



VTC Halls of Residence (Tsing Yi)

職業訓練局學生舍堂 (青衣)

OPPORTUNITIES • ACTION • SUCCESS
良機 • 實幹 • 成功



目錄

| | |
|-----------------|------------|
| 房間介紹 | P.4 - 5 |
| 住宿禮儀 | P. 6 |
| 房間清潔、舍堂清潔 | P. 7 - 9 |
| 舍堂器材使用 | P. 10 - 16 |
| 宿生智慧卡（學生證）及空調使用 | P. 17 - 19 |
| 洗衣及乾衣機使用 | P. 20 - 22 |
| 消防設備、緊急疏散 | P. 23 - 28 |
| 失物處理 | P. 29 |
| 試算表、可供借用物品 | P. 30 - 31 |

VTC Halls of Residence (Tsing Yi) 職業訓練局學生舍堂（青衣）

Tips for Check-in 入宿注意事項



We will introduce Halls facilities and services of Halls in the following introduction.

以下內容將會介紹舍堂設施及服務。

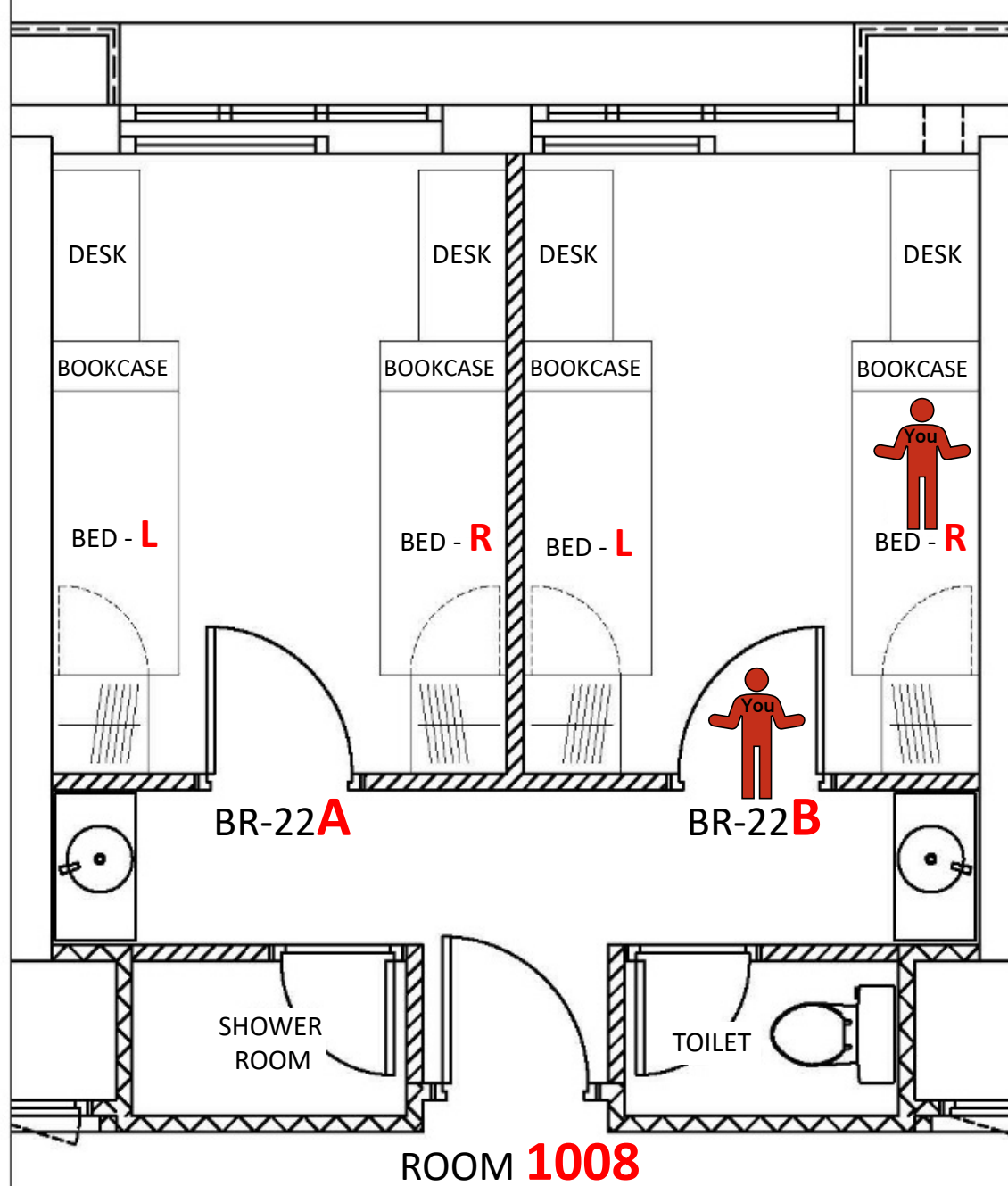
Standard Student Room

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. Remember to check your room facilities after move-in.

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，請謹記檢查房間設施是否齊全。



Example: 1008B-R



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。

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。



Room Cleanliness

房間清潔



SELF SERVICE!
自己清潔!



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 on a weekly basis. 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。而清潔團隊只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。

Hall Recycling Collection Box

舍堂環保回收箱

Recycling Collection Box
環保回收箱



Recycling Collection Box for Clothing
衣物回收箱



The recycling box is equipped on the G/F lobby. There is also an old clothes recycling box on the G/F. Let's contribute to environmental protection!

