

Rules of using the pantry

1. Items stored in the fridge **must be labeled with name, room number and store date.**
2. Clean up expired and rotten food immediately.
3. The tableware, kitchenware and seasoning stored in pantry must be labeled with name and room number and be placed neatly and clean.
4. Pantry should be cleaned after use
 - Food waste in the sink and strainer should be cleared
 - Table, induction cooker, and floor should be cleaned
5. The tableware of the canteen should be returned after being used in pantry!! The canteen will also count the number of the tableware!

Warm tips:

1. Storing things in pantry is **at your own risk** (with or without labels).
2. Food without label will be notified to by RA in planet/floor group chat. If no action is taken after one day, the food will be moved to the buffer fridge in 1020. Unclaimed items in the buffer fridge will be discarded after a week.
3. Each RA has the right to explain the use of pantry and take corresponding measures. If the rules are violated, that the same problem **occurs more than 3 times**, RA will have the right to **lock the pantry for one week**. The same situation occurs again within one week after pantry is re-opened, the pantry will be locked for half a month. RA Chiefs will also conduct spot checks from time to time.

Rules of using laundry room

1. **Make sure pockets are cleared** before each use of the washing machine and dryer.
2. Shoes are **not allowed** to be put in the washing machine or dryer.
3. Due to limited space, remember to check on clothes/shoes and retrieve in time.
4. For LG dryer, select the appropriate function and time before use. **Do not** take out the clothes in advance and let the machine run without clothes. After each use, clean the dust filter by wiping away the **dust** to the trash can.
5. For Siemens dryer, check **water tank** on the upper left corner of the machine, water should be poured away before and after use, otherwise the dryer will not work.
6. Time setting reference of dryer:
 - 1) LG dryer: for about 10 thin summer clothes, set medium for 40~50 mins.
 - 2) Siemens and other dryers: 1.5 ~ 2 hours.

Warm tips:

1. If the laundry is not collected for 2 weeks, it will be sent to the office, and the related college student will need to go claim it at the office. At the same time, the office will notify all college students by email.
2. Each RA has the right to explain the use of the laundry room and take corresponding measures. If the rules are violated **3 times**, RA will close the laundry room for **3 days**. Chief will also conduct spot checks from time to time.

Rules for using the common room

[Important premise: the college will not bear any responsibility for the custody of private property in common areas. Please take care of your personal belongings and **keep your valuables with you.**]

1. All college students have the same right to use all common areas. Please follow the rule of first come, first served and be respectful to each other. If you have special needs, please communicate friendly.

2. **It is strictly prohibited to occupy seats with bad intention** in the common rooms. If you have special reasons, that you need to leave temporarily. Please note the following:

2.1 Post a note with **[name] [contact information] [reason of leave] [left at XX hr XX min on XX day and expect to return in XX minutes]** these four pieces of information on a conspicuous place of the occupied seat.

2.2 **[expected to return in XX minutes]** the maximum time limit is 45 minutes.

2.3 Keep valuables with you. The college will not be responsible for any loss or damage.

3. For those who fail to leave information in the above way or exceed the time limit of the note, the subsequent users have the right to remove their things from the place and transfer to the temporary storage of public goods and the start using the place.

4. When cleaning, the latecomers must properly place the items of the previous user.

After the latecomers put the items in the temporary storage place, they will not be responsible to the previous user.