

Chapter One – Requirements for Room Tidiness

Year 83, Student Housing Manual amendment, meeting amended
Year 85, Student Housing Manual amendment, meeting amended
Year 86, Student Housing Manual amendment, meeting amended
Year 87, Student Housing Manual amendment, meeting amended
Year 88, Student Housing Manual amendment, meeting amended
Year 96, Student Housing Manual amendment, meeting amended
Year 97, Student Housing Manual amendment, meeting amended
Year 102, Student Housing Manual amendment, meeting amended

1. Beds are to be tidied; pillows and blankets are to be folded neatly after getting up.
2. Place for every items:
 - (1) Books and stationery should be lined up neatly. The desk's surface and underneath should be all kept clean and neat as primary principle.
 - (2) Footwear should be arranged neatly and does not affect the appearance of the bedroom.
 - (3) No hang drying clothes in the bedroom is allowed as primary principle, if necessary, without affecting the appearance of the bedroom and have obtained from the roommates then it will be allowed to do so.
 - (4) The position of the furnishings, which is inside the bedroom, without jeopardizing safety of the dormitory, no harm for public items and under the principle of clean, after all roommates agree to change then it can be changed, such as when it comes to public property must be reported to the school counselor and have their consent before changing position.
 - (5) Any pictures or words that may be offensive are not allowed to be posted in the bedrooms.
 - (6) Items that may cause danger, hygiene concerns and other people's inconvenience, are prohibited to be placed.
 - (7) Floor should be kept clean and rubbish should be bin regularly, and should pay attention to clean and tidy.
 - (8) The corridor and the doorway can allow umbrellas or related items to be placed on those places, rubbish and other items are not allowed.
3. The person in charge of each bedroom is responsible for arranging timetable for scheduling duty for keeping clean the outside and inside bedroom's environment, including the external and internal floors, walls, doors and windows, air conditioners <including filter>, fans, telephones and other relevant public property.
4. Each semester the Student Housing Center and Student Housing Life Improvement Unit will work together to carry out an inspection one to two times periodically, all boarding students will need to participate and may not refuse for inspection. If found to have failed, and no improvement has been made after

re-inspection, it will be listed as failure in the records.

5. With respect to cleaning on public bathroom area, the General Services Committee is to contact external contactors to clean on a regular basis; other public areas such as student functions room, corridors, façade of the front door of the stairwells, clothesline field, top floor, external surrounding environment, rubbish collection field and so on, are looked after by the work-study services students and students jointly.
6. With respect to environmental tidiness and clean of the dormitory, boarding students are responsible for personal housekeeping and the windows in the bedroom, public property, and floor daily; outside the campus when contactors or work-study service students or work-study students are not on duty in that area or during that period of time, Student Housing Life Improvement Unit should supervise and assign all boarding students working together to execute housekeeping internal/external public areas and adoption of environment related business.
7. All students should pay attention to life requirements and do not cause any untidiness, in order to reduce housekeeping burden.