地下大堂設有環保回收箱，於地面空地亦設有舊衣物回收箱，讓各位為環保出一分力。

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 **before 4 pm every day**.

請妥善包好房間的垃圾，並於**每日下午4時前**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 hall cleaning team will clean the floor refrigerator regularly. **Please store items properly and clearly label/ write them with your room number. Otherwise, it will be disposed without further notice.** Refrigerators in the pantry are for temporary storage and convenient to Halls residents. Hall Management Office will not be responsible for any loss or damage.

清潔團隊會定期清潔雪櫃。請妥善包好食物及飲料並貼上/ 寫上你的姓名及房號，否則有關物品將會被處理，而不作另行通知。每個樓層公共空間之雪櫃乃提供方便予各宿生暫存食物及飲料。如有任何遺失或損壞，舍堂辦事處不會負責及處理。

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，待批核後方可放于房內。

重點推介!
Highly
Recommend!



Hall Food Waste Management

舍堂廚餘處理

Food Waste Composter
廚餘收集機



The hall cleaning team will send it to the kitchen waste collection machine for further processing.

清潔團隊收集後會送到廚餘收集機作進一步處理。

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!

Personal Cooking Utensils in Pantry

茶水間個人煮食用品

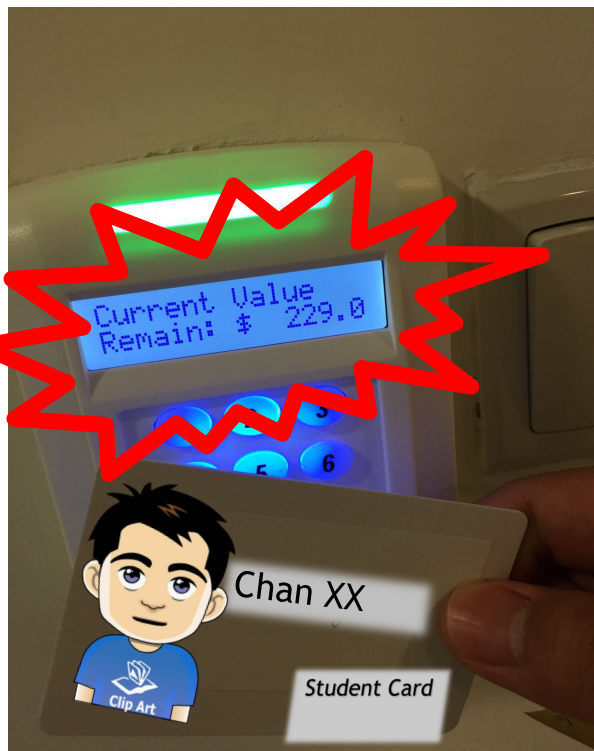
If you need to place cooking utensils in the pantry, please write your name and room number on them; otherwise, they will be disposed of without further notice. Please also ensure that the pantry is kept clean.

