



M-001/F/CKYC

學生姓名 Student Name: _____

學生編號 Student No.: _____ 房間號碼 Room No.: _____

(檢查後，若設備良好，請在空格內打“✓”，否則請詳細填寫該設備的現時狀況。 After checking, please put “✓” in the box if the equipment is OK. Otherwise, please describe the current status of equipment clearly.)

物品名稱 Item Description	數量 Qty	狀況 Condition	
		入住 Move In	退房 Move Out
一、房間之傢俬及設備 (Furniture and Equipment in the Room)			
個人物品 Personal Items	單人床架 Single Bed	1	
	單人床褥 Single Size Mattress	1	
	書檯連書架及鍵盤架 Desk and Book Cabinet with Keyboard Cabinet	1	
	辦公椅 Chair	1	
	三桶櫃 (配櫃桶內間隔) 3-Drawer Side Cabinet	1	
	掛牆水松板 Cork Board	1	
	床邊牆身板 Wall Plate	1	
	衣櫃 Wardrobe	1	
	全身鏡 (於衣櫃內) Mirror (Inside of the wardrobe)	1	
公用物品 Public Items	鞋櫃 Shoe Cabinet	1	
	鋁窗 Window	6	
	膠地板 (最少以 1 平方米計算) Floor (1m ² at least)	m ²	
	牆身 (最少以 1 平方米計算) Wall (1m ² at least)	m ²	
	木門 door	2	
	木門框 Door Frame	2	
	磁咭門鎖 Card Lock	1	
	機械(普通)門鎖 Mechanical Lock	1	
	窗簾布 (整個窗計) Curtain (Count as a whole)	2	
	窗簾軌 Curtain Rail	1	
	電燈 Electric Light	2	
	電燈罩 Lamp Shades	2	
	雲石 (最少以 1 平方米計算) Marble (1m ² at least)	m ²	
二、房間之電器設備 (Electric Appliance in the Room)			
公用物品 Public Items	分體式冷氣機 Air Conditioner	1	
	冷氣機遙控 Remote Control	1	
	網路插座 Internet Socket	1	
	電源插座 Power Socket	2	
	門鈴 Door Bell	1	
	小雪櫃 Refrigerator	1	



物品描述 Item Description	數量 Qty	狀況 Condition	
		入住 Move In	退房 Move Out
三、浴室之設備 (Equipment in the Bathroom)			
共用物品 (兩房共用) Public Items (Two Rooms Share)	不銹鋼網架 Shelf	1	
	不銹鋼毛巾架 Towel Rack	1	
	花灑頭及其配件 Shower Head and Accessories	1	
	浴簾 Shower Curtain	1	
	水龍頭 Faucets	2	
	浴室鏡 Mirror in the Bathroom	1	
	洗面盆及其配件 Washing Basin and Accessories	2	
	浴室雲石檯 Marble Countertop in the Bathroom	1	
	雲石攔水基 Marble Shower Curb	1	
	座廁及其配件 Water Closet and Accessories	1	
	瓷磚牆 (最少以 1 平方米計算) Wall Tile (1m ² at least)	m ²	
	地磚 (最少以 1 平方米計算) Floor Tile (1m ² at least)	m ²	
	機械(普通)門鎖 Mechanical Lock	2	
四、其他 (Others)			
垃圾處理及清潔狀況： 院生在遷離宿舍時，須完全清理所有個人物品及垃圾，並還原至入住時的宿舍原貌，否則將被收取清潔費。 Garbage Removal and Cleaning Status: When moving-out, student is required to remove all the personal belongings and garbage, and restore the room to its original condition, otherwise, the cleaning fee will be levied.		由辦公室填寫 Filled by General Office	
房卡： 院生遺失門房卡將被收取遺失匙卡費。 Key card: If student loses the key card, a fee will be levied.		由辦公室填寫 Filled by General Office	

- 學生聲明退房時在表格上簽署代表他/她會帶走所有私人物品及遺留在房間內的物品可被丟棄，學生也明白澳門大學將不會為學生物品的遺失承擔任何責任。 By signing this form upon moving out, the student declares that he / she has taken away all his / her belongings and anything left in the room / apartment can be discarded. He/She understands that UM will not bear any responsibilities for the loss of his / her belongings
- 澳門大學的免責權：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 a student has moved out, UM will make every effort not to discard any valuables left in the room / apartment but will not bear any responsibilities for the loss of the student's belongings

退宿: 本人同意於退宿時書院可以直接進行退宿房間的檢查而無須本人親自在場，並接受書院對本人退宿房間的狀況之一切評估。 Check-out: I agree not to be present for the check-out inspection, and accept the assessment of the College on the condition of the room.

入住 / Move-in

退房 / Move-out

學生簽名 Signature of Student

處理人 Handled by

日期(日/月/年) Date (DD/MM/YYYY)



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

蔡繼有書院
Choi Kai Yau College
書院房間設備清單
Equipment Checklist