

## **Chapter Three - Adopt Dormitory Environment Reward Terms & Conditions**

Student Housing Manual amendment, meeting amended, 1999  
Student Housing Manual amendment, meeting amended, 2013

1. In order to promote the Student Housing service and education to different levels, the students from the dormitories will be responsible for maintaining and keeping the environment tidy. Through this, the student will be able to build a sense of responsibility for the environment and to improve self-management for their life and to be more educated and civilized as a citizen. Therefore, this Reward has been set in accordance with s.16 of the Student Housing Counselling and Management.
2. It is the student's responsibility to keep their room tidy. For other areas, such as the common area, if no safety concerns arises, it should remain open for its students in that dormitory, and it is the students' responsibility to adopt and keep the area tidy, such as student functions room, hot food cooking area, conference room, discussion room, computer room, emergency backup room, study room, stairwell, halls, side door of main entrance, clothesline field, top floor, surrounding environment around dormitory building, rubbish collection area and any other livelihood electrical appliance and outdoor / indoor planting places.
3. Daily cleaning of hardware and plant maintenance are the main way of adoption. For dormitory green landscaping theme, it should be planned by the student team of the dormitory and should be completed prior to the commencement of the semester. After completion, the student should assist it to be adopted and be well-maintained.
4. During the adoption period, the school will provide cleaning tools. The boarding students need to use it in a good manner and do not waste the material or to keep the tools as their own property.
5. Each dormitory adoption's rules such as cleaning and maintenance cycle, distribution range, adoption methods and so on, should be assisted by Student Housing Life Improvement Unit together with part-time service staff for education training, cleaning supplies and regular monitoring.
6. Adoption deadline: from the date when the dormitory opens from the beginning year of the semester until the close date it is open for adoption service. Service hour is limited to not exceeding two hours.
7. Adoption reward: to encourage all boarding students to devote themselves to care the living environment and caring services, when the adopted items of maintenance during that period is confirmed that it is carried out over 2 hours

(inclusive) every month, and after it is confirmed by the Student Housing Centre and the Service Team Inspector, it will be reported to the school and a certificate for Reward for engorgement will be issued and given by the Student Housing Centre.

8. If the terms and conditions cannot be fulfilled the Student Housing Centre must hold a meeting between the students and teachers for discussions and a decision will be made after that for facilitating for the interim; it will be confirmed and ratified during the following meeting in the Dormitory Manual.