



學生姓名(中文) \_\_\_\_\_

Student Name (English) \_\_\_\_\_

學生編號 Student No. \_\_\_\_\_

房間號碼 Room No. \_\_\_\_\_

物品描述 Item Description	數量 Quantity	狀況 Condition		備註 Remark	收費 Charge (損壞或遺失) (damage or Lost)
		入住 Move in	退房 Move out		
門鈴 Door bell	1				MOP
房間木門及門框 Wooden door and Door Frame	1				MOP
門飾線及地腳線 (直米) Wood Trim and Skirting(Linear Meter)	直米 Linear Meter				MOP
磁咭鎖 Card Lock	1				MOP
分體式冷氣機 Air conditioner	1				MOP
冷氣機遙控 Remote control	1				MOP
雪櫃 Refrigerator	1				MOP
鞋櫃 Shoe Cabinet	1				MOP
牆身及膠地板 (最少以 1 平方米計算) Wall and Floor (1m <sup>2</sup> at least)	平方米 m <sup>2</sup>				MOP
瓷磚牆及地磚 Wall and Ground Tile (平方米 Square meter)	平方米 m <sup>2</sup>				MOP
電燈及電燈罩 Electric Light and Lampshade	2				MOP
鋁窗 Window	6				MOP
防蚊網/紗窗 Mosquito Screen/Screen Window	4				MOP
窗簾軌 Curtain Rail	1				MOP
窗簾布 (整個布計) Curtain (count as a whole)	2				MOP
浴室及廁所門 (連門鎖) Bathroom and toilet doors (including door locks)	2				MOP
洗面盆及水龍頭 Washing Basin and Water Taps	2				MOP
浴室鏡 Bathroom Mirror	1				MOP
花灑頭 Shower head	1				MOP
浴室毛巾架及不銹鋼架 Bathroom Towel Rack and Stainless Steel Shelf	1				MOP
浴室雲石檯 Marble Table in the Bathroom,	1				MOP
瓷磚牆及地磚 Tile Wall and Ground Tile (平方米 Square meter)	平方米 m <sup>2</sup>				MOP
廁紙架、座廁及其配件 Toilet Paper Rack, Water Closet and Accessories	1				MOP
垃圾桶 Garbage Bin	1				MOP
掃把及畚箕 Broom and Dustpan set	1				MOP
廁所刷 Toilet Brush	1				MOP
網路及電源插座 Internet and Power Socket	1				MOP
無線網接收點 WLAN access point	1				MOP
書檯連書架 Desk and Book Cabinet	1				MOP
三桶轆櫃 (配櫃桶內間隔) Mobile Pedestal	1				MOP
有轆腳旋轉辦公椅 Swivel Chair with Armrests	1				MOP
掛牆水松板 Cork Board	1				MOP
衣櫃 Wardrobe	1				MOP
櫃鏡 Wardrobe Mirror	1				MOP
單人床架 Single bed Frame	1				MOP
單人床褥 Single Size Mattress	1				MOP
房咭 Room Card	1				MOP
信箱鑰匙 Mailbox Key	1				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)					
水費錶讀數(單位) Water Meter Reading (Unit)		熱水(紅)/Hot Water(R)			
		冷水(藍)/Cold Water(B)			
<b>*需於入住後 3 日內交回此表格 Please return the form within 3 days after moving in</b>					



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 move-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's move-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.
3. 學生如於遷出時，如發現物品有缺 (如缺了遙控器)，有多 (如牆壁上貼有掛鈎)、或有任何破損 (如桌面有刮痕燙印) 的話，則需要根據“馬萬祺羅柏心書院房間傢俬及電器設備之損壞賠償表”作出相應的賠償。因此如發現以上情況，請於入住首三天內，前往馬萬祺羅柏心書院辦公室作登記。 Upon student's move-out, compensation fee will be charged if there are anything less (such as remote control), anything more (such as hooks), or anything broken (such as scratches and burn mark on the table) found in the accommodation according to the “Ma Man Kei and Lo Pak Sam College & electrical appliances compensate table”. Therefore, please contact the Ma Man Kei and Lo Pak Sam College in the first 3 days after move-in if students find the above situation in your room.

入住 Move-in

退房 Move-out

日期(日/月/年) Date (DD/MM/YYYY)

\_\_\_\_\_

\_\_\_\_\_

學生簽名 Signature of Student

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\_\_\_\_\_

處理人 Handled by

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