香港中文大學伍宜孫書院
Wu Yee Sun College, The Chinese University of Hong Kong

入住宿舍準備清單 Checklist for Hostel Accommodation

Important Note

1. Student hostels provide residents with opportunities to enrich non-academic experience in their university life. Residents are expected to develop mutual respect and a sense of responsibility through interaction with each other. All residents are members of the student hostels. They must observe the Student Hostel Regulations so as to maintain a safe and harmonious living environment within the resident community.
2. Residents should refer to the Hostel Facilities List and prepare personal items according to their individual needs.
3. All carry-in electrical appliances must comply with the latest safety standards stipulated by the Hong Kong Electrical and Mechanical Services Department (EMSD). Residents who wish to bring high energy-consumption appliances (Energy Label Grade 1 or Grade 2 only for appliances under the Mandatory Energy Efficiency Labelling Scheme) must apply HERE and obtain written approval before placing such appliances in their hostel room.
4. Residents shall keep their rooms clean and tidy, **dispose rubbish daily and clean the room regularly.** Any large-sized items must be disposed of by the residents themselves at the Shaw College refuse collection point.
5. Residents should take good care of all public properties and economically use electricity and water. After cooking in the pantry, residents must clean it immediately after use and return all items to their own rooms.
6. The College **does not** provide parcel or food delivery collection services. Residents should collect deliveries in person and should not leave items in common areas to avoid loss or misplacement.
7. Upon check-out each year, residents must remove all personal belongings from the hostel (Only non-local students who have been allotted a hostel place for Term 1 or whole year in the next academic year may store up to two pieces of luggage within the specified size limit). To protect the environment, residents are encouraged to reduce unnecessary waste by:

Reduce:	Bring only items that are necessary and avoid purchasing or bringing excessive personal belongings.
Reuse:	Upon check-in, residents are encouraged to check the **freecycling items** by College Green Team and the University's Yard for Environmental Sustainability (YES); Please take away all your personal belongings upon check-out and reuse them as far as practicable, particularly beddings.
Freecycle & Clean Recycle:	Items in good condition may be donated to others or placed at YES. Recycling bins will be placed at College during hostel check-out as well.

Suggested Items

Beddings	**Prepared**	**Cleaning Materials**	**Prepared**	**Electrical Appliances/ Accessories**	**Prepared**
Pillow		Dishwashing Detergent		Hair Dryer	
Pillow Cover		Detergent		Notebook Computer	
Bed Sheet		Wiping Cloth		Earphone	
Blanket/ Quilt		Laundry Detergent		Charger & Cable	
Blanket/ Quilt Cover		Laundry Basket		Rechargeable Batteries	
Eye Mask / Ear Plug		Clothesline/ Hanger/Clips		Extension Board	
Personal Care	**Prepared**	**Daily Necessities**	**Prepared**	**Others**	**Prepared**
Shower Gel/ Soap		Clothes		Lock (Pedestals/Drawers)	
Shampoo/ Conditioner		Slippers		Cash (HKD)	
Body Lotion		Umbrella/Raincoat		Octopus Card	
Facial Care		Stationery		Identity Documents	
Toothpaste & Toothbrush		Water Bottle & Cup		CU Link Card	
Comb		Utensils & Tableware		Personal Medication	
Towel		Small Cooking Pot		Garbage Bag	
Tissue		Dehumidifying Products			
Face Mask		Mosquito Repellents			

Borrowing Service

Items	**Borrowing Methods**
Broom and Dustpan	Borrow from washroom at hostel floors (Return immediately after use)
Mop & Water Bucket	Borrow from washroom at hostel floors (Return immediately after use)
Safety Plug Adaptor	Borrow from College Office
Trolley	Borrow from College Office
Vacuum Cleaner	Resident Association Tuck Shop (Opening Hours on Instagram)

Carry-in High-Energy Consumption Appliances

CUHK Supermarket (by walk)

Yard for Environmental Sustainability (by walk)

CUHK Shuttle Bus

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List of Hostel Room Inventory Items

1. Please check and confirm that all the items are in good working conditions. Please complete the Online Reporting Form within 7 days after the check-in date for any losses or damages found. It is assumed that all items are in good working conditions if no report is submitted by the said deadline.
2. All residents in the hostel room shall be liable for any losses or damages found after the said deadline.

