

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

Tower D Floor : _____ Unit : _____

Date: _____

Furniture Items	Max. Qty. Provided (Pcs.)	Requested 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)	
Master Bedroom			
5 Double bed divan	1		
6 Double bed mattress (150 x 190 x 20 cm)	1		
7 Closet	1	(Fixtures provided)	
8 Air conditioner	1	(Fixtures provided)	
Bedroom 1			
9 Single bed divan	1		
10 Single bed mattress (95 x 190 x 20cm)	1		
11 Closet	1	(Fixtures provided)	
12 Air conditioner	1	(Fixtures provided)	
Bedroom 2 (for Flat A & E, 3rd/F to 8th/F only)			
13 Single bed divan	1		
14 Single bed mattress (95 x 190 x 20cm)	1		
15 Closet	1	(Fixtures provided)	
16 Air conditioner	1	(Fixtures provided)	
Bedroom 3 (for Flat E, 3rd/F to 8th/F only)			
17 Single bed divan	1		
18 Single bed mattress (95 x 190 x 20cm)	1		
19 Closet	1	(Fixtures provided)	
20 Air conditioner	1	(Fixtures provided)	
Multi-purpose Room (for Flat A, 3rd /F to 8th/F only)			
21 Air conditioner	1	(Fixtures provided)	
Kitchen			
22 Gas cooker	1	(Fixtures provided)	
23 Electric oven	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)	

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. : _____