

COLLEGE GREEN – DUNEARN ROAD HOSTELS Rules and Regulations



TABLE OF CONTENTS

1	Welcome To College Green Hostels-----	3
1.1	Introduction -----	3
1.2	Location-----	3
1.3	History of College Green-----	3
1.4	Management Committee of CG-DRH -----	4
2.	Room Check-List-----	5
3.	Maintenance of Room/Houses-----	5
4.	Electrical Appliances-----	7
5.	Smoking and Illegal Drugs-----	7
6.	Overnight Guests-----	8
7.	Replacement of Keys and Lock-----	9
8.	Access by Authorised Staff -----	10
9.	Eviction/Late Payment-----	10
10.	Fault & Maintenance Reporting-----	11
11.	General Rules-----	12
12.	Events & Functions -----	13
13.	College Green Disciplinary Measures-----	14
14.	Useful/Emergency Contacts -----	16
	ANNEXES-----	18
	ANNEX A-----	19
	ANNEX B -----	20
	ANNEX C -----	26

1 WELCOME TO COLLEGE GREEN HOSTELS

1.1 INTRODUCTION

This booklet and its annexes contain information, rules and regulations for residents at College Green - Dunearn Road Hostels (CG-DRH). We are committed to ensure that residents find in CG-DRH a 'home away from home'.

CG-DRH offers opportunities for our residents to create long lasting friendships with students from all over the world. Within the 248 rooms - spread over 62 fully equipped home units - there are usually students from more than 50 countries staying in CG-DRH at any one time. There are many opportunities for extra-curricular activities, events, and gatherings. The facilities at CG-DRH include a well outfitted multipurpose hall, a basketball court, a tennis court and other amenities for leisure such as table-tennis, badminton.

1.2 LOCATION

CG-DRH is situated along Dunearn Road, just a 10-minute walk from the Bukit Timah Campus (BTC). The Botanic Garden MRT Station located opposite College Green, offers a convenient mode of transport for the residents to travel to the NUS Kent Ridge Campus and other parts of Singapore. There is also an Internal Shuttle Bus service that transports passengers from College Green to the Bukit Timah Campus and the Kent Ridge Campus.

1.3 HISTORY OF COLLEGE GREEN

CG-DRH used to be called Dunearn Road Hostels (DRH). The then DRH was opened in 1952. These pre-war terrace homes housed University of Malaya and later, University of Singapore students until their closure in 1981. Later, they were leased out by the Singapore Land Authority as rental houses to the public. In 2007, the NUS leased some of the houses from the Singapore Land Authority (SLA) and converted them into a hostel for students of the Lee Kuan Yew School of Public Policy (LKY School). In July 2009, CG-DRH was leased in its entirety from the SLA by the LKY School and used to house its students. CG-DRH was officially opened on the 9th of April 2010 by the former President of Singapore, Mr. S.R. Nathan.

1.4 MANAGEMENT COMMITTEE OF CG-DRH

Resident Advisor

- Dr Leong Ching serves as a mentor and advisor to the students and resides at No. 52 College Green. She plays a key role as a community builder, incident commander and an onsite school representative for the students. Dr Leong is the first person students can contact should any issues regarding CG-DRH arise. In addition, Dr Leong works with the CG-DRH Students' Committee (CGSC) to facilitate a smooth orientation and adjustment of new residents, ensure a good quality of residential life for the residents and promote an active and healthy residential environment.

Assistant Dean (Student Affairs)

- Dr Suzaina Bte Abdul Kadir coordinates student activities at CG-DRH. She works closely with CGSC members in areas of events, student life and feedback.

Director of Corporate Services

- Dr Chan Mun Kitt oversees the operational administration of CG-DRH as part of his duties as Director, Corporate Services at LKY School.

College Green-Dunearn Road Hostels Management Team (CG Management)

- Mr. P. Samynathan, CPP also known as Sam is Head of Operations at CG-DRH and his core responsibilities include provision of maintenance, housing allocation, rental collection and security services. Sam is assisted by his deputy Mr Ng Dick Shen together with Ms Sally Yong - the property officer for CG-DRH. The CG Management Office is located near Unit 53 (see *Annex A*) to assist residents in making payment or requesting for maintenance services.

CG-DRH Students' Committee

The College Green-Dunearn Road Hostels Students' Committee (CGHSC) is made up of one student representative from each class committee. They are elected by their cohort each semester along with the other class committee members, and are the main point of contact for the students at CG-DRH for all matters relating to improving residential life in the CG-DRH community.

