



# VTC Halls of Residence (Tsing Yi) - Halls Facilities

職業訓練局學生舍堂（青衣）- 舍堂設施

OPPORTUNITIES • ACTION • SUCCESS

良機 • 實幹 • 成功



# Usage of Air Conditioning in Room

## 房間空調使用

The air conditioner in the room consumes **HK\$2 per kilowatt (1 hour)**. Please refer to the user guideline next to your main door for details.

房間空調消費**港幣2元/每千瓦 (1小時)**，有關運作細節請參閱房間內的使用者指南。



Tips: If you are not in the room for a period, please switch OFF the air conditioner to avoid deducting your credit!

溫馨提示：如長時間不在房內，請關掉冷氣機旁的開關電源總掣，否則讀卡器會繼續扣減已增值的金額啊！

# Usage of Washing and Drying Machines

## 洗衣及乾衣機使用



### LAUNDRY TIPS

#### 洗衣小貼士

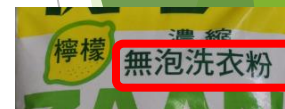
Do **NOT** put the following items in washing machines and dryers:  
請勿放置以下物品進洗衣機及乾衣機

- Hard objects (e.g. keys, coins, Belt buckle)  
硬物 (例如: 鎖匙、硬幣、皮帶扣)
- Shoes (including slippers)  
鞋 (包括拖鞋)
- Excessive clothing (Over 8KG)  
過量的衣物(超過8公斤)

HMO(TY)

CONTACT US:  
聯絡我們:  
2706 - 0397

Hall Management Office  
舍堂辦事處





# Usage of Washing Machines

## 洗衣機使用

There are different washer and dryer models. Please refer to the usage guideline next to the card reader before use.

**Remember! Close the door before tapping your card on the card reader!**

由於洗衣及乾衣機有不同型號，使用前請參閱收費器附近的使用守則。

**切記! 關好機門才於讀卡器上拍卡啊!**

### 1 號洗衣機使用流程 Guideline for Washer 1



#### STEP 1

將衣物放進洗衣機，加入洗衣液及柔順劑。  
Put your clothes, softener and detergent into washer.



#### STEP 2

在讀卡器上按「#」，並將智能卡放在讀卡器上以扣除費用。  
Press “#” on the card reader. Charges will be deducted after putting the smart card over the reader.



#### STEP 3

按電源型。  
Press “Off/On” button.



#### STEP 4

按以下指示設定洗衣程序：

Set the Program as shown below:

- 1) 水位 Water Level: 41
- 2) 洗衣 Wash: 9
- 3) 清洗 Rinse: 2
- 4) 脫水 Spin: 3



#### STEP 5

按開始型。  
Press “Start” button.

### 2 及 3 號洗衣機使用流程 Guideline for Washer 2 & 3

1



將衣物放進洗衣機，加入洗衣液及柔順劑。  
Put your clothes, softener and detergent into washer.

2



鎖上洗衣機門。  
Lock the door.

3



在讀卡器上按「#」，並將智能卡放在讀卡器上以扣除費用。  
Press “#” on the card reader. Charges will be deducted after putting the smart card over the reader.

# Usage of Drying Machines

## 乾衣機使用

### 1 號乾衣機使用流程 Guideline for Dryer 1



#### STEP 1

將衣物放進乾衣機。  
Put your clothes into Dryer.



#### STEP 2

在讀卡器上選擇乾衣次數。"1"字鍵=1次(25分鐘)，  
最多可按到"2"=(50分鐘)。  
Select drying cycle on the card reader.  
"1"=1 cycle (25 mins), maximum "2"=50mins.



#### STEP 3

在讀卡器上按一下"#"，並將智能卡放上讀卡器以扣除費用。  
Press "#" on the card reader. Charges will be deducted after putting the smart card on the card reader.



#### STEP 4

在乾衣機控制板上調整乾衣時間至與讀卡器上的時限一樣。  
Adjust the drying timer on the dryer panel same as the time limit on the card reader.

### 2 及 3 號乾衣機 Dryer 2 & 3

1



將衣物放進乾衣機，關上機門。  
Put your clothes into Dryer,  
close the door.

2



在讀卡器上選擇乾衣次數。  
"1"字鍵=1次(25分鐘)，  
最多可按到"2"=50分鐘。  
Select drying cycle on the card reader.  
"1"=1 cycle (25 mins),  
maximum "2"=50 mins.

3



在讀卡器上按一下"#"，並將智能卡放上讀卡器以扣除費用。  
Press "#" on the card reader.  
Charges will be deducted after  
putting the smart card on the  
card reader.

# Usage of Induction cooker

## 電池爐使用

Each floor pantry is equipped with induction cookers.

