatsoever – the necessary



*Everyone knows 112. If there's a fire, call this number immediately!*

measures must be taken and the cooperative must be informed immediately (see "Leaflet on how to Act in the Event of Fire", Annex 1 of these Building Regulations on page 13).

... escape routes and fire extinguishing pipes must not be obstructed and hydrants must be kept free. Escape routes are basically the staircases and, in addition, in the residential building types P2 and WBS 70/11, the connections of the staircases – as well as in the high-rise residential buildings the emergency staircases. The roof exits are not escape routes. If a fire breaks out, a flat should only be left if there is no danger or if the fire brigade asks you to do so.

### **Important behavioural tips:**

In case of longer absence (e.g. health cure, holiday, moving into a summer flat), flat access must be made possible to WGLi Wohnungsgenossenschaft Lichtenberg eG for possible damage prevention, mitigation and repair, e.g. in case of a burst pipe.

For this purpose, the keys to the flat must be deposited (e.g. with acquaintances, neighbours) and the caretaker informed of this.

## 5.

### **Annex 1 to the Building Regulations: Leaflet on How to Act in the Event of Fire**

How to act correctly in the event of fire:

keep calm and at the same time act quickly and deliberately.

If you see smoke or fire, call the fire brigade immediately.

#### **Emergency call to the fire brigade: 112**

#### **Police emergency call: 110**

*The person who detects the fire must state:*

Who is reporting the fire?

What is burning?

Where is the fire?

Are human lives in danger?

As a precaution, inform your neighbours, preferably by phone.

Follow the instructions of the fire brigade, which may also be announced via megaphone.

Use the stairs to leave the scene of the fire (if possible).

Do not use lifts or roof exits to escape.

If the stairwell is smoky or on fire, stay in your flat.

Keep your flat door firmly closed; wet blankets and sheets on the inside of your flat door offer additional protection.

Damp cloths in front of your mouth and nose will protect your airways from smoke exposure.

## Notes

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