



Facilities Management Office

香港城市大學
City University of Hong Kong

Tak Chee Yuen

Residents Handbook

(Wong Fung Ling Hall)

- **For the exclusive use of Presidential Assistant
Professor (PAP) residents**

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Introduction

Wong Fung Ling Hall (WFLH) is one of the staff accommodations for Presidential Assistant Professors (PAP) in City University of Hong Kong (CityUHK) on fixed duration.

This handbook is prepared with the intention to provide residents of Wong Fung Ling Hall with the house rules so that they know what to observe and with the basic information so that they know where assistance could be obtained when needed.

Facilities Management Office wishes all residents a happy stay in CityUHK accommodations.

Wong Fung Ling Hall

Wong Fung Ling Hall (WFLH) under the management of the Facilities Management Office (FMO) of the University is located at Block 8 of Tak Chee Yuen, 88 Tat Chee Avenue, Kowloon. WFLH is a 4-storey building with 6 en suite rooms (2 rooms on each floor), and kitchen facilities and living room on G/F for shared use.



The House Rules

1. Living Environment

- 1.1 In order to preserve a pleasant living environment, residents should be considerate and observe all statutory regulations. They should help keep the estate clean and refrain from making excessive noise such as playing musical instrument, turning on visual and audio equipment loudly, playing mahjong or other noisy activities which may cause nuisance or annoyance to the neighbouring residents especially between 23:00 and 07:00 hours. Offenders are reminded that they may be liable for prosecution under the Laws of the Hong Kong Special Administrative Region (HKSAR).
- 1.2 The offenders shall be held responsible for indemnifying the University against all claims, demands, actions and legal proceedings whatever made upon the University by HKSAR for committing an offence due to any noise or activities which are a source of annoyance to any person caused by the offenders.
- 1.3 Residents should refrain from doing any act or behavior which may cause nuisance or injury or danger to health of other residents in the estate.
- 1.4 In order to maintain a tranquil environment at night, taxis are not allowed to enter into the estate between 23:00 to 07:00 hours under normal circumstances.

2. Refuse Disposal

- 2.1 Be considerate and do not throw or drop any rubbish, waste and other articles out of the windows or in common areas.
- 2.2 Do always keep the premises in good sanitary condition. All domestic refuse should be put in sealed bags and disposed of into rubbish bin in Common room at G/F.
- 2.3 The University encourages separating waste for re-cycling purpose. Please refer to Clause 30 "Recycling Practice" for details.

3. Repair and Maintenance

- 3.1 Residents shall have a duty and responsibility to look after their premises. They are required to report any defects occurred within their premises to the Management Services Counter.
- 3.2 Any requests for repair and maintenance work in premises should be forwarded to the Management Services Counter. Residents are also encouraged to report to the Management Services Counter any damages in common areas.
- 3.3 To avoid blockage of soil pipes and drains, residents shall remind their visitors not to throw any refuse, leftovers, rags, sanitary towels or other insoluble articles into the water closets. It is extremely inconsiderate to flush sanitary towels into water closets as these towels will block the soil pipes and drains causing great inconvenience and hygiene hazards. Residents will be held responsible for the repair and all associated cost.

4. Use of University Facilities and Appliances

- 4.1 Residents are required to take good care of the University facilities and appliances and use them in a proper manner not to cause nuisance or injury or danger to health of other residents in the estate.
- 4.2 Residents will be held responsible for any missing or damaged University facilities and appliances caused by them.

5. Additions and Alterations

- 5.1 No addition and alteration work to the fixture, fittings, utilities or any parts inside the premises are allowed without written approval from the Director of Facilities Management.
- 5.2 Residents are responsible for making good and reinstating the premises to their original state upon vacating their premises.

6. Display of Notice or Sign

- 6.1 Residents are required to contact the duty staff of the Management Services Counter for prior approval should they wish to display any notice on Notice Board of the building.
- 6.2 Residents are not allowed to hang or display any sign, banner or advertisement on or outside windows, exterior of the building and other common areas.

7. Inspection of Premises for Repair and Improvement Works

The University reserves the right to conduct inspection of accommodation at reasonable intervals and to carry out any repair or improvement works of building facilities inside the premises upon serving prior notice to the residents. Residents must, however, render assistance and facilitate the carrying out of such inspection, repair or improvement works.

8. Fire and Safety

- 8.1 Do not keep or store hazardous, flammable or unlawful goods in the premises.
- 8.2 In order to avoid fire accidents and to keep the estate clean and tidy, placing shrines at door entrances and burning of joss sticks and any articles for worshipping in common areas are strictly prohibited.
- 8.3 Do not overload individual socket outlet at any one time as fire can be caused by overloading electrical wiring and fittings.
- 8.4 Passageways, staircases, lift lobbies etc. must not be obstructed at any time.
- 8.5 Residents should not jam open any fire doors or interfere with any fire services equipment and installation or impede their proper functioning.

