



澳門大學

UNIVERSIDADE DE MACAU

呂志和書院  
Lui Chi Woo College  
住宿設備清單  
Equipment Checklist

學生姓名(中文) \_\_\_\_\_

Student Name (English) \_\_\_\_\_

學生編號 Student No. -----

房間號碼 Room No. \_\_\_\_\_

物品描述 Item Description	數量 Quantity	狀況 Condition		備註 Remark	收費 Charge (損壞或遺失) (damage or Lost)
		入住	退房		
		Move in	Move out		
門鈴 Door bell	1				MOP
房間木門 Wooden door	1				MOP
智能卡閱讀器 Smart card reader	1				MOP
分體式冷氣機 Air conditioner	1				MOP
冷氣機遙控 Remote control	1				MOP
雪櫃 Refrigerator	1				MOP
雜物櫃 Cabinet	1				MOP
牆身 (最少以 1 平方米計算) Wall (1m <sup>2</sup> at least)	平方米				MOP
地板 (最少以 1 平方米計算) Floor (1m <sup>2</sup> at least)	平方米				MOP
鋁窗 Window	6				MOP
窗簾軌 Curtain Rail	1				MOP
窗簾布 (整個布計) Curtain (count as a whole)	2				MOP
洗手間木門 Washroom wooden Door (連門鎖) bathroom Wooden Door (including the door lock)	1				MOP
洗手盆(連開水喉) Sink (including the faucet)	1				MOP
洗手間大鏡 Washroom Mirror	1				MOP
浴室木門(連門鎖)bathroom Wooden Door (including the door lock)	1				MOP
花灑頭 Shower head	1				MOP
不銹鋼毛巾架 Towel rack	1				MOP
廁所木門 Toilet Wooden Door bathroom Wooden Door (including the door lock)	1				MOP
坐廁 Toilet	1				MOP
廁紙架 Toilet Paper Rack	1				MOP
垃圾筒 Rubbish Bin	1				MOP
無線路由器 (如有) Wireless route (if any)	1				MOP
書枱 Desk	1				MOP
書架 Bookshelf	1				MOP
電腦矮櫃 Computer cabinet	1				MOP
有轆腳旋轉椅 Chair	1				MOP
水松板 Corkboard	1				MOP
衣櫃 Wardrobe	1				MOP
櫃鏡 Wardrobe Mirror	1				MOP
單人床 Single bed	1				MOP
床褥 Mattress	1				MOP
其他設施與圖片所示一致 Other facilities match those shown on the attached photos					
電錶讀數(單位) Electricity Meter Reading (Unit)					
水費錶讀數(單位) Water Meter Reading (Unit)		熱水(紅)/Hot Water(R)			
		冷水(藍)/Cold Water(B)			

**\*需於入住後 3 日內交回此表格 Please return the form within 3 days after moving in**

- 學生聲明退房時在表格上簽署代表他/她會帶走所有私人物品及遺留在房間內的物品可被丟棄，學生也明白澳門大學將不會為學生物品的遺失承擔任何責任。By signing the form upon move-out, student declares that he / she takes away all his / her belongings and anything left in the room / apartment can be discarded and understands that UM will not bear any responsibilities for the loss of his / her belongings.
- 澳門大學的免責權：當學生退房後，澳門大學會盡一切努力不去棄學生遺留在房間/單位內的貴重物品，但不會為學生物品的遺失承擔任何責任。UM Disclaimer of liability: After student's move-out, UM will make every effort not to discard any left valuables in the room / apartment but will not bear any responsibilities for the loss of student's belongings.
- 學生如於遷出時，如發現物品有缺 (如缺少遙控器)，有多 (如牆壁上貼有掛鈎)，或有任何破損 (如桌面有刮痕燙印) 的話，則需要根據“呂志和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，請於入住首三天內，前往呂志和書院辦公室作登記。  
When student's move-out, compensation fee will be charged if there are anything less (such as remote control), anything more (such as hooks), or anything broken (such as scratches and burn mark on the table) found in the accommodation according to the "Lui Chi Woo College & electrical appliances compensate table". Therefore, please contact the Lui Chi Woo Office in the first 3 days after move-in if students find the above situation in your room.

入住 Move-in

退房 Move-out

日期(日/月/年) Date (DD/MM/YYYY)

學生簽名 Signature of Student

處理人 Handled by

Effective date: 30 Jul 2016

Revision 003

