# VTC Halls of Residence (Pokfulam) - Tips for Check-in
# 職業訓練局學生舍堂（薄扶林）- 入宿攻略

OPPORTUNITIES · ACTION · SUCCESS
良機 · 實幹 · 成功

# Standard Student Room
## 標準學生房

There are two beds in the student room. Each
room can accommodate two residents. And two rooms sharing
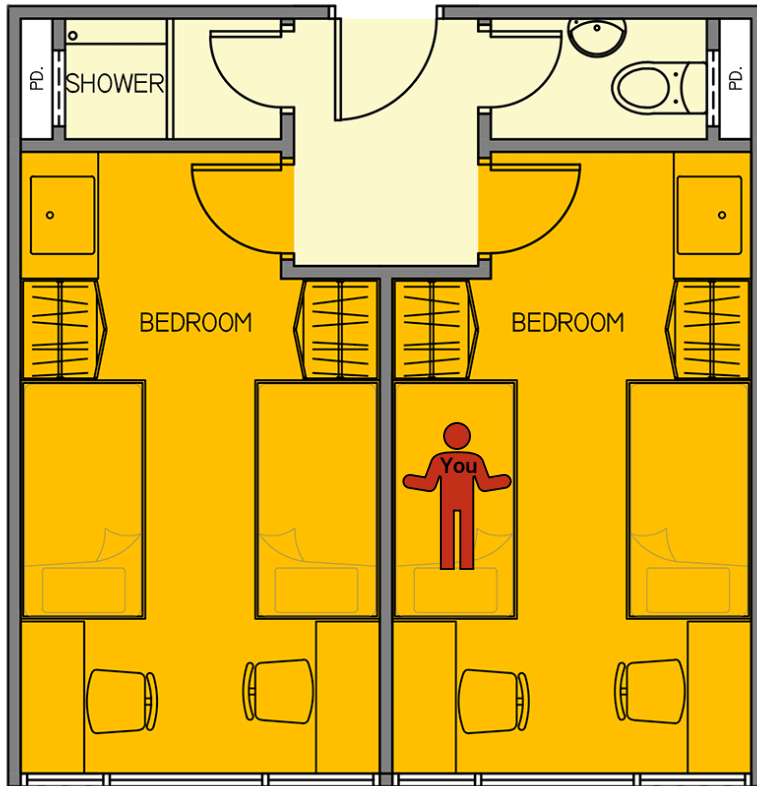one washroom and shower.
Remember to check your room facilities after move-in.

學生房間設有2個床位，每個房間最多可住兩人。而兩間房間共用一洗手間及浴室。
入宿後，請謹記檢查房間設施是否齊全。

Example: 101A



ROOM **101**

**Tip: How to identify left and right beds?**

Assume you are assigned to room 101A.

Your bed is on your left when you are facing the window, after entering your room.

**貼士：如何分辨床位左右?**

假設你獲派101A房，入房後人面向窗戶方向，你的左手邊便是左邊床位。

# Standard Student Room
## 標準學生房

宿生於遷入舍堂時需要自行攜帶以下物品：
- 床單[*床褥尺寸= 2000mm(長) x 900mm(闊) x 120mm(厚)*]
- 枕頭及枕頭套
- 被子（被套）
- 個人用品，如毛巾、香皂、牙膏、牙刷、杯子、拖鞋、廁紙、紙巾等

When moving into the Hall, residents need to bring the following items:
- Bedsheets [mattress size= 2000mm (length) x 900mm (width) x 120mm (thickness)]
- Pillow and pillowcase
- Blanket (with cover)
- Personal items such as towels, soap, toothpaste, toothbrush, cup, slippers, toilet paper, tissue, etc.
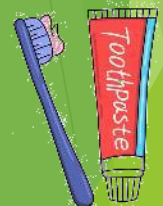
# Accommodation Etiquette
## 住宿禮儀

- Be considerate and keep noise to a reasonable level especially between 23:00 and 07:00 the next day.
- Residents should avoid making excessive noise while closing the room door or engaging in any inappropriate behavior that affects other residents.