如你需要放置煮食用品於茶水間請寫上你的姓名及房號，否則有關煮食用品將會被處理，而不作另行通知。請確保茶水間清潔。



Usage of Resident Smart Card (Student Card)

宿生智慧卡 (學生證) 使用



出入舍堂緊記攜帶學生證
啊!

Always bring Student
Card with you!

Ensure that the student smart card has
credit and bring it with you at all times!

請確保學生證足夠餘額。
出入舍堂亦緊記攜帶學生證啊!



Open door fee \$50.
開門費為港幣50元正。

In addition to use your student smart card to enter Halls and room, it also consumes air-conditioning in room and laundry service in the Halls after add value. Ensure that the student smart card has credit!

學生證除用作出入舍堂及門卡外，增值後亦消費使用房內冷氣及舍堂內的洗衣服務。請確保學生證有足夠餘額!

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 G/F.

增值機設於地面大堂並接受**港幣50元或100元紙幣**。

Usage of Air Conditioning in Room

房間空調使用



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！

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。

Usage of Washing and Drying Machines

洗衣及乾衣機使用



自助洗衣價目表

Self Laundry Price List



洗一轉

Wash for 1 cycle



乾衣 25 分鐘

Dry clothes for 25 mins

注意事項 Attention

- ◆請勿放過量衣物。
DO NOT overload.
- ◆請勿放鞋或金屬物件於洗衣/乾衣機內。
DO NOT put any shoes or metals into the washer/dryer.
- ◆只能使用洗衣液及柔順劑，以免影響洗衣機操作。
Only Detergent and Softener are allowed.
- ◆確保衣物內所有東西已拿走(如：手提電話)。
Make sure all items have been taken out from your clothes (e.g. mobile phone).
- ◆洗衣/乾衣程序未完成之前，切勿開啟洗衣機門拿走衣物，以免發生危險。
To avoid dangers, DO NOT open the door before the washing/drying cycle is completed.



Each floor pantry and terrace are equipped with washers and dryers. The laundry charge is HK\$10 one cycle, and the dry service is HK\$6 for 25 minutes.

每層茶水間及露台設有洗衣機及乾衣機。洗衣收費一轉為港幣10元，幹衣則25分鐘港幣6元。

Laundry Weight Limit

洗衫重量限制



Scan Me

- ✓ Please **remember to weigh** your laundry before using washing machine
記住先磅重再拎去洗
- ✓ Please **do not exceed** the laundry weight limit
唔好超過洗衫重量限制
- ✓ If need more details for operating the machines, please contact HMO or Assistant Wardens
如果需要更多洗衣機操作資訊，可以搵舍堂辦事處或舍監查詢



LAUNDRY WEIGHT 重量限制

8 lbs LIMITED

For Enquiry: 2706 0397

Overloading clothes or using too much laundry detergent can damage the washing machine easily, and it usually takes **about a week** to repair. Please use it with care.

衣物過重/ 過多洗衣液會令洗衣機容易損壞，而且維修需要大概**一個星期**，請同學愛惜使用。

Usage of Washing Machines

洗衣機使用

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

按電源掣。
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

按開始掣。
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.

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！**

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

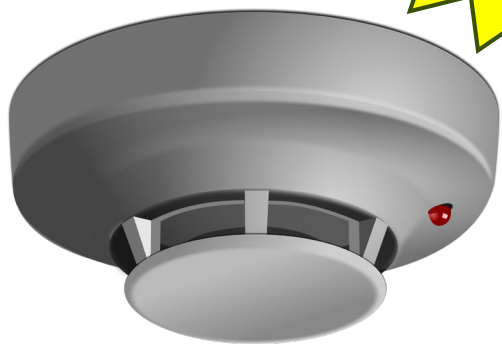


在讀卡器上按一下"#"，並將智能卡放上讀卡器以扣除費用。
Press "#" on the card reader.
Charges will be deducted after putting the smart card on the card reader.

