

Summer Letting Program – Student Hall Info Sheet

Welcome to HKUST! Here's a quick, friendly guide to help you settle into your student hall during the summer program. 🏠

To help everyone enjoy a safe and comfortable stay, please take a moment to check out the [hall rules](#) here and follow them during your time with us! 📖 👁️

Provision in Each Room

Each room comes with:

- Air-conditioning ❄️
- Desk + chair 🪑
- Wardrobe 🚪
- Bed + mattress with pillow, pillowcase, bedsheet, blanket 🛏️

Personal items such as towels, clothing, toothpaste, toothbrushes, slippers, shower gel, and cups are not provided.

Please take good care of the furniture and items provided in your room. The **organizer is responsible for any lost or damaged items**. The cost of lost or damaged items that were not listed will be determined by the Hall Office. Refer to the price list below for replacement costs:

Item	Replacement Cost (HKD)
Pillow	\$50
Pillowcase	\$60
Mattress Cover	\$120
Fitted Sheet	\$200
Towel Blanket	\$400
Chair	\$400
Mattress	\$700
Desk	\$2,000
Wardrobe	\$2,000
Bed	\$2,000



Hall Entry & Security

- Entry/exit only via main entrance. Please show your [Temporary Resident Card] upon entry.
- In case of emergencies, contact the University Security Control Center at 2358 8999 (or extension 8999) directly. 
- Report to the Hall Office after contacting security.

Visitors

- You can only invite visitors to the Hall during the visitor hours from 9:00 to 23:00.
- No overnight visitors. 
- All visitors entering or leaving the Hall MUST register at the Service Counter of the Hall.

Keys & Door Opening

- If you lose or lock in your key, contact your Residential / On-campus Coordinator. Requests from individual participants will not be processed due to security issues. 
- Charges: Lost/damaged key \$100, lost/damaged card holder \$10, door opening \$10 per request per room

Laundry (Only for bookings with prior arrangement, 4 nights or above)

- The service hours of the laundry service are from 10:00 to 20:00 daily.
- Any prepaid laundry charge will not be refunded.
- Direct payment to Hall Office is NOT accepted. Please follow the arrangements from the Residential / On-campus Coordinator.
- Not all washing machines provide laundry detergent; residents are advised to bring their own.
- Laundry facilities are **shared with other HKUST summer residents**. During busy periods, it may not always be possible to reserve a machine immediately. We call for your understanding.

Cleaning

- Room cleaning and bed sheet changes are provided by Hall Management upon request.

Activities Not Allowed

-  Smoking is strictly prohibited throughout the entire University campus, including all areas inside the Hall.
-  Alcohol is not allowed in any form - no consumption and no storage in all Halls.
-  Cooking is not permitted anywhere inside the Hall for safety reasons.

Notes on SECURITY AND SAFETY

In Case of Fire

On Hearing the Fire Alarm:

- Leave the building immediately by following the evacuation procedures.

On Discovering a Fire:

- Raise the alarm by breaking the nearest break-glass point (if the alarm has not yet been activated) and alert people nearby by shouting "FIRE".
- Call the Security Control Centre emergency number 2358 8999 (on direct line) and inform the duty attendant in the hall. State clearly the location of the fire.
- DON'T put yourself at risk. You may attempt to extinguish the fire by using suitable fire fighting equipment nearby ONLY IF you have learnt how to use the equipment and when the situation is SAFE for you to do so. Make sure that your escape route will not be impeded by the fire.
- If the fire gets out of control, close the door and leave the area by following the evacuation procedures.

Caught in Smoke:

- If you are caught in smoke on your way out, crawl to escape.
- If you cannot get out of the room and are trapped by a smoke filled corridor:
 - . close the door
 - . open windows or break sealed windows
 - . put a wet cloth (if available) around your nose and mouth
 - . sit by the window, call and signal for help
 - . DO NOT jump

Clothing on Fire:

- DO NOT run. Drop and lie down on the floor immediately.
- Roll on the floor with hands covering your face to extinguish the fire.
- If fire blanket is available on site, wrap around the body to help smother the fire.
- DO NOT attempt to run for water or a fire extinguisher.

