

## **Services in hostels provided for student residents**

### **Cleaning & Garbage Disposal**

- All common areas including public lavatories, common rooms and lobbies will be cleaned regularly by the cleaner managed by the Office of the Comptroller.
- Students could dispose the garbage to the rubbish bins at the collection points located at the bathrooms of each student bedroom floor where large rubbish bins are provided.
- Large item disposal should be arranged with the FMD or Security Counter in advance.

### **Keys (Lock-outs and replacement of keys/ key cards)**

- If a resident locks him/herself outside his/her rooms, he/she may go to the security counter to request the security officer to open the door for him/her.
- If any resident loses his/her key/ key card, he/she has to report to the Student Services Centre and Facilities Management Division and carry out the key re-issuing procedure. HK\$100 penalty will be charged for a lost key.

### **Mail**

- Each resident is assigned with a pigeon hole which is located at the ground floor of each residence hostel.
- Incoming mails: Incoming mails will be distributed to the pigeon holes. Mail is delivered to the University by the postman daily except Sunday and Public Holidays. For registered mails or parcels, the Comptroller's Office will inform the resident concerned.
- Outgoing mails: Residents should deposit their mails in the postal box near the bus stop outside the University or post office in Fu Tai Estate.
- Hostel residents who would like to receive mail at the hostel may use an address like:

*For example:*

Mr. Chan Tai-man

Room 901A

Hostel C

Lingnan University

Tuen Mun, Hong Kong