澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

何鴻燊東亞書院 **Stanley Ho East Asia College**

設 備 清 單 - Equipment Checklist

房間號碼 Room no.: _____ 床號 Bed no.: _____

中文姓名 Name in Chinese: _____ 外文姓名 Name in block letters: _____

學生證號碼 Student no.: □-□□-□□□□-□

(檢查後，若設備狀態良好，請在狀態欄空格內打"✓"; 若設備有缺損，請在狀態欄空格內打"×")
(After checking, please put "✓" in the blank of condition column if the equipment is OK; put "×" if the equipment is damaged or lost)

物品描述 Item description		數量 Quantity	狀況 Condition		備註 Remarks	收費 Charge (損壞或遺失) (damage or lost)
			入住 Move in	退房 Move out		
共用物品 Public Items	鞋櫃 Shoe cabinet	1				MOP
	分體式冷氣機 Air conditioner	1				MOP
	冷氣機遙控 Remote control of air conditioner	1				MOP
	門鈴 Door bell	1				MOP
	木門 Door	4				MOP
	雪櫃 Refrigerator	1				MOP
	牆身（最少以 1 平方米計算）Wall (1m² at least)	m²				MOP
	膠地板（最少以 1 平方米計算）Floor (1m² at least)	m²				MOP
	浴室鏡 Mirror in the bathroom	1				MOP
	花灑頭及其配件 Shower head and Accessories	1				MOP
	不銹鋼毛巾架 Towel rack	1				MOP
	不銹鋼網架 Shelf	1				MOP
	浴簾 Shower curtain	1				MOP
	水龍頭 Water taps	2				MOP
	洗面盆及其配件 Washing basin and accessories	2				MOP
	鋁窗 Window	6				MOP
	窗簾布（整塊布計）Curtain (count as a whole)	2				MOP
	紗窗 Screen Window	2/4				MOP
	無線網點接收器（一套間計）WLAN access point (1 per suite)	1				MOP
個人物品 Personal Items	書枱連書架及鍵 Desk and book cabinet with keyboard	1				MOP
	辦公椅 Chair	1				MOP
	衣櫃 Wardrobe	1				MOP
	鏡 Mirror	1				MOP
	三桶轆櫃 Mobile pedestal	1				MOP
	單人床架 Single bed	1				MOP
	單人床褥 Single size mattress	1				MOP
	掛牆水松板 Cork board	1				MOP
電錶讀數 (單位) Electricity meter reading (Unit)						
水錶讀數 (單位) Water meter reading (Unit)						

□住客聲明已知悉最接近其房間之走火通道。The resident acknowledges the location of the nearest emergency exits.

1. 此外退房時在表格上簽署代表住客會帶走所有私人物品。遺留在房間內的物品可被丟棄，住客也明白澳門大學將不會為其物品之遺失或損壞承擔任何責任。 By signing the form upon move-out, the resident declares that he / she takes away all his / her belongings. Anything left in the room can be discarded and understands that UM will not bear any responsibilities for the loss or damage of his / her belongings.

2. 由於遷出時，如發現物品有缺 (如缺了遙控器)，有多 (如牆壁上貼有掛鈎)、或有任何破損 (如桌面有刮痕燙印) 的話，則需要根據 "住宿式書院房間傢俬及電器設備之損壞賠償表" 作出相應的賠償。因此如發現以上情況，請於入住首三天內，前往何鴻燊東亞書院辦公室作登記 。Since when you move-out, you have to compensate according to the "Charge List for Damaged/Lost Furniture, Equipment and Electric Appliance at the Residential Colleges " for anything less (such as remote control), anything more (such as hooks), or anything broken (such as scratches and burn mark on the table,) so please contact the Stanley Ho East Asia College Office in the first 3 days after move-in if you find the above situation in your room.

	入住 Move-in	退房 Move-out
日期(日/月/年) Date (DD/MM/YYYY)	_____	_____
住客簽名 Resident signature	_____	_____
處理人簽名及蓋章 Handler signature & chop	_____	_____