Residents can also borrow from the Security Counter. After borrowing, they must ensure that the induction cooker is clean and return it to the Security Counter.

In addition to using the induction cooker for cooking, residents can also choose to use rice cooker to prepare various delicious meals.

每個樓層茶水間都設有電池爐。

宿生亦可於保安櫃位借用，借用完畢後必須確保電池爐之清潔並歸還給保安櫃位。

宿生除了可用電池爐煮食，亦可選用電飯煲煮出各種美食。



# Usage of Cooker

## 電飯煲使用

Residents can borrow a cooker from Security Counter. You may consider using the cooker to prepare various menus.

宿生可以從保安櫃借用電飯煲。你亦可用電飯煲準備各種美食。



Cook Rice  
煮飯



Cook Congee  
煲粥



Cook Dishes  
其他餸菜





# Usage of Microwave Oven

## 微波爐使用

切勿讓微波爐在無人看管下操作  
**DO NOT** leave the oven in use unattended



錫紙  
Aluminum Foil



果仁  
Nut



水或液體過度加熱  
Over-heat Water or Liquids



金屬容器  
Metallic Containers



微波爐保鮮紙  
Microwave Wrap



微波爐專用器皿  
Microwave Cookware



雞蛋（原隻或剥殼）  
Egg (With or Without Shell)



發泡膠產品  
Foam Products



塑膠袋或樽  
Plastic Bags or Bottles



Microwaving **eggs** may cause them to explode.

微波爐叮雞蛋會引起爆炸  
所有膠袋也不能放入微波爐加熱



危險！  
Danger!



# Available Items on Loan

## 可供借用物品



Irons  
熨斗



Ironing boards  
熨衣板

Induction cooker  
電磁爐



Rice cookers  
電飯煲



Vacuum cleaners  
吸塵機

Residents can borrow irons, ironing boards, vacuum cleaners, rice cookers and Induction cooker etc., at the G/F security counters.

Please clean up and return the items before 11 pm on the day of borrowing to the on-duty security guard in the lobby. Please note that all borrowed items must be cleaned and returned before the borrowing period.

Late return will generate a late charge of HK\$50.

宿生可以於地面保安櫃位借用熨斗、熨衣板、吸塵機、電飯煲和電磁爐等，

借用物品需於借用當天晚上11時前清理妥當後歸還給大堂當值保安員。借用完畢後必須確保物品之清潔並於借用期限前歸還給地面保安櫃位。

逾期未歸還借用物品需繳付每日港幣50元。

# Common Facilities

## 公用設施



Vending Machines  
零食及飲品售賣機

(located at G/F, 4/F, 7/F and 9/F)  
(位於地面、4樓、7樓及9樓)



# Common Facilities 公用設施



Multi-purpose **Room 2** at G/F  
**2號**活動室設於地面



Self-study room

Opening Hours: 24 hours

\*If there are any special arrangements,  
the opening hours will be updated accordingly.

自修室

開放時間: 24 小時

\*如有特別活動安排將會另行通知開放時間。

## First Aid Box 急救箱



G/F Security Counter  
G/F 保安櫃位



Sticking plaster at  
Common Area  
共用空間亦簡單救護用品

## AED 自動體外心臟去顫器



G/F Lobby  
宿舍大堂地面



Hall Management Office  
舍堂辦事處



# E-Form

## 電子表格

Scanning a QR code at the G/F Security Counter can make Halls service requests, e.g. borrowing items, requesting to open the door, reporting maintenance matters, etc. Your request will follow up by HMO during office hours afterwards.

舍堂大部分服務既進行電子申報，包括借用物品、要求開房門、匯報維修事項等。如有需要，宿生可到地面保安櫃位掃取二維碼並填寫表格。舍堂職員收到請求後，便會於辦公時間作出跟進。

匯報維修 Request for Repairing	本地/非本地/交換生 宿生註冊表 Local/ Non-local/ Exchange Resident Registration	新房間檢查表 Room Checklist (New Room)
		
要求開啟房門 Request for Open Door	清潔工具或電器借用 Borrowing of Cleaning Tools or Electrical Appliances	申請燒烤爐及場地借用 Booking of Barbecue Stove and BBQ Pitch
		

# Recycle Corner 一站式回收站



There is a Recycle Corner at the back of the Hall Management Office, providing students with a green and environmentally friendly lifestyle.

在舍堂辦事處後方，設有一站式回收站，  
給予同學一個綠色環保的生活

# Recycle Corner 一站式回收站

一站式回收站主要可為以下物品進行回收：

The one-stop recycling station can mainly recycle the following items:



廚餘  
Food Waste



金屬  
Metal



塑膠  
Plastic



紙張  
Paper

## Halls Website 宿舍網站



## Halls Instagram 宿舍Instagram



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](mailto: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!

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