



VTC Halls of Residence (Tsing Yi) - Tips for Check-in

職業訓練局學生舍堂（青衣）- 入宿攻略

OPPORTUNITIES • ACTION • SUCCESS

良機 • 實幹 • 成功



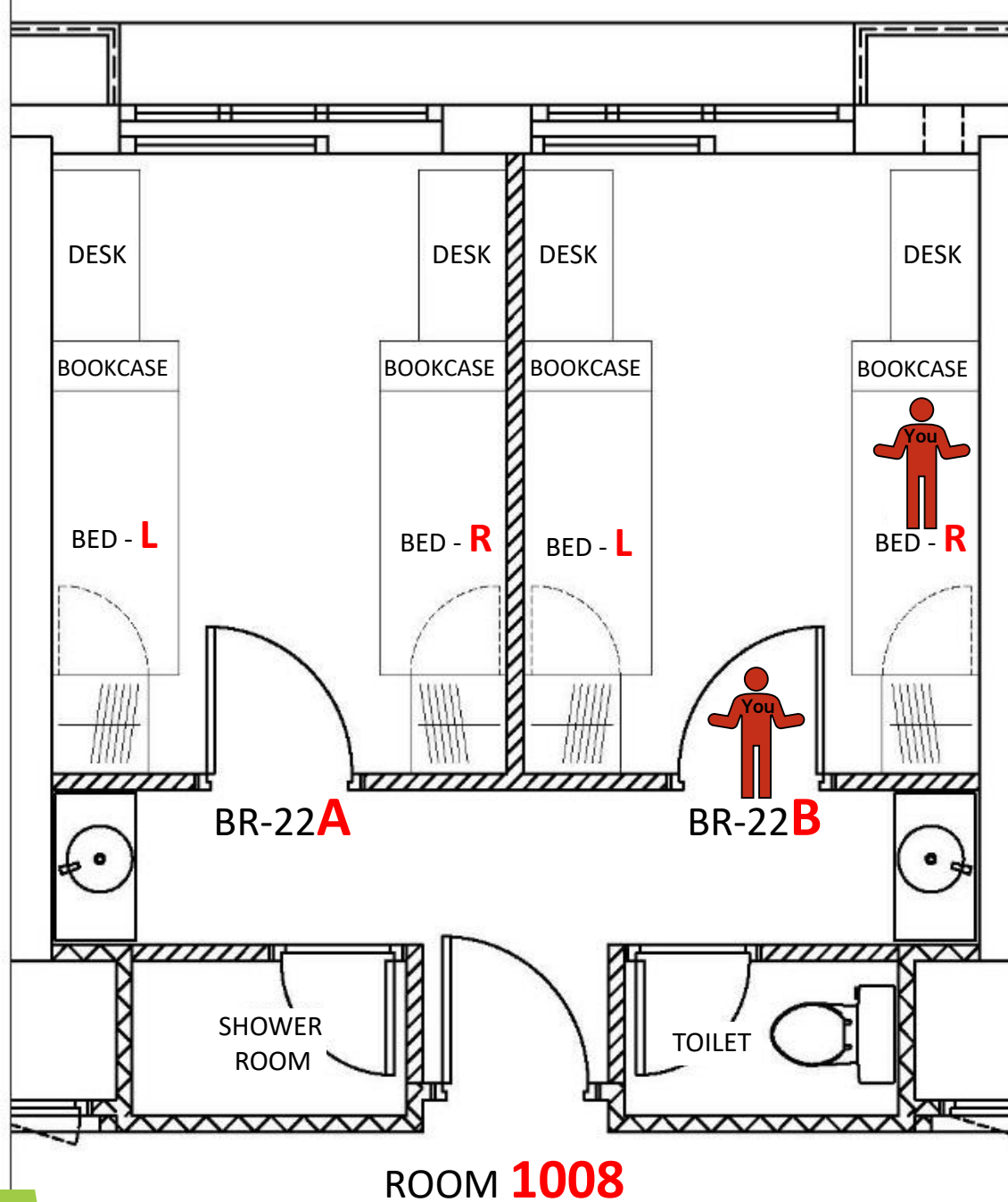
Standard Student Room

標準學生房

There are four beds in the student room. Each room can accommodate four residents; room A and room B each have two. After move in, remember to complete the Room Inspection Record Form.

