

Campus Management Office , HKUST
SSQ Furniture Requisition Form – Tower C

Tower C Floor : _____ Unit : _____

Date : _____

	Furniture Items	Max. Qty. Provided (pcs.)	Request by Users (pcs.)	Check List(for Official Use
	Living & Dining Room			
1	3 Seater Sofa	1		
2	Dining table	1		
3	Dining chairs	4		
4	Air conditioner	2	(Fixtures provided)	
5	Ceiling light	3	(Fixtures provided)	
	Master Bedroom			
6	Double bed divan	1		
7	Double bed mattress	1		
8	Closet	1	(Fixtures provided)	
9	Air conditioner	1	(Fixtures provided)	
10	Ceiling light	2	(Fixtures provided)	
	Bedroom 1			
11	Single bed divan	1		
12	Single bed mattress	1		
13	Closet	1	(Fixtures provided)	
14	Air conditioner	1	(Fixtures provided)	
15	Ceiling light	1	(Fixtures provided)	
	Bedroom 2			
16	Single bed divan	1		
17	Single bed mattress	1		
18	Closet	1	(Fixtures provided)	
19	Air conditioner	1	(Fixtures provided)	
20	Ceiling light	2	(Fixtures provided)	
	Bedroom 3 (for Flat C & D 3rd/F to 8th/F only)			
21	Single bed divan	1		
22	Single bed mattress	1		
23	Closet	1	(Fixtures provided)	
24	Air conditioner	1	(Fixtures provided)	
25	Ceiling light	2	(Fixtures provided)	
	Study Room (for Flat A & B 3rd/F to 8th/F only)			
26	Air conditioner	1	(Fixtures provided)	
27	Ceiling light	1	(Fixtures provided)	
	Kitchen			
28	Gas cooker	1	(Fixtures provided)	
29	Electric oven	1	(Fixtures provided)	
30	Cooking range hood	1	(Fixtures provided)	
31	Refrigerator	1		
32	Washing Machine	1		
33	Electric water heater	1	(Fixtures provided)	
34	Ventilation fan	1	(Fixtures provided)	

- Notes :**
- Please complete the "Furniture Requisition Form" and return to Mr. Rick HO of the Housing Section, CMO (e-mail : eorickho@ust.hk Tel :2358-6519)
 - The furniture and appliances provided by the University are to be used by the applicant and his/her family members inside the unit and should not be removed, transferred or transported to other places.
 - The applicant shall be responsible for the repair and maintenance of the furniture provided by the University. No replacement of the furniture will be provided by the University.
 - Unwanted furniture and appliances (in good repair, maintenance and operation condition) can be returned to the University. Returned items will not be re-provided.
 - Upon moving out of the unit, the applicant should return the furniture and appliances provided by the University in good repair , maintenance and operation condition.
 - The applicant shall observe and follow the requirements of the Housing Rules and Regulations.

Applicant's Name : _____

Dept./Off. : _____

Signature : _____

Phone No. Ext. : _____