9. Keeping of Pets

Residents are not allowed to keep pets in Wong Fung Ling Hall.

10. Security

- 10.1 For security concern, opening hours of the main entrance gate are from 07:00 to 23:00 hours. Vehicles without valid parking permits issued by the University are not allowed to enter the estate beyond the above time.
- 10.2 For security reasons and to prevent trespassing, visitors, contractors, workers will be checked and registered by the security guards while entering the estate. The University reserves the right not to allow any personnel from entering into the estate.

- 10.3 The security guards are responsible for the security and regular patrol to the estate under the supervision of the Management Services Counter.
- 10.4 The building is installed with a doorphone system for security purpose which comprises an Entrance Panel at the entrance to each block via intercom system and mobile apps.

11. Car Parking

- 11.1 Residents are allowed to park their cars bearing valid parking permits issued by the University in the carpark of TCY. Cars can be parked on any available parking spaces.
- 11.2 Valid parking permits issued by the University should be displayed at a prominent place on the vehicle front windscreen for easy identification.
- 11.3 Do observe the parking regulations posted at the carpark entrance and the traffic signs including road markings and directions given by the duty staff of Management Services Counter. Learner driving is strictly prohibited in the Estate.
- 11.4 Car owners will be held responsible for all loss and liabilities in respect of any damage to building facilities and / or injury to person caused by their vehicles.
- 11.5 Unauthorized parking is not allowed in the Estate. Vehicles parked unauthorizedly may be towed away or impounded by the Management Services Counter. The car owners are required to pay for the associated fee for the release of their vehicles.
- 11.6 Due to limited parking spaces for visitors, visitors are required to register at the main entrance before parking at designated parking spaces under the instruction of security guards. Overnight parking is not allowed.

12. Car Cleaning Facility

- 12.1 Facility for washing cars is located outside Block 14. It includes a water point and a 13A power socket outlet. Residents should not wash their cars in other areas of the Estate.
- 12.2 Only vehicles with valid parking permits issued by the University are allowed to use the car washing facility on a first-come first-served basis. Visitors are not allowed to use the facility.

13. Use of Common Areas

- 13.1 Be considerate and do not paint, write or paste posters on walls and floors in any common areas.
- 13.2 Avoid doing anything which may cause damage to building elements and common facilities. Residents will be held responsible for the repair costs of any wilful damage to any part of the building.
- 13.3 For the sake of safety and security, residents are not allowed to enter and use the roof areas for laundry and other activities.
- 13.4 In order to maintain a tidy appearance of the estate, display or erection of radio or television aerials, awning, signs, flower boxes, etc. in any parts of the exterior of the building or common areas is strictly prohibited.
- 13.5 Do not place or store any goods such as bicycles, furniture etc. in lift lobbies, staircases, landings or any other common areas. Blocking fire escape routes is an offence to law.

Sleeping and airing of clothes in common areas are not permitted. Residents are advised to dress properly in common areas.

14. No Smoking in Common Areas

- 14.1 Due to the enactment of the Smoking (Public Health) (Amendment) Ordinance 2021, smoking is totally banned on campus within the boundary of the University. This also applies to common areas and balconies in residential quarters.
- 14.2 Smoking or carrying a lighted cigarette, cigar or pipe in all common areas (both indoor and outdoor) such as lifts, lift lobbies, corridors, staircases, service roads, pavements, carparks, building roofs, playing and landscape areas is prohibited.

15. Laundry Facility

Hanging or drying clothes, beddings and the like on the windows or alongside the exterior of the building and other common areas is unsightly and inconsistent with the image which the University desires to maintain and is not allowed.

16. Landscaped Gardens

- 16.1 The landscaped gardens inside the Estate are designed for the enjoyment of all residents.
- 16.2 Do keep the area clean and do not paint, write or paste posters on any trees and plants in the Estate.
- 16.3 Do not pick or damage the plants and trees. Persons found damaging the plants and trees inside the Estate will be required to pay for their replacement.
- 16.4 Residents are advised to report to the Management Services Counter or Security House should they find any irregularities of trees and plants.

17. Maintenance of Windows

- 17.1 Standard aluminium window grilles and mosquito screens are provided in each flat. Residents are not allowed to change the pattern of window grilles and mosquito screens.
- 17.2 The window frames are made of anodised aluminium. This surface does not require any further treatment or painting. Residents are advised to clean the windows and frames with mild detergents and not to use Brasso or other similar harsh cleaners as this will cause damage to the surface of the frames.
- 17.3 For safety concern, residents should make regular check and maintenance of the windows. Any defective window hinges and parts should be repaired or replaced immediately.