A. Bedroom Furniture & Fittings				B. Electrical Fittings	
A01	Wall / Ceiling / Floor Tiles	A12	△ Drawer Pedestal *	B01	Electricity Switch and Air-conditioner Switch
A02	Main Door	A13	△ Overhead / Adjustable Shelf	B02	Lampshade
A03	Main Door Lock	A14	△ Chair	B03	Air-Conditioner
A04	△ Closet and Stainless Bar	A15	Window	B04	Ceiling Fan
A05	△ Closet Door	A16	Lock of Window	B05	Reading Light and Fluorescent Lamp
A06	△ Closet Mirror	A17	Mosquito Screen	B06	Sockets
A07	△ Drawer and Shelf in Closet *	A18	Window Curtain	B07	Data Port
A08	△ Bed Set	A19	△ Laundry Hook	B08	Electricity Switch and Air-conditioner Switch
A09	△ Drawer Under Bed	A20	Door Stops	C. Items Outside Hostel Room	
A10	△ Mattress	A21	△ Drawer Pedestal *	C01	Cork board
A11	△ Desk Set	A22	△ Overhead / Adjustable Shelf	C02	Plastic Name Plates (2 pcs in total)

△ All hostel rooms are twin rooms. There are two sets of these items in each room.

* No lock is provided for the Drawer Pedestal and Closet Drawer. Please prepare your own ones if necessary.

List of Hostel Facilities

1. Please take good care of all public properties and keep common areas clean and tidy. Please complete the Online Reporting Form within 7 days after the check-in date for any losses or damages found.
2. All furniture must be kept in its original location and must not be moved to other hostel rooms or floors.

Facilities	Locations	Items
Residents' Common Room	All Hostel Floors	Self-paying Air-conditioning, Fan, Television, Drinking Dispenser (Cold/Hot Water), Induction Cooker, Sink, Iron, Iron Board, First-Aid Box, Dining Table, Chairs, Sofa, Tea Table, Rubbish Bin
Communal Washroom	All Hostel Floors	Toilet (Toilet, Tissue Roll, Basin, Hand Wash, Hand Dryer, Mirror) and Shower Room (Water Heater, Wall-mounted Showerhead, Shower Curtain, Hooks)
Accessible Washroom	All Hostel Floors	Toilet, Tissue Roll, Hand Wash, Hand Dryer, Mirror, Water Heater, Hand-held Showerhead, Shower Seat, Grab Rail
Hostel Lobbies	All Hostel Floors (Except 5/F)	Fan, Notice Board, Black Writing Board, Shelving Unit, Rubbish Bin
Vending Machines	5/F Lobby, East Block	Self-paying Bottled/Canned Drinks, Snacks, Cup Noodles, etc
Tuck Shop	5/F Lobby, West Block	Operated by Resident Association
Laundry Rooms	9/F, East Block; B/F, West Block	Self-paying Washer & Dryer、Clothes Hanging Area
Recycling Bins	All Hostel Floors	Paper, Plastic, Metal, Glass, Beverage Cartons (G/F Lift Lobby, East Block Only), Rechargeable Battery (G/F Lift Lobby, West Block Only)

Report for Repairs & Damages

Octopus Payment System Error

Resident Association

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重要事項

1. 學生宿舍主要是為宿生提供課堂以外的大學生活經驗。書院期望各宿生能夠通過彼此交流，學習互相尊重和培養責任感。所有宿生都是宿舍的一份子，必須遵守學生宿舍規章，務求締造安全及和諧的舍堂環境。
2. 宿生應參考宿舍設施總表，按個人實際需要自行調整須準備的住宿物品。
3. 所有擬使用之電器必須符合香港機電工程署的最新安全標準。擬自攜大耗電量電器 (適用於強制性能源標籤計劃的電器必須已獲得一級或二級能源標籤)者必須按此申請及獲書面批准後方可放置於宿舍房間內。
4. 宿生應確保房間整潔，**每天自行清理垃圾及定期打掃**。如有大型垃圾，必須自行棄置於逸夫書院垃圾站。
5. 宿生應愛護公物，合理使用資源，保持公眾地方整潔。使用休息室煮食後須即時自行清潔及將使用之器具收回房間內。
6. 書院不設代收包裹及外賣食品，宿生應預留時間親自收取，避免擺放於公眾地方，以免遺失。
7. 宿生每年退宿時均須移除所有自攜物品 (只有獲編配翌年上學期或全年宿位的非本地生可寄存指定呎吋以內的行李 2 件)。為保護環境，請宿生注意減少浪費：

