



中文姓名 Name in Chinese: _____

外文姓名 Name in block letters: _____

學生證號碼 Student no.: ____-- ____ -- ____ -- ____--

房間號 Room No.: _____ 床號 Bed No.: _____

(檢查後，若設備狀態良好，請在狀態欄空格內打“✓”；若設備有缺損，請在狀態欄空格內打“✗”)

(After checking, please put “✓” in the blank of condition column if the equipment is OK; put “✗” if the equipment is damaged or lost)

物品描述 Item description	數量 Quantity	狀況 Condition		備註 Remarks	收費 Charge (損壞或遺失) (damage or lost)
		入住 Move in	退房 Move out		
單人床架 Single Bed Frame	1				MOP
單人床褥 Single Size Mattress	1				MOP
書檯連書架及鍵盤 Desk and Book Cabinet with Keyboard	1				MOP
辦公椅 Office Chair	1				MOP
三桶轆櫃 (配櫃桶內間隔) Mobile Pedestal	1				MOP
掛牆水松板 Cork Board	1				MOP
床邊牆身板 Wall Plate	1				MOP
衣櫃 Wardrobe	1				MOP
鏡 Mirror	1				MOP
鞋櫃 Shoe Cabinet	1				MOP
鋁窗 Window (連浴室 with bathroom)	4				MOP
膠地板 (最少以 1 平方米計算) Floor (1m ² at least)	m ²				MOP
牆身 (最少以 1 平方米計算) Wall (1m ² at least)	m ²				MOP
木門 Door	2				MOP
木門框 Door Frame	2				MOP
機械門鎖 Mechanical Lock	1				MOP
門飾線 (最少以 1 米計算) Wood Trim (1 Linear meter at least)	m				MOP
地腳線 (最少以 1 米計算) Skirting (1 Linear meter at least)	m				MOP
門頂 Door Buffer	2				MOP
窗簾布 (整塊布計) Curtain (count as a whole)	2				MOP
窗簾軌 (整條計) Curtain Rail (An entire piece as a whole)	1				MOP
紗窗 Screen Window (連浴室 with bathroom)	4				MOP
電燈 Electric Light	1				MOP
電燈罩 Lamp Shape	1				MOP
雲石 Marble	1				MOP
無線網點接收器 WLAN access point	1				MOP
分體式冷氣機 Air Conditioner	1				MOP
冷氣機遙控 Remote Control	1				MOP
網路插座 Internet Socket	1				MOP
電源插座 Power Socket	1				MOP
磁咭鎖 Card Lock	1				MOP
門鈴 Door Bell	1				MOP
雪櫃(80 公升) Refrigerator (80 Litres)	1				MOP



物品描述 Item description	數量 Quantity	狀況 Condition		備註 Remarks	收費 Charge (損壞或遺失) (damage or lost)
		入住 Move in	退房 Move out		
不銹鋼網架 Shelf	1				MOP
不銹鋼毛巾架 Towel rack	1				MOP
花灑頭及其配件 Shower head and Accessories	1				MOP
水龍頭 Water taps	2				MOP
浴室鏡 Mirror in the bathroom	1				MOP
浴簾 Shower curtain	1				MOP
洗面盆及其配件 Washing basin and accessories	2				MOP
浴室雲石檯 Marble Table in the Bathroom	1				MOP
雲石攔水基 Marble Bar	1				MOP
座廁及其配件 Water Closet and Accessories	1				MOP
瓷磚牆(最少以1平方米計算) Wall Tile (1m ² at least)	m ²				MOP
地磚(最少以1平方米計算) Ground Tile (1m ² at least)	m ²				MOP
電錶讀數(單位) Electricity meter reading (Unit)					
一般用水水錶讀數(單位) Water meter reading - general (Unit)					
熱水錶讀數(單位) Water meter reading - hot water (Unit)					

備註 Notes:

- I. 如屬於損壞導致不能使用或丟失的，按原價賠償。The compensation cost will be applied if the object is lost or the damage affects its function.
- II. 如屬不影響使用功能的損壞，例如，污漬或可修復之小破損。賠償金額按損壞程度賠償。The cost of repair will be applied when the damage (e.g., stain, mark, etc.) does not affect the normal function. The compensation payment will be charged according to the quotations obtained at that time.
- III. 如損壞物品並未於上述賠償表中列明，按實際報價賠償。If the lost or damaged item is not in the above tables, the corresponding compensation charge will be based on the quotation upon obtained.

住客聲明已知悉最接近其房間之走火通道。The resident acknowledges the location of the nearest emergency exits.

1. 此外退房時在表格上簽署代表住客會帶走所有私人物品。遺留在房間內的物品可被丟棄，住客也明白澳門大學將不會為其物品之遺失或損壞承擔任何責任。By signing the form upon move-out, the resident declares that he / she takes away all his / her belongings. Anything left in the room can be discarded and understands that UM will not bear any responsibilities for the loss or damage of his / her belongings.
2. 由於遷出時，如發現物品有缺(如缺了遙控器)，有多(如牆壁上貼有掛鉤)、或有任何破損(如桌面有刮痕燙印)的話，則需要根據「住宿式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，前往紹邦書院辦公室作登記。Since when you move-out, you have to compensate according to the "Charge List for Damaged/Lost Furniture, Equipment and Electric Appliance at the Residential Colleges" for anything less (such as remote control), anything more (such as hooks), or anything broken (such as scratches and burn mark on the table,) so please contact the Shiu Pong College Office in the first 3 days after move-in if you find the above situation in your room.

入住 Move-in

退房 Move-out

日期(日/月/年) Date (DD/MM/YYYY)

住客簽名 Resident signature

處理人簽名及蓋章 Handler signature & chop