



學生姓名(中文) _____
學生編號 Student No. -----

Student Name (English) _____
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 Move in	退房 Move out		
公共物品 Public	門鈴 Door bell	1				MOP
	房間木門 Wooden door	2				MOP
	磁咭鎖 Card Lock	1				MOP
	機械門鎖 Mechanical Lock	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
	鞋櫃 Shoe Cabinet	1				MOP
	門飾線 Wood Trim (直米 Linear meter)	直米				MOP
	地腳線 Skirting (直米 Linear meter)	直米				MOP
	雲石 Marble	1				MOP
	牆身 (最少以1平方米計算) Wall (1m ² at least)	平方米				MOP
	地板 (最少以1平方米計算) Floor (1m ² at least)	平方米				MOP
	瓷磚牆 Wall Tile (平方米 Square meter)	平方米				MOP
	地磚 Ground Tile (平方米 Square meter)	平方米				MOP
	電燈 Electric Light	2				MOP
	電燈罩 Lamp Shape	2				MOP
	鋁窗 Window	6				MOP
	防蚊網/紗窗 Mosquito Screen/Screen Window	4				MOP
	窗簾軌 Curtain Rail	1				MOP
	窗簾布 (整個布計) Curtain (count as a whole)	2				MOP
	鋁門 (連門鎖) Aluminum Door (including door lock)	2				MOP
	洗面盆 Washing Basin	2				MOP
	水龍頭 Water Taps	2				MOP
	洗手間大鏡 Washroom Mirror	1				MOP
	花灑頭 Shower head	1				MOP
	不銹鋼毛巾架 Towel rack	1				MOP
	不銹鋼網架 Shelf	1				MOP
	座廁及其配件 Water Closet and Accessories	1				MOP
	廁紙架 Toilet Paper Rack	1				MOP
垃圾桶、掃把及垃圾鏟 Rubbish Bin, Broom & Garbage Shovel	1				MOP	
網路插座 Internet Socket	1				MOP	
電源插座 Power Socket	1				MOP	
無線網接收點 WLAN access point	1				MOP	
個人物品 Personal Items	書檯連書架 Desk and Book Cabinet	1				MOP
	三桶櫃 (配櫃桶內間隔) Computer cabinet	1				MOP
	有轆腳旋轉辦公椅 Office Chair with wheels	1				MOP
	水松板 Corkboard	1				MOP
	衣櫃 Wardrobe	1				MOP
	櫃鏡 Wardrobe Mirror	1				MOP
	單人床架 Single bed Frame	1				MOP
單人床褥 Single Size 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**

- 學生簽名此表格，即表示此表格內所列之個人物品及遺留在房間之物品已取去。學生須向澳門大學宿舍部聲明此項聲明，並對學生物品之遺失承擔任何責任。 By signing this 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.
- 澳門大學的免費權：當學生退房後，澳門大學會盡一切努力不丟棄學生遺留在房間/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.
- 學生如於搬出時，如發現物品有缺(如缺少遙控器)，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「張崑崙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，前往張崑崙書院辦公室作登記。
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 "Cheong Kun Lun College & electrical appliances compensate table". Therefore, please contact the Cheong Kun Lun 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