- 為他人設想，每晚23:00至隔日07:00期間，請保持聲浪在合理範圍內。
- 宿生應避免關房門時發出過度的噪音，或進行任何影響其他宿生作息的行為。

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# Opposite Gender
# 進入異性房間或樓層

- According resident handbook, residents are prohibited from entering rooms or residence areas of the opposite gender <mark>between 22:00 and 08:00</mark> the next day

- 跟據舍堂守則，在<mark>晚上10:00至翌日早上8:00</mark>禁止進入異性房間或樓層

# Room Cleanliness
## 房間清潔

- Please take care of public property. In the event of any damage, HMO office will charge a restoration or replacement fee, along with an additional 30% administrative fee.
- For example, if there is staining on the mattress, an additional cleaning fee of $200 will be charged, or if it needs to be replaced, the replacement fee will be $630.

- 請愛惜公物，如有任何損壞，舍堂辦事處將收取還原補購費/修理費，另加**30%**的行政費。
- 例如：床墊有污積，將收取額外清潔費用$200或如要更換將收取更換費用。

# Room Cleanliness
## 房間清潔

- The Halls do not provide housekeeping services. Residents have to clean their bedrooms by themselves.
- The Hall's cleaning team will clean your shower room and washroom in a regular basis.

- 舍堂並不提供家務管理服務，宿生需自行清潔睡房。
- 清潔團隊會定期清潔宿生睡房外的淋浴間及洗手間。

**SELF SERVICE!**
**自己清潔!**

# Usage of Refrigerator
雪櫃使用

- The hall cleaning team will clean the floor refrigerator regularly.
- Refrigerators in the pantry are for temporary storage and convenient to Halls residents. Hall Management Office will not be responsible for any loss or damage.

- 清潔團隊會定期清潔雪櫃。
- 每個樓層公共空間之雪櫃乃提供方便予各宿生暫存食物及飲料。如有任何遺失或損壞，舍堂辦事處不會負責及處理。

# Personal Cooking Utensils in Pantry
## 茶水間個人煮食用品

- If you need to place cooking utensils in the pantry, please write your name and room number on them; otherwise, they will be disposed of without further notice.

- Please also ensure that the pantry is kept clean.


- 如你需要放置煮食用品於茶水間請寫上你的姓名及房號，否則有關煮食用品將會被處理，而不作另行通知。

- 請確保茶水間清潔。

**NAME**

**ROOM NO.**

# Usage of  Refrigerator
# 雪櫃使用

Residents can consider purchasing their refrigerator that meets the specifications and applies for installation at Halls in advance. The fee is HK$300 per stay, and the fridge can be placed in the room after approval by Hall Management Office.

宿生可考慮購買合規格的雪櫃，並向舍堂辦事處預先申請安裝，費用為一個宿期港幣300元，待批核後方可放於房內。



**重點推介!**
**Highly Recommend!**

# Hall Recycling Collection Box
## 舍堂環保回收箱

- The house cleaner will collect the garbage at designated time every day

- The recycling box is equipped on the 1 – 6/F lift lobby.
Let's contribute to environmental protection!


- 清潔人員會於指定時間收集垃圾。

- 1-6樓電梯大堂設有環保回收箱。
讓各位為環保出一分力。

# Usage of Induction  cooker
電池爐使用

Each floor pantry is equipped with induction cookers.

Residents can also borrow from the Security Counter. After borrowing, they must ensure that the induction cooker is clean and return it to the Security Counter.

每個樓層茶水間都設有電池爐。

宿生亦可於保安櫃位借用，借用完畢後必須確保電池爐之清潔並歸還給保安櫃位。

# Usage of Microwave Oven
微波爐使用

切勿讓微波爐在無人看管下操作
**DO NOT** leave the oven in use unattended

錫紙
Aluminum Foil

果仁
Nut

水或液體過度加熱
Over-heat Water or Liquids

金屬容器
Metallic Containers

微波爐保鮮紙
Microwave Wrap

微波爐專用器皿
Microwave Cookware

雞蛋（原隻或剝殼）
Egg (With or Without Shell)

發泡膠產品
Foam Products

塑膠袋或樽
Plastic Bags or Bottles

Microwaving **eggs** may cause them to explode.