   減廢： 仔細衡量實際需要，避免攜帶或購買大量個人物品。

   重用： 入宿時留意書院環保小組擺放的 Freecycling 及大學再生園，可免費領取合適物品；請於退宿時帶走個人物品及盡量重用，特別是床上用品。

   轉贈及清潔回收： 狀態良好的物品可轉贈他人，或放置於再生園。書院亦會於退宿時放置各類型回收箱。

建議住宿物品清單

床上用品	已預備	清潔用品	已預備	電器及配件	已預備
枕頭		洗潔精		風筒	
枕頭套		清潔劑		手提電腦	
床單		抹布		耳筒	
毛氈/棉被		洗衣液/洗衣粉/洗衣珠		充電器及充電線	
被套		衣服籃		充電池	
眼罩/耳塞		晾衫繩、衣架及衣夾		拖板	
個人護理用品	**已預備**	**日常用品**	**已預備**	**其他**	**已預備**
沐浴露/肥皂		衣服		鎖 (活動櫃/衣櫃抽屜)	
洗頭水及護髮素		拖鞋		適量現金 (港幣)	
潤膚露		雨傘/雨衣		八達通	
面部護理用品		文具		個人身份證明文件	
牙膏及牙刷		水樽及水杯		中大通	
梳		餐具及器皿		個人藥物	
毛巾		小型煮食鍋		垃圾袋	
紙巾		除濕用品			
口罩		防蚊用品			

宿舍可供借用的物品

物品	借用方法
掃帚及鏟	宿舍洗手間借取 (請於使用後立即歸還)
拖把及水桶	宿舍洗手間借取 (請於使用後立即歸還)
安全插頭	院務室借取
手推車	院務室借取
吸塵機	宿生會小賣部借取 (請留意宿生會 Instagram 公布的開放時間)

申請自攜大耗電量電器

步行前往超級市場

步行前往再生園

校巴資訊

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宿舍房間設施總表:

1. 請檢查及確定所有物品均操作正常。如有發現缺失或損毀，請於入宿後七日內填妥損壞及維修申報表向書院報告。如宿生在限期前未有提交報告，則當同意房內所有物品均操作正常論。
2. 未有於入宿後七日內報告之設施缺失或損毀，將由該宿舍房間之所有宿生一同負責。

A. 睡房傢俱及裝置				B. 電力裝置	
A01	牆壁 / 天花 / 地磚	A12	△直立式抽屜 *	B01	燈掣及冷氣掣
A02	房門	A13	△懸架 / 層板	B02	燈罩
A03	門鎖	A14	△椅子	B03	冷氣機
A04	△衣櫃及橫楨	A15	窗	B04	風扇
A05	△衣櫃門	A16	窗鎖	B05	枱燈及光管
A06	△櫃鏡	A17	蚊網	B06	電力插座
A07	△衣櫃抽屜及層板 *	A18	窗簾	B07	數據源
A08	△床 (196cm x 78cm)	A19	△掛勾	B08	迷你雪櫃
A09	△床下抽屜	A20	門檔	C. 房外設施	
A10	△床墊	A21	火警逃生路線圖	C01	水松板
A11	△書桌	A22	消防花灑頭	C02	名牌膠條

△ 所有宿舍房間為雙人間，此物品每房設有兩套。

* 直立式抽屜及衣櫃抽屜不預設鎖。如有需要，請自行添置。

宿舍公共設施總表

1. 請愛護公物，保持公眾地方整潔。如有發現缺失或損毀，請填妥網上表格向書院報告。
2. 所有傢俱須於原有位置使用，不能搬走至其他宿舍房間或樓層。

設施	位置	項目
宿生休息室	所有宿舍樓層	付費冷氣、風扇、電視、冷熱水機、電磁爐、鋅盆、熨斗及熨衫板、急救箱、餐桌、椅子、梳化、茶几、垃圾桶
共用洗手間	所有宿舍樓層	廁所 (座廁、廁紙、洗手盆、洗手液、乾手機、鏡) 及淋浴間 (熱水爐、上牆式花灑、浴簾、掛勾)
無障礙洗手間	所有宿舍樓層	座廁、廁紙、洗手液、乾手機、鏡、熱水爐、手握式花灑、浴椅、扶手
宿舍大堂	所有宿舍樓層 (五樓除外)	風扇、告示板、黑板、格子櫃、垃圾桶
自動售賣機	東座五樓大堂	付費瓶裝/罐裝飲品、零食、杯麵等
小賣部	西座五樓大堂	由宿生會營運
洗衣房	東座九樓及西座地庫	付費洗衣機及乾衣機、晾曬區
回收箱	所有宿舍樓層	紙張、塑膠、金屬、玻璃、紙包飲品盒 (只設於東座地下電梯大堂)、充電池 (只設於西座地下電梯大堂)

損壞及維修申報表

宿舍八達通收費系統故障

宿生會