

學生證號碼 Student no.: ------

姓名 Name: _____

房間號碼 Room no.: _____

床號 Bed no.: _____

(檢查後，若設備狀態良好，請在狀態欄空格內打“✓”；若設備有缺損，請在狀態欄空格內打“✗”，於備註欄上詳細列出缺損情況 After checking, please put “✓” in the blank of condition column if the equipment is OK; put “✗” if the equipment is damaged or lost, and write down the details of the damage on the remarks column)

物品描述 Item description	數量 Quantity	入住 Move in		退房 Move out		收費 Charge (損壞或遺失 damage or lost)
		狀況 Condition	備註 Remarks	狀況 Condition	備註 Remarks	
冷氣機遙控 Remote control of air conditioner	1					MOP
門鈴 Door bell	1					MOP
門鎖 Door Locks	5					MOP
木門 Door	5					MOP
鞋櫃 Shoe cabinet	1					MOP
分體式冷氣機 Air conditioner	1					MOP
雪櫃 Refrigerator	1					MOP
牆身(最少以 1 平方米計算) Wall (1m ² at least)	m ²					MOP
膠地板(最少以 1 平方米計算) Floor (1m ² at least)	m ²					MOP
*鋁窗 Window	6					MOP
*窗簾布 Curtain	2					MOP
*紗窗 Screen Window	6					MOP
路由器 Router	1					MOP
電燈 Electric Light	4					MOP
垃圾桶 Trash bin	1					MOP
*浴室鏡 Mirror in the bathroom	1					MOP
花灑頭及配件 Shower head and Accessories	1					MOP
不銹鋼毛巾架 Stainless steel towel rack	1					MOP
不銹鋼架 Stainless steel shelf	1					MOP
浴簾 Shower curtain	1					MOP
水龍頭 Water taps	2					MOP
洗面盆及配件 Washing basin and accessories	2					MOP
書枱連書架及鍵盤架 Desk and book cabinet with keyboard stands	1					MOP
辦公椅 Chair	1					MOP
三桶轆櫃 Mobile pedestal	1					MOP
衣櫃 Wardrobe	1					MOP
*鏡(於衣櫃內) Mirror(Inside the wardrobe)	1					MOP
單人床架 Single bed	1					MOP
*單人床褥 Single size mattress	1					MOP
床邊牆身板 Wall Plate	1					MOP
掛牆水松板 Cork board	1					MOP
電錶讀數(單位) Electricity meter reading (Unit)						
水錶讀數 – 熱水(單位) Water meter reading - Hot (Unit)						
水錶讀數 – 冷水(單位) Water meter reading - Cold (Unit)						

* 物件損壞需作整件賠償 *damaged items will be charged in full replacement amount.

住客聲明已知悉最接近其房間之走火通道。The resident acknowledges the location of the nearest emergency exits.

此外退房時在表格上簽署代表住客會帶走所有私人物品。遺留在房間內的物品可被丟棄，住客也明白澳門大學將不會為其物品之遺失或損壞承擔任何責任。By signing the form upon move-out, the resident declares that he / she takes away all his / her belongings. Anything left in the room can be discarded and understands that UM will not bear any responsibility for the loss or damage of his / her belongings.

於遷出時如發現物品遺失、損壞或加裝未經批准的配件(如床褥有污漬、於牆壁上貼有掛鈎等)，則需要根據“住宿式書院房間傢俬及電器設備之損壞賠償表”作出相應的賠償。因此如發現以上情況，請於入住首三個工作天內，前往鄭裕彤書院辦公室(W23-G043)作登記。In case of any item damage, loss, or installed with unauthorized accessories (such as having stain on the mattress, having hooks stuck on wall, etc.) upon you move-out, you will have to compensate according to the “Charge List for Damaged/Lost Furniture, Equipment and Electric Appliance at the Residential Colleges”. Please contact the Cheng Yu Tung College Office (W23-G043) in the first three working days after move-in if the above situations are found in your room.

入住 Move-in

退房 Move-out

日期(日/月/年) Date (DD/MM/YYYY) _____

住客簽名 Resident signature _____

經手人簽名 Handler signature _____