

## 公寓規則

### Apartment Rules

港漂家从七年学生公寓的运营过程中，总结出一些室友之间可能出现的相处问题，为减少这些生活摩擦，我们拟定了以下公寓须知，希望帮助同学们更融洽的相处，若室友间发生任何争执，可以此须知作为标准。如需港漂家介入调解，我们将会以此须知为准则处理相关争议。

During its seven-year operation of student apartments, GangPiaoJia has summarized possible disputes arising among roommates. In order to eliminate these disputes, we formulate the Apartment Instructions below in the hope that you will get along better with each other. You may refer to the Instructions in case of any dispute. If the mediation of GangPiaoJia is required, we will deal with the dispute based on the Instructions.

此须知只供参考，室友间可自行订立该公寓的使用规则。

The Instructions are just for reference, and the roommates may agree to reach their own rules about the use of the Apartment.

**清洁类：**

#### **Clean-up:**

- 1) 房间需自行清洁，清洁服务只限公共地方，每星期一次，如需清洁房间需自行与清洁人员商讨收费。

Everyone is responsible for cleaning up his/her own room, and public spaces is cleaned up by GangPiaoJia once a week. If you wish your room will also be cleaned up, please negotiate with the cleaner about the clean-up fees.

- 2) 因清洁阿姨一星期只来一次，每次煮饭或使用厨房后，需自行清洁还原，否则会导致昆虫滋生，影响居住环境。

Since the cleaners just come to clean up public places once a week, you're required to clean up the kitchen after each use; otherwise, cockroaches will breed, which will affect the living environment.

## 厨房类：

### **Kitchen:**

- 3) 房间内不得无故生火，如因除煮饭生火导致室友损失，需自行与室友沟通赔偿。

Do not arbitrarily light a fire within the room; if any loss is inflicted on your roommates because of the cooking fire, you shall negotiate with them for the compensation.

- 4) 煮饭用具于使用后，需自行清洁及放回厨柜内，或与室友协商摆放位置。

Please clean up the cookers and put them back to the cupboard or other site agreed by you and your roommates after each use.

- 5) 因香港气候潮湿，每次煮饭后，需立即将厨余倒入垃圾袋并绑好，丢到楼层对应垃圾房。否则不到一星期就会有蟑螂出现，影响生活质素。如接获室友投诉煮饭后不清理者，需立即自行清理。

Due to the damp climate in Hong Kong, please place the food wastes into the garbage bag, get it sealed and throw it into the garbage room at each floor. Otherwise, cockroaches will breed less than a week, affecting the quality of life. If we receive any complaint from any of your roommates, you will be asked to clean it up immediately.

## 家电类：

### **Household Appliances:**

- 6) 冰箱里的过期物品需及时自行处理，并与室友协商摆放位置。

The expired items in the fridge shall be disposed in a timely manner, and placed at the place agreed by you and your roommates.

- 7) 未经室友同意，不得吃掉室友摆放于冰箱中的任何食物。

Without the consent of your roommates, do not eat any food placed by them in the fridge.

- 8) 空调不可连续使用超过 15 小时，需至少给予空调半小时休息，否则会很容易坏掉。出门前必须关空调，如空调出现损坏，需等待港漂家职员联系维修。

The air conditioner shall not be continually used for more than 15 hours, and shall be shut down for half an hour; otherwise, it will break down easily. Before leaving the room, please turn off the air conditioner. In case of any failure, please wait for us to contact the serviceman.

- 9) 一切家具及电器为租借形式，港漂家持有最终拥有权，如发现人为故意损坏，需作出相应赔偿。

All furniture and appliances are leased, and GangPiaoJia holds their ultimate ownership. In case of any artificial damage, you're required to make compensation for it.

- 10) 离开房间时需关掉一切电源，否则需与室友协商额外电费。

Please turn of all power supplies when leaving the room; otherwise, you're required to negotiate with your roommates about extra electricity charges.

**洗手间类：**

**Bathroom:**

- 11) 建议每次使用洗手间不超过一小时，室友之间可协调好洗漱时间。

It is recommended to occupy the bathroom no more than one hour; the roommates shall negotiate about the time to wash face and rinse mouth.

- 12) 公共地方不得放置私人物品而影响其他室友的正常生活。

No private belongings shall be put in public places, which may affect normal life of other roommates.

- 13) 不得故意破坏公用物品，一切人为故意损坏，同学需自行支付有关维修收费。

Do not deliberately damage public goods, and in case of any artificial damage, the defaulting one shall bear the repair fees.

- 14) 杂物房只放置行李箱，如需摆放其他私人物品，必须与其他室友协商。

The Utility Room only accommodates the suitcases; if you need to place other private belongings into it, please negotiate with other roommates about it first.

- 15) 洗澡后请自行清理下水槽的头发，否则会导致下水道淤堵，堵塞后需等港漂家职员维修后才能使用。

After taking a bath, please remove your hair around the sink; otherwise, it will block the sewer, and the blocked sewer shall be repaired by our serviceman before the resumption of normal use.

#### 日常生活类：

#### **Daily Life:**

- 16) 在未经其他室友同意前，不得带异性或亲友回公寓过夜。

Without the consent of other roommates, please do not allow any heterosexual friend or relative to stay overnight in your apartment.

- 17) 未经室友许可，不得私下移动室友的物品，应友好协商安排双方同意的做法。

Without the consent of other roommates, please do not move their belongings.

- 18) 个人护理用品使用后，需存放回自己房间，或自行与室友协商有关摆放位置。未经室友同意不得占用他人空间。

Please put your personal care products back to your own room after each use, or place them at a site agreed by you and your roommates. Please do not occupy other roommates' space without their consent.

19) 自行保管私人物品，如有任何损失，港漂家不负任何责任。未经室友同意，不得擅自进入别人房间，请尊重别人隐私，如有室友投诉并查明属实，本公司将报警处理。

Please take good care of your personal belongings. In case of any loss, Gangpiaojia will not be liable for it. Without the consent of other roommates, please do not enter their rooms arbitrarily, and please show respect for their privacy; in case of any complaint which is confirmed to be true, we will call the police to deal with it.

20) 晚上 11 点后不得喧哗或发出噪音，影响其他室友的睡眠质量。

Please do not make noise after 11:00 p.m., which may affect other roommates' sleep quality.

21) 公寓范围内不得吸烟，影响其他室友健康。

Please do not smoke in the apartment, which may affect the health of other roommates.

22) 不得高空掷物，发现违例者将报警处理。

Do not throw any object in high sky; otherwise, the defaulting one will be caught by the police.

23) 请保持房间清洁及个人卫生，不可因个人卫生行为而影响其他室友生活。

Please keep your room clean and pay attention to your personal hygiene; do not affect the life of other roommates because of poor personal hygiene behaviours.

24) 水、电、煤气费，需于收取账单后一个星期内缴付。

Please pay the water, electricity and gas bills within one week after the receipt of these bills.

25) 如回家或离开公寓多达一个月以上者，需与港漂家职员联络，以确保阁下安全。

If you go home or leave the apartment for more than one month, please contact with GangPiaoJia staff to make sure your safety.

26) 公寓范围内不得饲养宠物。

Do not raise any pet in the apartment.

27) 不得自行将服务转让于第三方，如有发现，港漂家将不会承认有关安排，并会邀请有关第三方离开。如需转让给第三方，必须得到港漂家同意。

Please do not transfer the services to any third party; otherwise, GangPiaoJia will not acknowledge relevant arrangements, and will ask the third party to leave the apartment. If you need to transfer your room to any third party, a prior consent shall be obtained from GangPiaoJia