Useful Information

18. **Management Services Counter**

The Management Services Counter located adjacent to Block 8 is responsible for daily management of the estate. The duty staff at the Management Services Counter will offer assistance and deal with enquiries from residents during normal office hours from 08:20 to 17:15 hours, Mondays to Fridays. Residents may approach the Security House at 3442-3002 beyond office hours.

19. **Handover of Room**

19.1 **Moving-in**

New residents are required to complete check-in formalities and collect door keys from the duty staff at the Management Services Counter. Brief introduction on the use of essential facilities of the premises will be conducted by the duty staff upon check-in. Residents are advised to keep good custody of door keys at all times.

19.2 **Moving-out**

Residents shall make advance appointment with the duty staff of the Management Services Counter for moving-out formalities and return all door keys including the parking permit (if any). Inspection of the premises and recording of the utility readings will be done by the duty staff of the Management Services Counter. They are required to remove their own belongings and are responsible for any loss and damaged items of the University.

Residents are reminded to apply for change of address and redirect mail with the Post Office directly.

20. **Long Vacation Arrangements**

For residents who are on long vacation and will not therefore be occupying their premises for a long period of time, they are requested to make suitable preparations where appropriate prior to their departure:

- 20.1 Valuable articles/belongings should be properly locked and if deemed appropriately insured. The University will not be responsible for any loss. Avoid ordering items locally and overseas.

20.2 Turn off all fresh, flushing and town gas valves inside their premises before leaving.

20.3 Persons holding the keys are advised to make regular visits to the premises to:

- report on any urgent need of repair; and
- report to the Management Services Counter of any irregularities.

21. Housekeeping Services

Would residents please clean the room by themselves. Cleaners will collect refuse at G/F Common Room around 10am daily. Collection time subjects to onsite weather condition and subject to change.

22. Provision of Furniture and Inventories

Sofa and basic beddings are provided.

23. Utility

Each room is equipped with basic utility services such as water, electricity and gas. Room rental includes the utility charges (water, electricity and gas).

24. Electricity Supply

24.1 The power supply of the flat is installed in accordance with the safety requirement of the China Light and Power (CLP) Hong Kong Ltd at a frequency of 50 Hz and 220 volts. The distribution board is fitted with a Residual Current Device (RCD) to provide protection against electric shock. This device will react to the use of any faulty electrical appliance by cutting off the supply.

24.2 If a circuit in the flat is tripped, please contact the duty staff of the Management Services Counter or security guard for assistance.

25. Use of Broadband Service

25.1 Each room is provided with free broadband service. For details, please refer to internet connection procedure available inside the bedrooms.

25.2 Residents are required to observe all relevant laws of HKSAR when using the broadband service.

26. Use of Electrical Appliances

- 26.1 Standard 13A power socket outlets are provided in the room. Residents are advised not to overload individual socket outlet at any one time.
- 26.2 Basic electrical appliances such as air-conditioning units, television sets, refrigerators, electrical working platforms and vacuum cleaners are available for use.
- 26.3 For safety reason, adaptors should not be used.
- 26.4 Residents are requested to report to the Management Services Counter for any mal-functioned University electrical appliances.

27. Use of Gas Appliances

- 27.1 Gas water heater is provided in the shower room.
- 27.2 In case of malfunction of the water heater, residents should report to the Management Services Counter for checking and repair. For safe use of gas appliances, residents shall refer to instructions given on the heaters.
- 27.3 When you suspect a gas leak, please keep calm and refer to the following advice:
- Do not tamper with the switch of any electrical appliances such as air-conditioning units, lights, fans etc as this could cause an explosion.
 - Turn off the main supply immediately at the gas meter located in kitchen by closing the meter control valve.
 - Leave all windows and doors open.
 - Do not press the door bell of adjacent rooms.
 - Contact the duty staff of Management Services Counter for assistance.

28. Use of Fresh and Flushing Water

- 28.1 Tap water is not disinfected and should be boiled before drinking.
- 28.2 If water leakage is found in the premises, residents should turn off the valves and inform the Duty Staff of Management Services Counter for repair immediately.

29. Pest Control

A pest control specialist has been appointed to carry out regular pest control work in all common areas and the rooms.

30. Control of Mosquito Breeding

Residents are advised to remove stagnant water in containers like vases, flower pots and buckets to eliminate mosquitoes breeding.

31. Recycling Practice

The University always endeavours to promote environmental protection. Nowadays, waste recycling has become a common practice of the University community. Residents are encouraged to participate in this meaningful activity. To facilitate the recycling practice, there are various sets of recycle bins available in carpark areas for recycling of plastic bottles, aluminum cans and waste paper. Residents are also welcome to raise their suggestions to the Management Services Counter on improving the recycling practice in the estate.

