



## 溫習室使用說明

1. 使用者只能於開放時間內使用溫習室。
2. 溫習室只能用於適當及指定的用途上。
3. 使用者須保持安靜。
4. 使用者須保持地方整齊清潔。
5. 使用者須愛護公物，不能移走溫習室內的設備。
6. 支持環保，節約能源。最後離開時，應關掉所有電器。
7. 使用者不能存放私人物品於溫習室內。

每天下午六時管理公司人員均將溫習室桌上所有雜物清理，並集中存放。同學如需領回物品，必須親身到宿舍服務（研究生宿舍南三座地下 G002 室）提交申請信，宿舍服務將於收到申請信後的五個工作天內作出回覆。請注意，宿舍服務會於每個學期完結時，將無人認領的雜物棄置或贈予有需要之團體或人士。如物品在清理或儲存期間有任何破損或遺失，宿舍服務或管理公司將不會承擔任何責任。

8. 如有需要，請與管理公司聯絡。電話：8822-2518 或 6353-1156。



## Notes for Use of Study Room

1. Users should only use the study room during the opening hours.
2. Users should only use the study room for proper and specific purpose.
3. **Users must keep silent.**
4. **Users must keep the place tidy and clean.**
5. Users must cherish the properties and **must not move away any equipment in the room.**
6. To protect the environment and save the energy, **any user should switch off all the electrical appliances if he / she is the last one who leaves the room.**
7. Users must not store any personal belongings in the room.

Staff from Management Company will clear all the items on desks in study room at 6:00 pm every day. All items will be stored in PGH Student Housing temporarily; students who would like to retrieve their items are required to approach the PGH Student Housing Office (PGH S3 G/F Room G002) to submit application letter in person. PGH Student Housing will reply within 5 working days. Please pay attention that all items will be donated to any organization, person or be discarded if no one claimed back by the end of each semester. PGH Student Housing and the Management Company shall NOT be responsible for any damages or losses during the storing or clearing process.

8. Should there be any enquiries, please contact the Management Office at 8822-2518 or 6353-1156.