學生房間設有4個床位，每個房間最多可住四人，A房B房各住兩人。入宿後，請填妥房間檢查紀錄表。





Example: 1008BR



Tip: How to identify left and right beds?

Assume you are assigned to room 1008BR.

Your bed is on your right 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1008BR房，入房後人面向窗戶方向，你的右手邊便是右邊床位。

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 740mm(闊) x 50mm(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 (L) x 740mm (W) x 50mm (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至翌日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。



Accommodation Etiquette

住宿禮儀

Residents should avoid making excessive noise while closing the room door or engaging in any inappropriate behavior that affects other residents.

Tip: Using a **rubber door stopper** can reduce the noise generated when closing the door and avoid affecting the rest of other residents.

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。

貼士：使用**門阻**可以減低關門時產生的噪音避免影響其他宿生作息。



Do not use the lock dead-bolt to stop the door from closing.

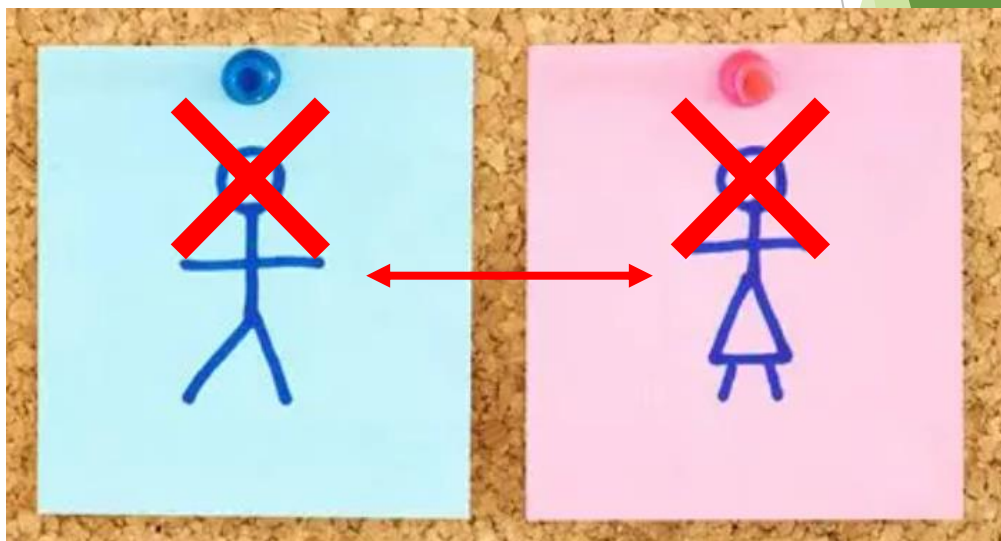
請勿使用防盜門栓卡住房門。



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 **between 22:00 and 08:00** the next day.

根據舍堂守則，在**晚上10:00至翌日早上8:00**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 cost will be \$675.

Do not use the washbasin for laundry or washing vegetables. Any water damage caused by misuse will be the resident's responsibility.

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：床墊有污漬，將收取額外清潔費用\$200 / 更換成本\$675。

切勿使用梳洗台洗衣服/洗菜，如造成水浸，有關損壞會由宿生承擔。



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 toilet weekly. Please refer to relevant announcements for details.
- Residents can borrow some cleaning tools eg. mops, brooms and vacuum cleaners , etc. from Security Counter.
- 舍堂並不提供家務管理服務，**宿生需自行清潔睡房**。
- 清潔團隊會一星期一次清潔宿生睡房外的淋浴間及洗手間。詳情請留意相關通告。
- 宿生可於保安櫃位借用清潔用品如地拖、掃帚和吸塵器。



SELF SERVICE!
自己清潔!

Hall Cleanliness

舍堂清潔

Please pack your garbage properly and place it in the green garbage collection box next to the cargo lift on the floor.

請妥善包好房間的垃圾，並放置於樓層貨物升降機旁的綠色垃圾收集箱內。



Usage of Refrigerator

雪櫃使用

The cleaning team will clean the refrigerators regularly.
Expired, spoiled, or improperly packaged food will be discarded without prior notice.

The refrigerators in each floor's common area are provided for residents' temporary storage of food and beverages.
Please label your items with your name and room number, and avoid hoarding.