2. ROOM CHECK-LIST

- (a) An inventory check-list is provided in Annex B. An inventory check-in schedule will be provided to the residents. If residents are not available on the scheduled date and time to take-over the items, residents must make pre-arrangement for an alternative time with the Property Officer. Any missing items in inventory list must be reported during inventory check-in. Residents will be responsible for any losses or damages thereafter.
- (b) All residents of the housing unit will be collectively responsible for all the furniture and equipment in the common areas of the housing unit.

3. MAINTENANCE OF ROOM/HOUSES

(a) Alteration of Room/Houses

Residents are not allowed to make any alterations to the room/house or to remove any fittings and fixtures.

(b) Furniture

Residents must take full responsibility for the care of furniture and appliances in the room/house. Dismantling of furniture is strictly not allowed. Reinstatement cost will be imposed on residents if required.

(c) Cleanliness, Hygiene and Sanitation

- i. In order to prevent mosquito breeding residents should take care not to have stagnant water in or around the house. The National Environmental Agency (NEA) in Singapore takes a stringent view in this matter and will not hesitate to prosecute offenders.
- ii. Residents are responsible for the cleanliness of their rooms and common areas ie. living room, kitchen, toilets/bathrooms and storerooms.
- iii. Residents must not throw rubbish, refuse or any other things out of the balconies or windows or any part of the building. All rubbish should be placed in a rubbish bag, sealed and placed in bins. Residents are encouraged to use the recycling bins provided.

- iv. Residents are responsible for controlling household pests by using insecticides or lizard, cockroach or ant traps. These items can be purchased at your own cost at supermarkets.
- v. Residents will be liable for the costs incurred to engage extra services to clean up the room and/or common areas if CG Management deems necessary to do so.
- vi. Residents are required to be tidy when using the basin and showers. The costs of clearing chokes shall be borne by the occupiers.

(d) Common Areas

Residents are advised that, although there is a cleaning contractor who maintains the common areas outside of the housing units on a regular basis, it is the responsibility of the residents to ensure that these areas remain clean. The common areas are the Multi-Purpose Hall, walkways and recreational areas. Residents who have been found not maintaining the premises in a clean and tidy manner will bear the costs of additional cleaning. CG Management reserves the right to bill such cost to the residents.

(e) Adhesives and Nails

- i. Super glue
- ii. Hooks
- iii. Thumb tacks
- iv. Drawing pins

Residents are not allowed to fix any hooks or permanent wall hanging fixtures, such as blue tack, double-sided/sticky tape and any such material to the furniture, windows, walls, doors, etc. Residents are advised to use 3M Wall Mounting Squares – Cat. 108 or similar products and must remove them prior to inventory check-out. Residents will be charged for damages caused on the wall and/or furniture in the room/unit.

4. ELECTRICAL APPLIANCES

(a) Refrigerators

Refrigerators are provided in the kitchen of every housing unit.

(b) Air-Conditioning

All housing units are fully air-conditioned. Please use air-conditioning only when necessary as they make up most of your electrical charges.

(c) Use of Electrical Plugs

Residents are allowed to use only electrical accessories such as 3-pin plugs, multi-plugs and extension cords with approved stamp from PUB/SISIR. This is to ensure the safety of all residents and to prevent tripping or power outage.

Residents are not allowed to use the electrical points located outside their units.

(d) Energy Conservation

Residents are to switch off all lights and appliances when not in their room/house or when not in use.

5. SMOKING AND ILLEGAL DRUGS

(a) Smoking is strictly prohibited indoors at all times. The punishment for non-compliance will be a fine equivalent to one month's rental and the resident may be evicted from their rooms immediately.

(b) Any residents found with illegal substances will be handed over to the Police and evicted immediately.

6. OVERNIGHT GUESTS

(a) Subject to the restrictions noted below (in particular, the agreement of housemates), each resident may host overnight up to a maximum of seven days of maximum 1 person during each block semester duration as tabulated below. Approval for all overnight guests is required from the CG Management Team.

(b) The semesters for the programmes are tabulated hereunder:

	MPP	MPA	MPM	MPAM	PhD
Semester Block A	July to December	July to December	January to May	March to August	June to December
Semester Block B	January to June	January to June	June to August	September to February	January to May

The following are the basic ground rules for this privilege:

- (c) The most important principles are: 1) You as a CG-DRH resident are responsible for your guest's presence at CG-DRH at all times; and 2) Having a guest should not disturb the environment in the house unit or to CG-DRH community. Therefore, if residents wish to have a guest to stay overnight, they must first obtain permission in writing from all of the housemates. If any housemates object, resident must not proceed with the request. Housemates have the right to revoke their permission after the guest arrives should they feel disturbed.
- (d) Once the permission from housemates has been obtained, residents are required to fill up the Guest Request Form (*Annex C*) and send a copy of the guest's personal ID to cgmanagement@nus.edu.sg at least one week prior to the arrival of the guest. CG Management will formally either approve or reject the request.
- (e) When the guest arrives, he or she should present proper identification as stated in the passport, sign-in and collect a pass from the Security Post. This pass will state the guest's name and duration of stay, and should be kept with the visitor for the duration of their stay. After the stay the pass is to be returned to the Security Officer on duty at the Security Post.
- (f) Please note that the resident host is responsible for the guest and their conduct at all times during their stay in CG-DRH.

