

**Campus Management Office, HKUST**  
**SSQ Furniture / Appliances Requisition Form (Blocks P to R)**

Block : \_\_\_\_\_ Floor : \_\_\_\_\_ Unit : \_\_\_\_\_

Date: \_\_\_\_\_

Furniture Items	Max. Qty. Provided (Pcs. / No. / Set)	Requested by Users (Pcs. / No. / Set)	Check List (for Official Use)
<b>Living &amp; Dining Room</b>			
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)	
<b>Master Bedroom</b>			
6 Double bed divan	1		
7 Double bed mattress (1500 x 1900 mm)	1		
8 Wardrobe	1	(Fixtures provided)	
9 Air conditioner	2	(Fixtures provided)	
10 Ceiling light	2	(Fixtures provided)	
<b>Second Bedroom</b>			
11 Single bed divan	1		
12 Single bed mattress (950 x 1900 mm)	1		
13 Wardrobe	1	(Fixtures provided)	
14 Air conditioner	1	(Fixtures provided)	
15 Ceiling light	1	(Fixtures provided)	
<b>Third Bedroom</b>			
16 Single bed divan	1		
17 Single bed mattress (950 x 1900 mm)	1		
18 Wardrobe	1	(Fixtures provided)	
19 Air conditioner	1	(Fixtures provided)	
20 Ceiling light	2	(Fixtures provided)	
<b>Kitchen</b>			
21 Gas cooker	1	(Fixtures provided)	
22 Electric oven	1	(Fixtures provided)	
23 Ceiling light	1	(Fixtures provided)	
24 Cooking range hood	1	(Fixtures provided)	
25 Refrigerator	1		
26 Washing Machine	1		
27 Electric water heater	1	(Fixtures provided)	
28 Ventilation fan	1	(Fixtures provided)	
<b>Master Bathroom</b>			
29 Gas water heater	1	(Fixtures provided)	
30 Ventilation fan	1	(Fixtures provided)	
<b>Guest Bathroom</b>			
31 Gas water heater	1	(Fixtures provided)	
32 Ventilation fan	1	(Fixtures provided)	
<b>Storeroom</b>			
33 Electric water heater	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](mailto:eorickho@ust.hk) Tel: (852) 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. : \_\_\_\_\_