清潔團隊會定期清潔雪櫃，**過期/腐壞/未有妥善包裝**的食物會被丟棄而不作另行通知。

每個樓層公共空間的雪櫃是提供方便予各宿生暫存食物及飲料。**請於存放物上寫上姓名及房號**，設勿囤積。

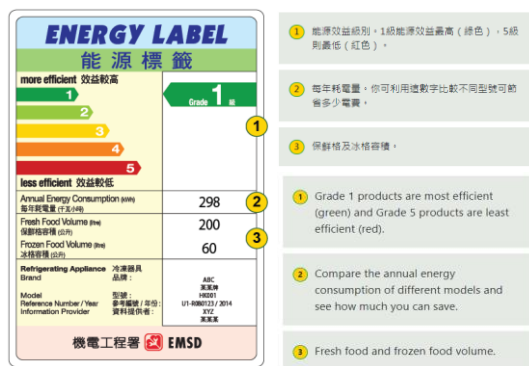


Usage of Refrigerator

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。



Specifications規格

Height	Not higher than 1400mm
Hong Kong Energy Efficiency Grade	Grade 1 or Grade 2
Voltage	220V
高度	不可高於1400毫米
香港能源效益級別	一級或二級
電壓	220V



能源標籤詳情

Details about Energy Label



能源標籤產品列表

List of Energy Labelled
Product

Personal Cooking Utensils in Pantry

茶水間個人煮食用品

Please place all your cooking utensils or equipment inside your room.
For those items at common areas will be disposed of without further notice.

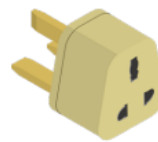
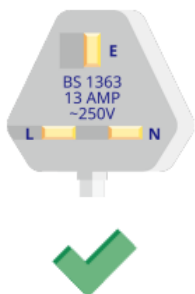
Please keep the pantry clean.

All electrical appliances purchased or used must comply with Hong Kong statutory safety standards.

請你將煮食用品 / 用具 / 食具保存在個人房間內。如有任何煮食用具未經許可放在共用空間，有關物品將會被處理，而不作另行通知。

請確保茶水間清潔。

購買/使用之電器須符合香港法例的安全規格。



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。**



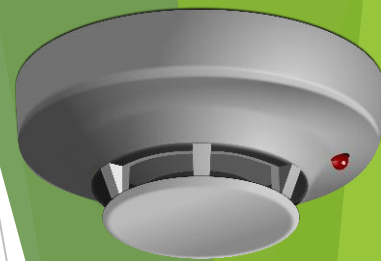
Fire Facilities

消防設備

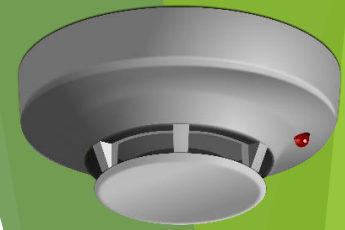
Do not smoke, cook or use a humidifier to prevent steam activate the smoke sensor in your room.

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。**



Turn ON the exhaust fan before shower!
沖涼前開啟抽氣扇，以免蒸氣觸動煙霧感測器。



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.

*Residents with cigarette / related tools, or intentional interruption to the smoke detector will result in disciplinary actions.

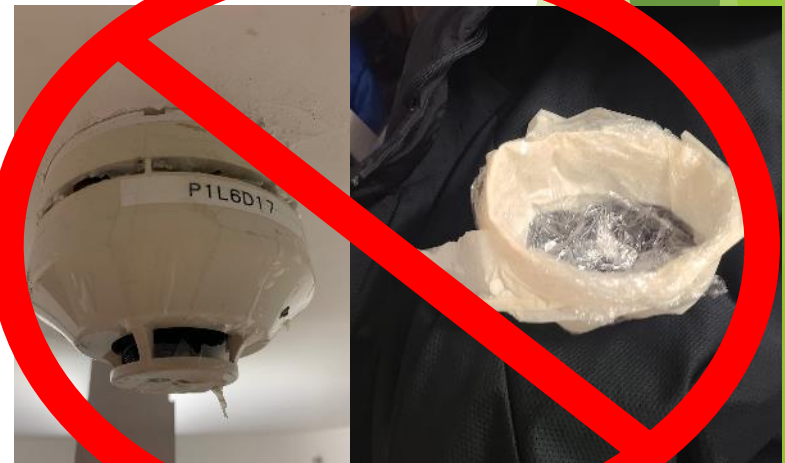
舍堂職員會定期巡查房間，以確保煙霧感測器運作正常及未有受到干擾。

*如宿生存放香煙/電子煙、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。

Warning will be issued
會發出警告



禁煙
NO SMOKING



Fire Facilities 消防設備

因誤觸煙霧感測器會引致整座舍堂火警鐘響起，
消防員及救護員到場調查。

Accidentally triggering the smoke detector will set off the fire alarm throughout the entire dormitory, **prompting firefighters and paramedics to investigate.**