微波爐叮**雞蛋會引起爆炸**
**所有膠袋**也不能放入微波爐加熱

危險!
Danger!

# Usage of Flea or Insecticide Sprays
# 滅蚤劑、殺蟲霧劑使用

Contact Hall Management Office in advance if you need to use flea or insecticide sprays in the room. **Otherwise, the smoke and heat will activate the smoke detector and the fire alarm, so fire engines and ambulance will come over for checking**.

如需在房內使用滅蚤劑、殺蟲霧劑。必須預先聯絡舍堂辦事處。 否則，**會誤觸煙霧感測器會，引致整座舍堂火警鐘響起，消防員及救護員會到場調查。**
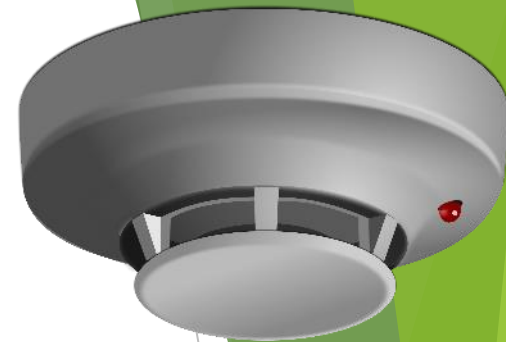
# Fire Facilities
## 消防設備
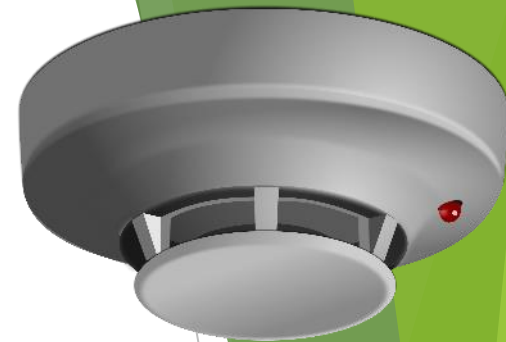


Do not smoke, cook or use a humidifier to prevent steam activate the smoke sensor in your room.
The smoke and heat will activate the smoke detector and the fire alarm, **so fire engines and ambulance will come over for checking.**

切勿在房間內吸煙，煮食或使用加濕機，以免蒸氣觸動煙霧感測器。
誤觸煙霧感測器會引致整座舍堂火警鐘響起，**消防員及救護員會到場調查**。

# Fire Facilities
# 消防設備

HMO staff will conduct regular checking to maintain the function of the smoke detectors, which are not intentional interrupted.
*Intentional interruption to the smoke detector will result in disciplinary actions.

舍堂職員會定期巡查房間，以確保煙霧感測器運作正常及未有受到干擾。
*如宿生蓄意干擾煙霧感應器，舍堂將會根據「宿生手冊」作出相應罰則。

**Verbal warning will be issued**
**會發出口頭警告**

WARNING

# In case of fire or emergency evacuation
## 遇上火警或緊急疏散時

Bear in mind the nearest fire escape route and fire extinguisher.
熟讀房間內的走火路線圖，並注意你房間就近的消防逃生口及滅火設備。

**VTC Halls of Residence (Pokfulam)**
**職業訓練局學生舍堂(薄扶林)**

To ensure your safety, all residents must evacuate immediately by following the below evacuation procedures once the fire alarm activate

1. Turn off all electrical appliances
2. Close all windows if possible
3. Leave the room immediately and evacuate through the nearest staircase
4. Assemble at designated assembly point for roll call
5. Not allow to return to the Hall or leave VTC Pokfulam Complex until Hall Management staff announces it is safe

為保障閣下的安全，每當火警鐘響起後，宿生必須遵照以下程序立即疏散

1. 關掉所有電器
2. 盡可能關閉所有窗戶
3. 立即離開房間,並使用最近的樓梯離開
4. 前往指定集合地點集合
5. 不得返回舍堂或離開職業訓練局大樓,直至舍堂職員宣佈安全為止

Podium of SSC
展亮平台

**Podium Entrance (Fire Alarm Assembly Point)**

Enter the podium via the green gate
從綠色閘門進入展亮平台

PAVEMENT

FABRICATE FENCE

# Usage of Resident Smart Card (Student Card)
# 宿生智慧卡（學生證）使用

Use your student card to enter Halls and room.