- (g) Any appeal to deviate from the above will be managed on a case by case basis by the CGSC subject to approval by the Director of Corporate Services and cannot be used as precedence. All appeals will only be addressed if the appeal is made with adequate justifications by the requester. Appeals are to be sent to cgmanagement@nus.edu.sg only.
- (h) Guests who are not staying overnight and are not holders of a NUS pass are required to sign-in at the Security Post and a Guest Pass will be issued by the security officer on duty. The Guest Pass must be returned to the security officer when the guest signs-out. Guests in possession of an NUS student/staff pass are not required to sign-in, as long as they show their pass to the security officer.
- (i) The host resident is required to personally sign in guests that are not NUS members at the Security Post.

7. REPLACEMENT OF KEYS AND LOCK

- (a) Residents will be issued 1 house key and 1 room key.
- (b) In the event where a resident loses or misplaces keys, the resident is to notify the Property Officer immediately. The resident will pay for all replacement costs:
- replacing a room key (duplication): S\$25
 - replacing lockset: S\$150
- (c) Duplication of keys is prohibited unless authorized by the CG Management. Unauthorized entry into a room/house is a serious offence resulting in immediate eviction. An administrative fee of S\$500.00 will be imposed if residents are found to have duplicated keys without proper authorisation.
- (d) Should residents lock themselves out from their rooms/houses, residents are to contact the Property Officer during office hours, Monday to Fridays, 8.30 am to 5.30 pm, Saturday, 8.30 am to 12.30 pm. After office hours, residents are required to contact security officer at the Security Post at Tel: 6256 6231.
- (e) Residents are to lock all doors and windows when they leave their rooms. CG Management assumes no liability for damages, lost or stolen personal belongings.

8. ACCESS BY AUTHORISED STAFF

- (a) For maintenance or cleaning services, residents may choose to be present when maintenance work or cleaning is being carried out. Otherwise, authorised personnel will access rooms using master keys. The Property Officer will inform residents at least one day in advance about the need to access rooms for maintenance and cleaning purposes.
- (b) Authorised personnel have the right to enter and inspect the room/house at all reasonable times, whether or not the residents are present and without prior notice to the residents.
- (c) If there are reasonable grounds to believe that there is presence of [prohibited items](#) the Security Officer is authorised to impound the item.
- (d) Under emergency circumstances, immediate access may be required. Staff will enter without knocking on the door. Emergency circumstances include, but are not limited to:
 - i. Loss of contact for the last 48 hours
 - ii. Threats to resident safety e.g. fire
 - iii. Suspicion of unlawful activity in the room/ house

9. EVICTION/LATE PAYMENT

- (a) Activities in the room/house or in the building that could possibly be an annoyance or nuisance to others, or compromise the safety and security of other residents or persons are strictly prohibited.
- (b) Any resident found behaving inappropriately will be evicted from CG-DRH and the balance of the rental fees will be forfeited. Actions that could result in eviction include gambling, indulging in excessive drinking, fighting, using prohibited substances, creating loud noise, using offensive language and any immoral activity/conduct.
- (c) Residents who continue to stay in the room/ house without prior approval from CG Management and after the check-out date as specified will have to pay twice the actual charges for the extension of stay.

- (d) Residents who fail to pay their rental before the stipulated deadline will be issued a reminder for the 1st month, and will be evicted from College Green if payment is not received for the 3rd subsequent month.

10. FAULT & MAINTENANCE REPORTING

- (a) Residents are responsible for any repair of a line-item up to S\$150.00. If the repair cost more than S\$150.00, CG Management will engage a contractor to carry out the repair.
- (b) Fault reporting is through e-mail at cgmanagement@nus.edu.sg (please state "[Maintenance Request]" in the subject field, the work required, full name, matriculation number, full address and contact number in the content).
- (c) For **urgent repairs** please call (65) 62523932 or contact the Property Officers (Section 17). Urgent repairs are:
- i. A blocked or broken toilet system
 - ii. A serious ceiling leak
 - iii. A dangerous electrical fault
 - iv. Flooding or serious flood damage
 - v. A failure or breakdown of the electricity or water supply
 - vi. Any fault or damage that makes the room/ house unsafe
 - vii. An appliance, fitting or fixture which is not working properly and deemed dangerous for residents

11. GENERAL RULES

(a) Animals

No animals may be kept in CG-DRH rooms/ houses.

