

# Hong Kong Shue Yan University

## Hall Management Unit

### Bringing Electrical Appliances into Undergraduate Residents' Rooms

#### Notes to applicants:

1. If the electrical appliances have already been moved in to the dormitory, the **completed application form** should be submitted to the Hall Management Unit (HMU) in person **within 5 working days** from the date this form is sent through email. Upon receipt of your application form, the staff of HMU will conduct an onsite visit for verifying the information provided and/or gathering more information if it is necessary.
2. For the electrical appliances which have not been moved in, the **completed application form** should be submitted to HMU through email or in person **at least 5 working days** prior to the proposed move-in date. When the electrical appliance(s) has moved in to the dormitory, the staff of HMU will conduct an onsite visit for verifying the information provided and/or gathering more information if it is necessary.
3. As stated in the Residents' Handbook, high power consumption electrical appliances are strictly prohibited in the Residence Halls. Hence, residents should not store or use high power consumption electrical appliances, such as, but not limited to microwave ovens, ovens, induction cookers, pressure cookers, portable air-conditioners in their rooms.
4. A surcharge of **HK\$135 (for 1st semester only)**, **HK\$345 (for both 1st and 2nd semesters)** or **HK\$189 (for 2<sup>nd</sup> semester only)** will be imposed separately on the use of refrigerator, electric pump thermos pot or dehumidifier, if permission is granted [except for the rooms at 21/F and 22/F of the Residential and Amenities Complex].
5. Although no surcharge is incurred, the residents on 21/F and 22/F of the Residential and Amenities Complex are required to submit application for the use of refrigerators, electric pump thermos pot or dehumidifiers in the rooms.
6. Applicant is responsible for moving in and out of the approved item(s).
7. The approved item(s) should be stored in the room of the applicant and should not be placed in the hall communal areas.
8. The hall administration (e.g. the Hall Management Unit or the Facility Management Office) reserves the rights to confiscate the approved item(s) if left unattended in the hall communal areas without prior notice.
9. If the approved item(s) are not **moved out of the hall by the proposed date**, the student concerned will be liable to a **penalty charge of HK\$1,000**. Moreover, s/he will not be offered any on-campus accommodation place in the future.

#### Part A: Particulars of Applicant

Name of Applicant:		Student ID:	
Hall:	Residential and Amenities Complex/ Research Complex #	Email:	
Room:		Contact No.:	

# Please delete where appropriate

#### Part B: Particulars of Item ^

Item	Electrical Appliance	Description and Purpose of moving in the item	Size (in mm) (Length x Width x Height)	No. of Item(s)	Proposed move-in date*	Proposed move-out date
1.			Height: Width: Length:			
2.			Height: Width: Length:			
3.			Height: Width: Length:			
4.			Height: Width: Length:			

^ Please use separate sheet of paper if necessary

\* For the electrical appliance(s) which has not been moved in to the dormitory

**Part C: Agreement Signed by Roommate(s)**

I agree with the applicants' storage of the listed electrical appliance(s) in Part B in my room.			
Residential Place: (e.g. 0601R / 0801A)			
Name of Roommate :			
Signed by Roommate:			
Date:			

**Part D: Submission of Supporting Documents**

Below documents should be attached to this form upon submission for HMU's approval:	
<input type="checkbox"/>	a. Statement of justification with supporting documents as appropriate
<input type="checkbox"/>	b. Agreement signed by the roommate(s) which states that they have given consent for storing the item(s) in the room (see Part C of this form);
<input type="checkbox"/>	c. For electrical product, please check the model no. and brand from the website of <a href="#">Electrical and Mechanical Services Department (EMSD)</a> and provide a print screen, or a copy of the certificate of the electrical product, to make sure it complies with the safety requirements prescribed in the Electrical Products (Safety) Regulation.
Should documents listed above cannot be provided, please provide sound justification here for special consideration:  _____  _____  _____	

**Part E: Declaration by Applicant**

I hereby declare the following:	
<input type="checkbox"/>	I will not move the above item(s) into the hall before obtaining HMU's official approval. <i>(for the electrical appliance(s) which <u>has not been moved in to the dormitory</u>)</i>
<input type="checkbox"/>	I will store the above item(s) in the room (specified at Part A above), and ensure that they do not impose any physical danger to other hall residents.
<input type="checkbox"/>	I will ensure that the above item(s) do not obstruct the fire exit or passage of any room/ communal area.
<input type="checkbox"/>	I will not place the above item(s) in the hall communal areas and left unattended.
<input type="checkbox"/>	I will move the above item(s) out of the hall on or before the proposed move-out date in Part B.
<input type="checkbox"/>	I shall be fully responsible if the above item(s) cause any injury or property loss to other hall residents and/or any other third parties.
<u>Applicable to electrical products:</u>	
<input type="checkbox"/>	I have checked that the electrical product complies with the safety requirements prescribed by <a href="#">Electrical and Mechanical Services Department (EMSD)</a> and attached related document to the application.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**- For Office Use Only -****Comment from HMU/ FMO/ Warden or Deputy Warden**

The following item(s) \_\_\_\_\_ is approved

The following item(s) \_\_\_\_\_ is rejected because:

- Similar items have been moved in from previous application and not yet moved out
- Room is overloaded due to multiple applications
- Items are prohibited according to hall regulations
- Complaints from residents have been received
- Others: \_\_\_\_\_

\_\_\_\_\_  
Signed by Head of HMU

\_\_\_\_\_  
Name of Head of HMU

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by Head of FMO

\_\_\_\_\_  
Name of Head of FMO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by Warden/ Deputy Warden

\_\_\_\_\_  
Name of Warden/ Deputy Warden

\_\_\_\_\_  
Date

**Record of Security Control**

Reference No.: \_\_\_\_\_

Move-in date: \_\_\_\_\_

Move-out date: \_\_\_\_\_

Recorded by: \_\_\_\_\_

Recorded by: \_\_\_\_\_

*Last updated: 8 January 2020*