學生證可用作出入舍堂及房間門卡用。

出入舍堂緊記攜帶學生證啊!
Always bring Student Card with you!

Open door fee $50.
開門費為港幣50元正。

Loss/Damage of Temporary Resident Smart  $100/card
損毀／遺失臨時宿生智能咭或門匙  每張港幣$100

# Hall Access
## 進出舍堂

- 24-hour access by Resident Smart Cards

- Access via car park during main gate close between 22:00 and 06:00 the next day


- 24小時以宿生智能卡進出。

- 於每晚22:00至翌日06:00大閘關閉期間可透過停車場進出



Access via carpark during main gate close

# Usage of Add Value Machine
# 增值機使用



Only **HK$50 or HK$100** notes are accepted for the add value machine at G/F. Top-up the balance inside the student card, which can be used to pay for the **room air conditioning** and **washing machine** fees.

增值機設於地面大堂並接受**港幣50元或100元紙幣**。增值在學生證內的餘額，可用作**房間冷氣**及**洗衣機**費用的繳付

# Usage of Air Conditioning in Room
# 房間空調使用

The air conditioner in the room consumes HK$2 per kilowatt (1 hour). Please refer to the user guideline next to your main door for details.

房間空調消費港幣2元/每千瓦 (1小時)，有關運作細節請參閱房間內的使用者指南。



Tips: If you are not in the room for a period, please switch OFF the air conditioner to avoid deducting your credit!

溫馨提示：如長時間不在房內，請關掉冷氣機旁的開關電源總掣，否則讀卡器會繼續扣減已增值的金額啊！

# Usage of Washing and Drying Machines
## 洗衣及乾衣機使用

The washing machine consumes HK$10 per cycle (45 minutes) and the drying machine consumes HK$1.2 per 5 minutes. Remember! Close the door before tapping your card on the card reader!

洗衣機消費港幣10元每循環 (45 分鐘)及乾衣機消費港幣1.2元每5分鐘。
**切記! 關好機門才於讀卡器上拍卡啊!**

# Lost & Found
# 失物處理

Due to limited space, do not place any items on wooden tables in the common area unattended. The items will be treated as lost and found.

由於公共空間地方有限，宿生切勿放置私人物品於公共空間的木枱上，一經發現將視為失物處理。

| Type of items | Follow-up actions by Hall Staff |
|---|---|
| Items of perishable nature, such as food, drinks etc.<br>易腐爛的物品，例如食物、飲料等 | Keep for 3 days and disposed of afterwards<br>保留3天後棄置處理 |
| Non-valuable items<br>非貴重物品 | Keep for 3 months and disposed of afterwards<br>保留3個月後棄置處理 |
| Valuable items, such as cash, smartphone, computer<br>現金、智能手機、電腦等貴重物品 | Keep for 3 days and sent to Police Station afterwards<br>保留3天後送往警局 |

# Network Connection
## 網路連線



- Network 網路
  : VTC-Hall
- Password 密碼:
  Hall@1234

# E-Form
## 電子表格

Scanning a QR code at the G/F Security Counter can make Halls service requests, e.g. requesting to open the door, reporting maintenance matters, etc.
Your request will follow up by HMO during office hours afterwards.

舍堂大部分服務既進行電子申報，包括要求開房門、匯報維修事項等。
如有需要，宿生可到地面保安櫃位掃取二維碼並填寫表格。
舍堂職員收到請求後，便會於辦公時間作出跟進。

# Enquiry 查詢

Welcome to contact us by e-mail or phone call, if you have enquires during your stay!

如果宿生有任何查詢或協助，可透過以下電郵或電話與辦事處聯絡。

## Email : hall-pokfulam@vtc.edu.hk
## Tel: 2538 2310

入住愉快！ENJOY!