Fire Facilities

消防設備

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。

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VTC Halls of Residence (Tsing Yi)

職業訓練局學生舍堂(青衣)

For your safety, please read the following safety information thoroughly.
為了你的安全，請細閱以下安全訊息。

Safety Instructions 安全守則

- No smoking.
請勿吸煙。
- Follow all safety signs and warnings.
遵守所有安全和警告標誌。
- Study the evacuation plan in your locating premises.
細閱你所在地的疏散計劃。
- Only enter those areas in which you are invited to visit.
未經授權，切勿進入限制區域。

Accident and First Aid 事故和急救

- ◆ Report all accidents and request for assistance by contacting our Hall Management Office at 2706-0815 or 2706-0397.
如需報告事故或求助，請致電 2706-0815 或 2706-0397 聯絡舍堂辦事處。
- ◆ First Aid Kit and Automated External Defibrillator (AED) are available at the Security Counter on G/F, if required.
急救箱及心臟除顫器置於地庫保安櫃位。

Actions to be taken in case of FIRE or EMERGENCY EVACUATION:

遇上火警或緊急疏散時應採取的行動：

- (1) If you hear fire or evacuation alarm, stop what you are doing. 如聽到火警或疏散警報，請停止你正在做的事情。
- (2) Close doors behind you and **DO NOT** use lifts. 離開前，請把房門關上，切勿使用電梯。
- (3) Leave the building by taking the nearest escape route and exits (**Follow FIRE ESCAPE ROUTE**). 依照止火路線圖，沿最近的地點前往出口。離開舍堂。
- (4) Go directly to the Emergency Assembly Point - **LAWN Area near the Hall's Main Entrance**; and 直接前往地庫草地緊急集合點；及
- (5) DO NOT re-enter the building unless you are instructed to do so. 除非得到指示，否則不要再次進入大樓。

FIRE ESCAPE ROUTE FOR 12/F

十二樓走火逃生路線圖

Legend:

- You are here 你在此處
- Emergency Exit 緊急出口
- Assembly Point 集合地點: GF LAWN Area 地面草地
- Fire Break Glass and Fire Hose Reel 火警玻璃及消防喉轆
- Fire Extinguisher 滅火器

緊急集合點: Emergency Assembly Point: G/F LAWN Area 地面草地



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

- (1) 如聽到火警或疏散警報，請停止你正在做的事情；
If you hear fire or evacuation alarm, stop what you are doing;
- (2) 請把房門關上，**切勿**使用電梯；
Close your room doors and **DO NOT** use lifts;
- (3) **依照走火路線圖**，採取最近的逃生路線及出口，離開舍堂；
Leave the building by taking the nearest escape route and exits (**Follow FIRE ESCAPE ROUTE**)