*** EVACUATION PROCEDURES ***

- Evacuate the building by the nearest available staircase / exit. DO NOT use the lifts.
- Remain Calm. Walk, DO NOT run.
- Go to the nearest assembly areas after you leave the building. DO NOT re-enter the building until permission is given by the Fire Services Department or a senior staff member.

Fire Safety

- Regular fire drills are conducted to familiarize students with proper fire evacuation procedures. For your own life safety, DO cooperate and participate in the drills.
- Fire services installation such as detectors, sprinklers and fire extinguishers are there to protect your life. DO NOT interfere with these installations or impede their proper functioning.
- Fire doors are there to prevent fire and smoke spread. Keep the doors closed at all time.
- DO NOT smoke, cook or light open flame in your room.
- DO NOT overload the power supply in your room by plugging too many electrical appliances to the wall socket.
- DO NOT use sub-standard electrical equipment or appliances.
- DO NOT leave any charger on when you are not inside the room.

*** WARNING : DO NOT CAUSE FALSE FIRE ALARM ***

Smoke detectors and sprinklers in the hall can easily be activated by smoke or heat. Once any detector / sprinkler is activated, the Security Control Centre and the Fire Services Department will receive fire alarm signals; and actions to tackle fire will follow.

DO NOT smoke in the hall premises. DO NOT use equipment that will generate smoke or heat in your room.

Residents will be held responsible for any false fire alarm as this will cause great disturbance and inconvenience to residents, staff and other parties concerned.

保安及安全

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火警逃生

當火警鐘響起時:

- 依照疏散程序，儘快離開宿舍。

發現火警：

- 如警鐘仍未響起，應立即打破就近的火警警報的玻璃，並高聲呼叫，提醒附近人士。
- 撥保安控制中心緊急號碼2358 8999（直線電話）及通知宿舍當值人員，並清楚指出火警的位置。
- 不可冒險！除非你懂得使用救火儀器及在安全的情況下，否則切勿使用附近的滅火器具滅火。你亦應確保逃生路線沒有受到火警阻礙。
- 如火警不受控制，應把門關上及依照疏散程序離開火場。

被濃煙圍困：

- 以爬行方法逃離現場。
- 如走廊滿佈濃煙，你無法逃離宿舍，應：
 - ． 把門關上
 - ． 打開窗戶或打破密封的窗門
 - ． 用濕布保護鼻和口
 - ． 坐在窗前，大聲呼救
 - ． 切勿跳下

衣物著火：

- 切勿奔走，應立即躺在地上
- 雙手掩面，在地上滾動身體滅火
- 如果現場有滅火氈，以氈裹住身體把火焗滅
- 切勿嘗試奔跑尋找水源或滅火器

*** 疏散程序 ***

- 使用最接近的樓梯或出口離開現場，切勿使用升降機。
- 保持鎮定。以步行速度疏散，切勿奔跑。
- 離開所在宿舍，往就近的集合地點；除獲處理火場的消防處人員或大學的高級職員許可下，切勿返回曾起火的建築物。

防火方法

- 為確保宿生熟悉疏散程序，大學會定期舉行火警演習。為你的生命安全著想，請合作參與演習。
- 防火設備裝置如感應器、灑水器、滅火筒等為你在意外發生時保障生命。切勿干擾這些裝置或影響其正常運作。
- 防煙門可防止大火及煙霧蔓延。請保持防煙門關閉。
- 切勿在房間吸煙、煮食或燃點明火。
- 切勿在房內使用過多電器，令插頭負荷過重。
- 切勿使用不合香港規格的電器用品。
- 當你不在房間時，切勿讓充電器長期運作。

*** 警告：切勿引致火警鐘誤鳴 ***

宿舍內的煙霧感應器及灑水器很容易被煙及熱力觸動，屆時大學保安中心及消防局會收到火警訊號及趕到現場。

切勿在宿舍範圍內吸煙，不要使用會產生煙霧或熱力的電器。

由於火警鐘誤鳴會對宿生、職員及其他人士帶來極大滋擾及不便，故引致火警鐘誤鳴的學生須為此需負上責任。