



## Shun Hing College General Floor Rules

### ***Welcome to Shun Hing College!***

*For everyone's comfort and safety, we ask you to read and observe the following rules and guidelines.*

Smoking and drinking are prohibited in all areas of the college, including student rooms and the immediate areas outside the college.

The **NO-SMOKING-NO-ALCOHOL** policy is strictly enforced.

See College regulations for details.

Please observe **QUIET HOURS** from 11 pm to 8 am.

All non-resident visitors must leave the College by 10:30 pm.

Violations could lead to immediate suspension of residency at the College.

**NEVER EVER** leave your food on the stove unattended

Intense heat will trigger the fire alarm, alert the Fire Department, and lead to building evacuation.

### **1. Student Lounge (pantry)**

#### **1.1. Cabinets**

- 1.1.1. All cabinets are free to use by residents of the floor.
- 1.1.2. Be **hygienic** and wash all items before storage.
- 1.1.3. Be **fair** and do not take up excessive space.
- 1.1.4. Be **civil** and do not use or remove items that are not yours.
- 1.1.5. Be **cautious** and do not store items that you absolutely cannot lose.

#### **1.2. Refrigerator**

- 1.2.1. Do not take up too much refrigerator space.
- 1.2.2. Store only items that require refrigeration.
- 1.2.3. Wrap your food appropriately before storing it in the fridge, and remember its expiration date. Put your name, room number, and the date the food was stored on the wrapping or the container.
- 1.2.4. Be **respectful**: do not remove food items that don't belong to you.
- 1.2.5. Fresh food items should not be refrigerated for more than a week. College staff, floor coordinators, or tutors will remove expired items without prior notice.

### **1.3. Waste and garbage**

- 1.3.1. Put organic and non-recyclable wastes in the lounge bin, or in the dumpster outside the 4/F lobby if the lounge bin is full.
- 1.3.2. Do not litter in the corridor Do not put food waste in the bathroom bins.
- 1.3.3. **Recycle** as much as possible. Recycling bins are available on your floor or in the 4/F lift lobby.
- 1.3.4. Keep all common areas clean and tidy, including the tables, chairs, and the floors. Brooms, towels, mops, and extra bin bags are available in the lounge and washrooms.

### **1.4. Cooking utensils**

- 1.4.1. Clean all utensils immediately after use and stow them away accordingly.

### **1.5. Electric stoves, microwave oven, and the sink**

- 1.5.1. Turn off the electric stoves, microwave oven, and the main switches on the wall after use.
- 1.5.2. Keep these appliances clean and always clean them after use.
- 1.5.3. Never leave behind food scraps.

### **1.6. Lighting and television**

- 1.6.1. Turn off the lights and the TV if you are the last person to leave the lounge/pantry.

### **1.7. Air conditioner**

- 1.7.1. Close all windows when the AC is in use.
- 1.7.2. Turn off the ACs when you are the last person to leave the pantry.

### **1.8. Whiteboard**

- 1.8.1. Use only whiteboard markers. Never use oil-based markers. Always check your marker type before writing.

## **2. Washroom**

- 2.1. Flush the toilet and wash your hands thoroughly each time after use.
- 2.2. Dispose of all hygiene related products carefully.
- 2.3. **Do not use the bathroom on an opposite gender floor.**
- 2.4. Place all personal items inside your personal cabinet.
- 2.5. Always clean the basin and remove the water around the basin after use.
- 2.6. Do not use the hand-dryer between 11 pm and 8 am.

## **3. Bedroom and corridor**

- 3.1. Keep your room clean. Be considerate to your roommate.
- 3.2. Close doors gently to minimize the noise and nuisance to others.
- 3.3. Candles, incense, and other open flames are not allowed in the bedroom as they will set off the fire alarm.
- 3.4. Do not place any personal items in the lounge or in the corridors.
- 3.5. Personal items left in public areas will be removed without prior notice.
- 3.6. No voice call or loud chats in the corridors between 11 pm and 8 am.
- 3.7. Finally, when you check out, make sure you clean your room and restore it to its original condition.