

Ref: _____/F004/MCMC/202

學生姓名 Student Name : (中文) _____ (English) _____

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“✓”)

(After checking, please put “✓” in the blank if the equipment is OK.)

物品描述 Item Description	數量 Quantity	狀況 Condition		備註 Remarks	收費 Charge (損壞或遺失) (damage or Lost)
		入住 Check in	退房 Check out		
共用物品 Public	鞋架 Shoe shelf	1			MOP
	分體式冷氣機 Air conditioner	1			MOP
	冷氣機遙控 Remote control	1			MOP
	門鈴 Door bell	1			MOP
	小雪櫃 Refrigerator	1			MOP
	牆身 (最少以1平方米計算) Wall (1 m ² at least)	m ²			MOP
	木門 Wooden door	2			MOP
	木門框 Door frame	1			MOP
	門飾線 Wood trim	m			MOP
	地腳線 Skirting	m			MOP
	門頂 Door buffer	1			MOP
	地板 (最少以1平方米計算) Floor (1m ² at least)	m ²			MOP
	鋁窗 Window	6			MOP
	窗簾軌 Curtain Rail	1			MOP
	窗簾框 (整個計) Curtain Frame (count as a whole)	1			MOP
	浴室鏡 Mirror in the bathroom	1			MOP
	花灑頭 Shower head	1			MOP
	不銹鋼毛巾架 Towel rack	1			MOP
	不銹鋼網架 Shelf	1			MOP
	水龍頭 Water taps	2			MOP
	浴帘 Shower curtain	1			MOP
	洗面盆及其配件 Washing basin and accessories	1			MOP
	浴室雲石檯 Marble table in the bathroom	1			MOP
	雲石攔水基 Marble bar	1			MOP
	座廁及其配件 Water closet and accessories	1			MOP
	瓷磚(牆) Wall tile	m ²			MOP
	地磚 Ground tile	m ²			MOP
	房鎖 Room lock	2			MOP
	窗簾布 (整個布計) Curtain (count as a whole)	2			MOP
	電燈 Electric light	5			MOP
	電燈罩 Lamp shades	3			MOP
	電源插座 Power socket	5			MOP
	磁咭鎖 Card lock	1			MOP
私人物品 Personal	書枱連書架 Desk with Bookshelf	1			MOP
	有轆腳旋轉椅 Chair	1			MOP
	衣櫃 Wardrobe	1			MOP
	全身鏡 (於衣櫃內) Mirror (Inside of the Wardrobe)	1			MOP
	三桶轆櫃 3-Drawer Side Cabinet	1			MOP
	單人床 Single bed	1			MOP
	床褥 Mattress	1			MOP
	互聯網插口 Internet Socket	1			MOP
	水松板 Cork Board	1			MOP
	床邊牆身板 Wall plate	2			MOP
其他設施與圖片所示一致 Other facilities match those shown on the attached photos					
電錶讀數 (單位) Electricity Meter Reading (Unit)					
水錶讀數 (單位) Water Meter Reading (Unit)					

1. 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 the form upon check-out, student declares that he / she takes away all his / her belongings and anything left in the room / apartment can be discarded and understands that UM will not bear any responsibilities for the loss of his / her belongings.
2. 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 student checked out, UM will make every effort not to discard any left valuables in the room / apartment but will not bear any responsibilities for the loss of student's belongings.

入住 Check-in

退房 Check-out

日期(日/月/年) Date (DD/MM/YYYY)

學生簽名 Resident Signature

處理人 Handled by

Effective Date: 1 Nov 2020

Revision 001