澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

**曹光彪書院 Chao Kuang Piu College**

**書院房間設備清單 College Equipment Checklist**

學生姓名 Student Name : (中文) _____ (English) _____

學生編號 Student No. □-□□-□□□□-□ 房間號碼 Room No. _____

(檢查後，若設備良好，請在空格內打"✓")
(After checking, please put "✓" in the blank if the equipment is OK.)

| 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 Check in | 退房 Check out | | |
| 共用物品 Public | 門鈴 Door bell | 1 | | | | MOP |
| | 門鎖 Door lock | 1 | | | | MOP |
| | 分體式冷氣機 Air conditioner | 1 | | | | MOP |
| | 冷氣機遙控 Remote control | 1 | | | | MOP |
| | 墻身（最少以 1 平方米計算）Wall (1m2 at least) | 平方米 | | | | MOP |
| | 地板（最少以 1 平方米計算）Floor (1m2 at least) | 平方米 | | | | MOP |
| | 木門 (包括洗手間及浴室) Wooden door (including the washroom and bathroom) | 4 | | | | MOP |
| | 鋁窗 Window | 2 | | | | MOP |
| | 窗戶把手 Handgrip of Window | 2 | | | | MOP |
| | 窗簾軌 Curtain Rail | 2 | | | | MOP |
| | 窗簾布（整個布計）Curtain (count as a whole) | 2 | | | | MOP |
| | 防蚊沙窗 Mosquito Net | 2 | | | | MOP |
| | 儲物櫃 Cabinet | 1 | | | | MOP |
| | 小雪櫃 Refrigerator | 1 | | | | MOP |
| | 浴室鏡 Mirror in the washroom | 1 | | | | MOP |
| | 花灑頭 Shower head | 1 | | | | MOP |
| | 不銹鋼毛巾架 Towel rack | 1 | | | | MOP |
| | 不銹鋼網架 Shelf | 1 | | | | MOP |
| | 有蓋垃圾桶 Trash bin | 1 | | | | MOP |
| | 無線網點接收器 WLAN access point | 1 | | | | MOP |
| 私人物品 Personal | 書枱連書架 Desk with Bookshelf | 1 | | | | MOP |
| | 有轆腳旋轉椅 Chair | 1 | | | | MOP |
| | 衣櫃 Wardrobe | 1 | | | | MOP |
| | 全身鏡(於衣櫃內) Mirror (Inside the Wardrobe) | 1 | | | | MOP |
| | 單人床 Single bed | 1 | | | | MOP |
| | 床褥 Mattress | 1 | | | | MOP |
| | 互聯網插口 Internet Socket | 1 | | | | MOP |
| | 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) | | | | | | |
| ***需於入住後 3 日內交回此表格 *Please return the form within 3 days after moving in** | | | | | | |

1. 學生聲明退房時在表格上簽署代表他/她會帶走所有私人物品及遺留在房間內的物品可被丟棄，學生也明白澳門大學將不會為學生物品的遺失承擔任何責任。 By signing the form upon check-out, student declares that he / she takes away all his / her belongings and anything left in the room / apartment can be discarded and understands that UM will not bear any responsibilities for the loss of his / her belongings.
2. 澳門大學的免責權：當學生退房後，澳門大學會盡一切努力不丟棄學生遺留在房間/單位內的貴重物品，但不會為學生物品的遺失承擔任何責任。 UM Disclaimer of liability: After student's check-out, UM will make every effort not to discard any left valuables in the room / apartment but will not bear any responsibilities for the loss of student's belongings.
3. 書院房間設備為澳門大學擁有。如有損壞，需按價賠償。College equipment is owned by University of Macau. If equipment is found damaged or lost, compensation is necessary.

| | 入住 Check-in | 退房 Check-out |
|---|---|---|
| 日期(日/月/年) Date (DD/MM/YYYY) | _____ | _____ |
| 學生簽名 Signature of Student | _____ | _____ |
| 處理人 Handled by | _____ | _____ |

Effective Date: 03 Aug 2018