

Feng-Chia University Dormitory Announcement

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Purpose: Notice for Dormitory Check-out Procedures of 2nd Semester of the 107th Academic Year.

Announcements:

- I. All dormitory residents need to move out before 2019/06/25 12:00pm.
- II. Electricity for the air-conditioner will be stopped at 10:00a.m, 2019/06/25.
- III. Inspection of rooms will be conducted on 2019/06/25 12:00p.m ~5:00p.m.
- IV. The dorm will be reopen for check in for 108th academic year: 2019/8/31 09:00a.m.
- V. Important notice and procedures to follow before checking-out.
 1. If you want to check-out in May, please go to the office to fill out the application form and submit the parental consent form before you check-out.
 2. If you want to check-out in June, your check out is required to be acknowledged dorm cadre(including room check and room card collection procedure).
 3. Check-out time is from 08:00a.m to 10:00p.m.
 4. After room checking, make sure to sign the property inventory card and return your room card. If fail to return your room card (includes loss of card) NT300 will be charge from your deposit.
 5. Make sure to take away your personal belongings when you leave, otherwise those things will be treated as waste. Besides, room facilities including the wardrobe, drawers must be unlocked.
 6. Remember to throw your trash during garbage collection area is opening hour. If the bedroom and aisle are dirty or full of trash, cleaning fees will be charged from the deposit of all roommates. Clearance truck is provided near the garbage collection area to collection large items, such as bedding, mattresses, suitcases, etc.
 7. Please remove bicycles before 2019/06/25, and those which have not been removed will be treated as waste.
 8. Regarding the accommodation application for 2019 summer break. (You may check related information on the dormitory website.)
- VI. If the room facilities are found damage, please apply for repairing in the dormitory facility maintenance on the MyFCU website (login- menu- campus life- (under Dormitory) apply for repairing). If any damage found without apply for repair or damage caused by human, compensation will be charged according to the **Attachment 1- Dormitory property price list.**
- VII. When you leave the room, please close the door. This is to avoid stealing or any destruction.
- VIII.If you need parents or friends to carry your luggage, please complete visitor registration at dormitory service desk. The opposite gender is not allowed to enter dormitory area.
- IX. If you want to leave your belongings in the storage room during summer break, please pack it and **mention your name, student ID, and phone number.** However, you have to put and take away your belongings according to the schedule that we announced, once left overdue your belongings will be regarded as wastes.
(attachment 2-dormitory storage room rule)

Attachment 1

Dormitory property price list

NO	Furniture Items	Price / NT Dollar		Repair
		Each person	Each room	
1.	spray painting wooden furniture	500		
2.	Room walls defaced			repay in full price
3.	Public area painting (including wall, ceiling, or floor)			repay in full price
4.	Room closet, shoe cabinet, or desk locked	260		
5.	Room desks or chairs scratched by sharp tools	800		
6.	Hanging clothes rod of closet lost or damage	300		
7.	Board of bookcase(long) lost or damage	300		
8.	Board of bookcase (short) lost or damage	200		
9.	Room curtain lost or damage		2600	If the responsibility can be attributed to the individual, that he/she will be responsible for compensation.
10.	Air-conditioner remote control lost or damage		800	
11.	Large glass of room broken. (male)		800	
12.	Small glass of room broken. (male)		400	
13.	Large glass of room broken. (female)		4,800	
14.	Small glass of room broken. (female)		1,250	
15.	Room washbasin broken. (female)		8,000	
16.	Room mirror broken. (female)		1,500	
17.	Public area small glass broken. (male)	400		
18.	Public area large glass broken. (female)	4,800		
19.	Public area small glass broken. (female)	800		
20.	Dormitory area surveillance camera damaged			repay in full price
21.	Public area surveillance camera damaged			
22.	Room chair damage or lost(male)	1,200		
23.	Room chair damage or lost(female)	1,920		
24.	Room washbasin pipe clogged		800	
25.	Room unclean and untidy	300	1200	
26.	Room phone lost or damaged		580	If the responsibility can be attributed to the individual, that he/she will be responsible for compensation.
27.	Network socket damaged (1 hole)	250		
28.	Network socket damaged (whole unit)		750	
29.	Room door damaged		6,500	
30.	Room name tab damaged or lost		450	
31.	Emergency escape light damaged		1,200	
32.	Desk drawer damaged or lost	850		
33.	Room card damaged or lost	300		
34.	Safety door of dormitory roof damage	80,000		
35.	Fire door locking	6,000		
36.	Others			repay in full price

Attachment 2

Rules of storage room in Fu Sing Dormitory

1. Student dormitory storage only provides to the residents who are living at Fu Sing dormitory (including residents for next semester moving in and moving out) to temporary place their belongings during the summer break.
2. We will not bear the responsibilities to take care your belongings for any reason (damage or missing ... etc.). Computer, flammable item, fragile item, valuables and dangerous objects are not allowed to put in the store.
3. Mention your name, student ID, phone number on your belongings. Remember to place your items tidily and does not block the way.

4. Store location

	Feng Chia dormitory block A (B1 storage)
Gender	Male and Female
Placing time	2019/06/01 (Sat.) to 2019/06/24(Mon.) 12:00p.m ~9:00p.m everyday
Taking time	2019/08/31(Sat.) to 2019/09/29(Sun.) 12:00p.m ~9:00p.m everyday
Others	Please proceed to dormitory service desk, if you have any special reason for unable to put take away your belongings within the placing time (or taking time). The storage will be closed once it is full.

5. If you do not take away your belongings before 2019/9/29 (Sun.), we have the right to discard the items left in storage. Lastly, if you have any special reason, please proceed to dormitory service desk in advance.