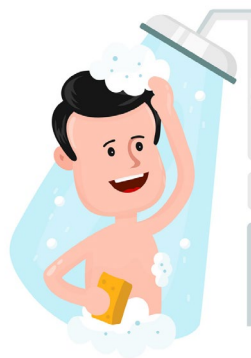
Fire Facilities 消防設備



Do not 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



Verbal warning will be issued

會發出口頭警告



HMO staff will conduct regular checking to maintain the function of the smoke detectors, which are not intentional interrupted.

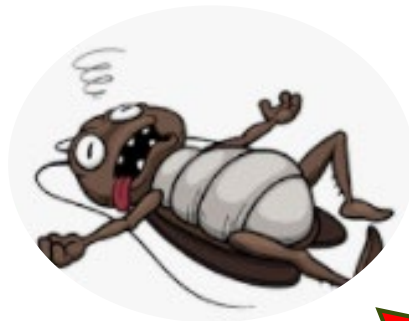
*Intentional interruption to the smoke detector will result in disciplinary actions.

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。

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。

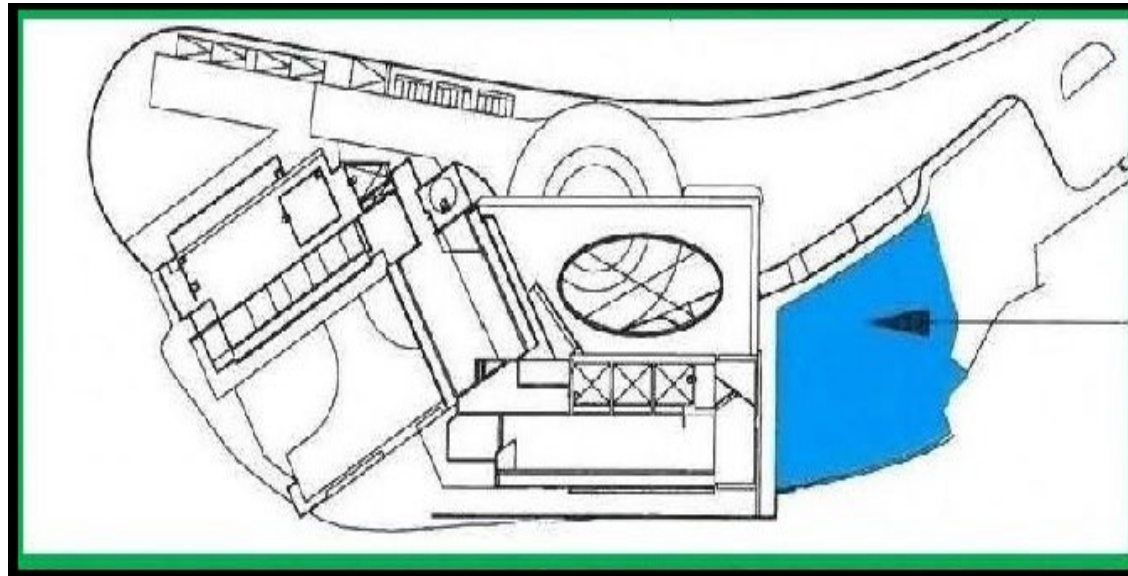
Fire Facilities

消防設備



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。

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



Assembly Point

:

**G/F LAWN
Area**

集合地點：
地面草地

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。

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



Lost & Found

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、智慧手機、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 |

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。

E-Form 試算表

| | | |
|---|--|---|
| 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 |
|  |  |  |

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、彙報維修事項等。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。

Available Items on Loan 可供借用物品

Induction cooker(Stock: 6)

電磁爐(庫存：6)



Irons(Stock: 8)
熨斗(庫存：8)

Ironing boards(Stock: 8)
熨衣板(庫存：8)



Rice cookers(Stock: 13)
電飯煲(庫存：13)



Vacuum
cleaners(Stock: 3)
吸塵機(庫存：3)

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。逾期末歸還借用物品需繳付每日港幣50元。



入住愉快！ENJOY!

OPPORTUNITIES • ACTION • SUCCESS

良機 • 實幹 • 成功