緊急出口標示
Emergency Exit
Sign



1 號出口
Exit No.1



2 號出口
Exit No.2



3 號出口
Exit No.3



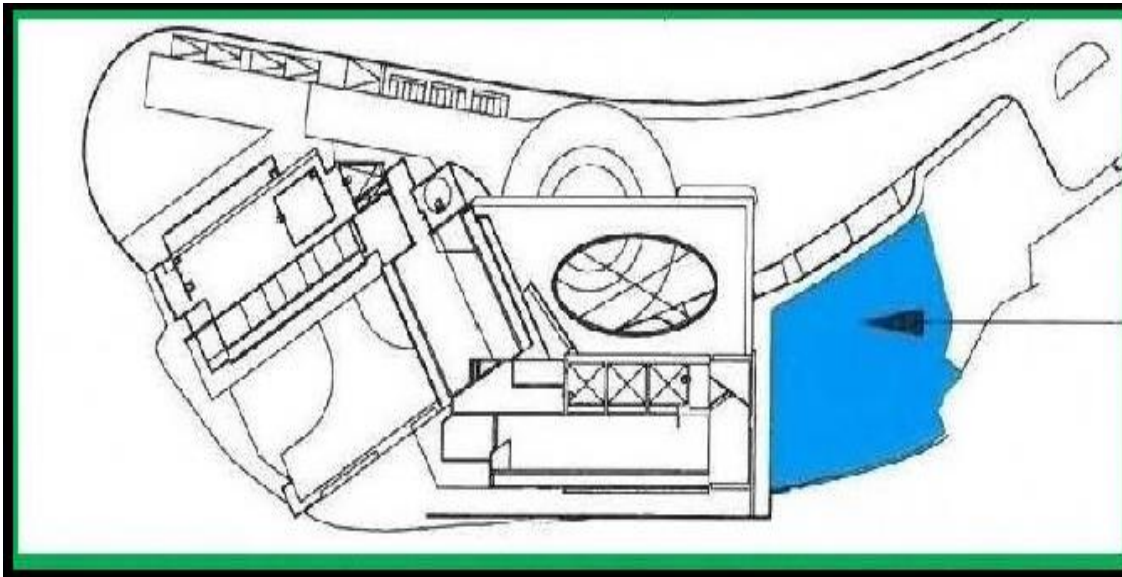
4 號出口
Exit No.4



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

Go directly to the **designated assembly point: G/F Lawn area**. DO NOT enter the building unless you are instructed to do so.

直接前往指定集合地點：**地面草地**。除非得到指示，否則不要進入大樓。



Assembly Point
G/F LAWN Area
集合地點
地面草地

Usage of Resident Smart Card (Student Card)

宿生智慧卡 (學生證) 使用

In addition to use your student card to enter Halls and room, it also consumes laundry service in the Halls after add value.

學生證除用作出入舍堂及門卡外，增值可使用後洗衣服務。



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

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 **1/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**一樓**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 Add Value Machine

增值機使用

宿生可使用八達通為學生證/房咭增值，繳付冷氣及洗衣費用。

Residents can top up their student ID/room card via Octopus to pay for air-conditioning and laundry services.

增值機設於地下大堂。

Top-up machine is located in the ground floor lobby.



Lost & Found

失物處理

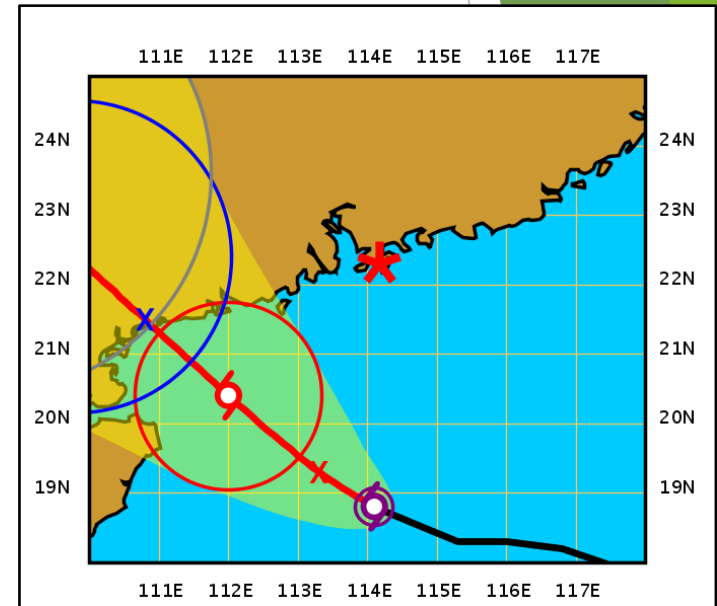
Due to limited space, do not place any items on wooden tables in the common area unattended. The items will be treated as lost and found.

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. 易腐爛的物品，例如食物、飲料等	Keep for 3 days and disposed of afterwards 保留3天后棄置處理
Non-valuable items 非貴重物品	Keep for 3 months and disposed of afterwards 保留3個月後棄置處理
Valuable items, such as cash, smartphone, computer 現金、智能手機、電腦等貴重物品	Keep for 3 days and sent to Police Station afterwards 保留3天后送往警局