32. Energy Saving

In order to protect the environment, residents are advised to turn off any unused lightings and electrical appliances before leaving their premises.

33. Typhoon and Rainstorm

Typhoon season in Hong Kong is normally from June to October every year. Typhoon signals range from No. 1 to 10. When there is a typhoon or rainstorm warning signal, residents are required to take necessary precautions and make sure all windows are closed. Beware of personal safety and stay tuned on the announcements of Hong Kong Observatory at www.hko.gov.hk.

Common Room Usage Protocol

34. Common Room

Common Room is located at G/F of Wong Fung Ling Hall, with provisions of washing basins, IH Cooker, Washing and Drying Machine. They are shared by all PAP residents of Wong Fung Ling Hall.

35. General Guidelines

To uphold the ambience of our accommodation and public health, please take note of the following points.

The Common room CANNOT be booked during following timeslots:

- breakfast time (6am – 10am),
- daily cleaning time (10am – 11am),
- lunch time (12pm – 2pm) and dinner time (6pm – 8pm).

From 12am – 6am, only residents of Block 8 are allowed in the Common Room (i.e. no parties, group activities, etc. from 12am – 6am).

36. Booking and Scheduling

36.1 Use a shared calendar (digital) to book the room for specific times.

36.2 Limit bookings to 2-hour slots to ensure fair access for all users.

36.3 Each PAP resident can only book up to FIVE (5) 2-hour slots per week for social gathering, meeting activities, etc.

36.4 If the room is not booked, it is available on a first-come, first-served basis.

37. Social and Meeting Use

37.1 Arrange furniture back to its original layout after use.

37.2 If using multimedia equipment, ensure it is turned off and properly stored after use.

37.3 Report any damages or issues to the designated maintenance contact immediately.

38. Cleanliness and Hygiene

38.1 Clean up immediately after use. This includes washing dishes, wiping surfaces, and disposing of trash.

38.2 Use provided cleaning supplies to sanitize areas used, especially kitchen surfaces and meeting tables.

38.3 Do not leave personal items or food in the common room.

39. Respect and Consideration

- 39.1 Keep noise levels reasonable to avoid disturbing others.
- 39.2 If using the room for a meeting, ensure discussion are kept at a moderate volume.
- 39.3 Respect the booking schedule and vacate the room promptly at the end of your slot.

40. Kitchen Use

- 40.1 Label and date any food items stored in the shared refrigerator.
- 40.2 Unlabelled items will be discarded weekly.
- 40.3 Do not leave cooking appliances unattended; ensure all appliances are turned off after use.
- 40.4 Keep the washing basins cleared of leftovers and no blockage.
- 40.5 Please bring your own utensils and dining accessories (e.g. bowl, chopsticks, spoons and forks etc.).

41. IH Cooker in Kitchen

- 41.1 Switch off an induction cooker if its surface is cracked.
- 41.2 Switch off an induction cooker by its control switch after use.
- 41.3 Ensure good ventilation for an induction cooker.
- 41.4 Use only a cookware with a flat bottom or curved bottom matched with an induction cooker surface.
- 41.5 Do not use a steam cleaner to clean an induction cooker.
- 41.6 Do not place metallic objects such as knives, forks, spoons and lids on an induction cooker.
- 41.7 Do not touch an induction cooker surface immediately after cooking.
- 41.8 Do not place sealed cans on an induction cooker surface.
(Sources:[https://www.emsd.gov.hk/filemanager/en/content_924/Safety_Tips_\(Winter\)-English.pdf](https://www.emsd.gov.hk/filemanager/en/content_924/Safety_Tips_(Winter)-English.pdf))

42. Use of Washing and Drying Machine

42.1 Free provision of a washer and drying machine are available in kitchen for residents on a first-come first-served basis.

42.2 Residents shall refer to instruction given on using the said machines. For the sake of public health, please clear your laundry items after use as soon as possible and restrict from washing / drying all shoes from time to time.

43. Enforcement

43.1 Regular checks will be conducted to ensure compliance with the protocol.

43.2 Repeated violations may result in restricted access to the common room.

<i>Useful Telephone Numbers</i>	
Emergency for Police, Ambulance and Fire Services	999
Water Supplies Department	2824 5000
CLP Power Hong Kong Ltd.	2678 2678
Towngas Enterprise Limited	2880 6988
PCCW Customer Service Hotline	1000
Tak Chee Yuen Management Services Counter	3442 3001
Security House at Tak Chee Yuen near Main Entrance	3442 3002
University Security Hotline	3442 8888
Human Resources Office	3442 9250

This Handbook is subject to continuous revision. The University reserves the right to review, update or amend the rules as she thinks appropriate without notice.