Typhoon and Rainstorm Signal

颱風/暴雨訊號



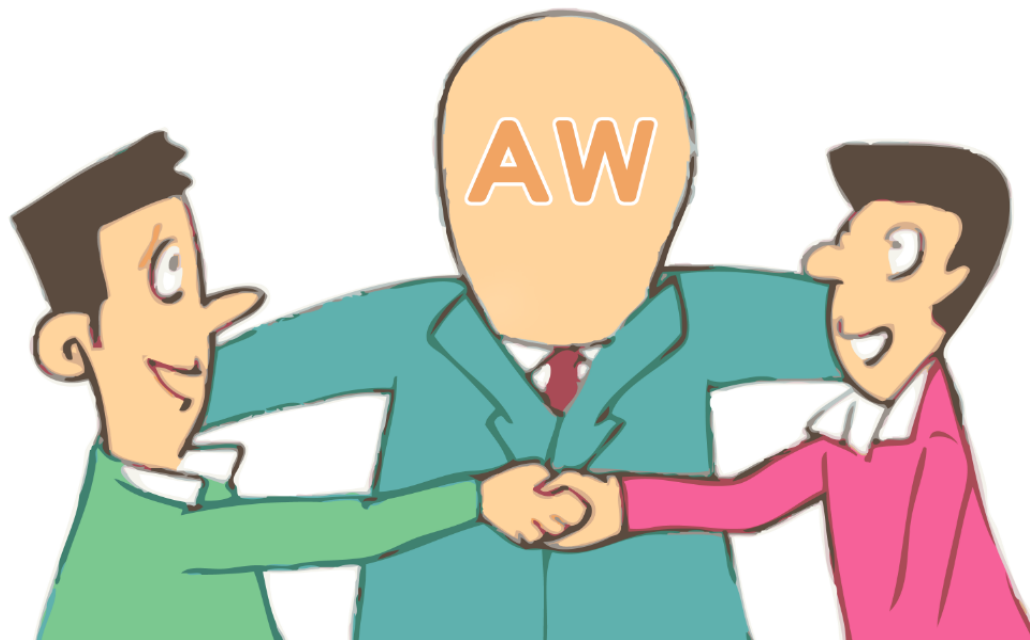
Residents should **stay tuned to the news of typhoons/ heavy rain, close doors and windows and store food in advance.**

The security service will maintain limited service during the typhoon signal is hoisting.

宿生應**留意颱風/ 暴雨消息、關好門窗及預早儲糧**。舍堂保安櫃位於颱風期間仍維持有限服務。

Assistant Wardens

助理舍監



Each floor of the Hall has the assistant residential supervisor who can assist residents with daily matters, including **finding suitable roommates, resolving interpersonal conflicts, handling noise disturbances, and managing food storage** in the pantry.

宿舍各樓層都有助理舍監，可協助宿生解決日常事務包括：**尋找合適室友、協調生活糾紛、噪音干擾、食品儲藏室儲存**等問題。

Residence Handbook 住宿手冊



English



中文

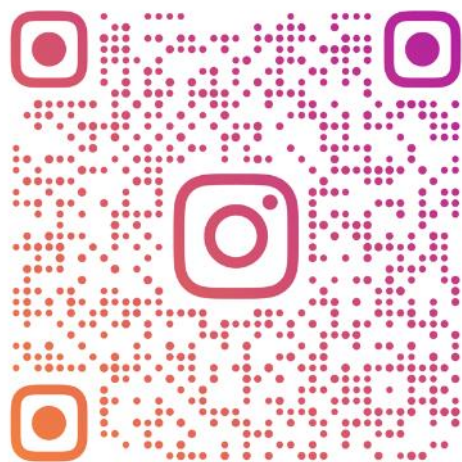
You can scan this QR Code to obtain more information and rules and regulations of our Halls.

宿生可掃取住宿手冊的二維碼，細閱更多舍堂規則及資訊。

Halls Website 宿舍網站



Halls Instagram 宿舍Instagram



VTC_HALLSTY

You can scan this QR Code and QR Code of Halls website to obtain more information of our Halls.

宿生可掃取舍堂網頁及舍堂IG的二維碼，細閱更多舍堂資訊。



聯絡我們 Contact Us

電話 Tel : 2706-0397

電郵 Email: hall-tsingyi@vtc.edu.hk

辦公時間: 星期一至五 08:30 – 19:00

Office Hour: Monday to Friday 08:30 – 19:00

如果宿生有任何查詢或協助，歡迎與我們聯絡。

Residents are welcome to contact us for any inquiries or assistance.



入宿愉快！
Wishing you a pleasant stay!

OPPORTUNITIES • ACTION • SUCCESS

良機 • 實幹 • 成功