(b) Evacuation Procedures

Our security officers are trained to assist in emergency situations such as fire evacuation. However, residents are required to familiarize themselves with the emergency exits and the following evacuation procedures:

- i. Prepare to leave the building if in danger or on hearing the fire alarm bell.
- ii. Listen and follow the instructions given by security personnel.
- iii. Make your way in an orderly manner to the main entrance of CG-DRH and assemble at the Security Post.
- iv. If the houses are filled with smoke, stay as low to the ground as possible and cover your nose and mouth with a handkerchief or piece of clothing.
- v. Wait at the assembly point for further instructions. Please do not leave the area without informing the emergency personnel.
- vi. Do not re-enter the house unless clearance has been given.

(c) Doors

Please note that front/main door must not be tampered with.

(d) Noise Level

All residents should show consideration to their fellow housemates and keep noise level to the minimum. Residents may minimize noise by:

- i. Keeping room door closed
- ii. Avoid talking loudly in room/ house especially during the night

- iii. No slamming of doors
- iv. No partying or playing loud music. Radios, television sets and other audio devices shall be operated at a sound level that cannot be heard outside the resident's individual room.

(e) Prohibited Activities

Playing pranks, ragging and rowdy games in any form are prohibited

(f) Relocation of Resident(s)

CG Management reserves the right to relocate residents from one room/house to another room/house. 1 week notice will be sent to the resident in such circumstances.

(g) Security Matters

In the event that residents notice anyone suspicious, please call College Green Security Post (65) 6252 2003 immediately. Residents can also e-mail to: cgmanagement@nus.edu.sg for matters pertaining to security.

(h) Laundry

Residents are responsible for their own laundry and are advised that they should not dry their laundry along the corridors/walkways.

12. EVENTS & FUNCTIONS

(a) Opening hours of the MPH are from 8am – 11pm, daily. All noisy activities at the MPH must end by 11pm.

(b) Students are encouraged to hold events and functions in the multi-purpose hall area.

- (c) For any student organised events and activities to be held at CG-DRH e.g. the hall, please request approval for the event/activity from the Management Office at least one week before the event. The request should be made through the respective class committee. CG Management will provide a formal approval or rejection. Upon approval, a deposit of S\$100 is to be paid to the CG-DRH Property Officer. It will be returned after a joint cleanliness and defect checks are done with CG Management. Additional charges will be applied if further cleaning services are required after the event/activity.

13. COLLEGE GREEN DISCIPLINARY MEASURES

(a) Basic Principle

The intention of CG-DRH is twofold: to offer convenient housing for the students of the LKY School, and to provide a space for members of the school to interact, bond and CG-DRH (or to visit) and make use of its many facilities is to be seen as a privilege. As such residents and visitors alike have the responsibility to adhere to the CG-DRH guidelines at all times and generally to behave in a manner befitting present and future role models of society.

(a) Application

The disciplinary measures outlined in this document are those that can be expected as the consequences of not adhering to the principles stated above. They are to be applied wherever the CG-DRH guidelines do not explicitly state the consequences of non-compliance. They are further to be applied by the CGSC and submitted to the Director, Corporate Services at the LKY School. In the event of a breach of regulations, the CGSC may be required to convene a meeting to pass judgment over the case in question within one week of the case being lodged formally with either the CGSC or LKY School. The person or persons accused of disregarding the CG-DRH guidelines would be given the opportunity to defend themselves/state their case. Additional witnesses or stakeholders may be called as deemed necessary. The decisions made by the Director, Corporate Services are final and no appeals will be entertained.

Should it not be possible to convene a meeting (due to vacation, illness, etc.), the absent party must still be consulted, regardless of the medium used (phone, e-mail, etc.).

The CGSC needs to achieve a simple majority in order to come to a consensus on which disciplinary actions are to be taken. At least three members of the CGSC must be present in order for its decisions to be valid and for it to be able to be submitted to Director of Corporate Services.

(c) Disciplinary Measures

All breaches of the CG-DRH guidelines (whether by residents or non-residents) are to be met with a letter of warning, unless the Committee and/or the Director of Corporate Services opine that a major offense has taken place and that stiffer measures (as listed hereunder) need to be taken without prior warning. The CGSC will recommend to the Director of Corporate Services actions that qualify as a major breach of the CG-DRH guidelines; typically these would include acts of blatant disrespect or those that put lives and property at grave risk. If a person commits an offense for which they have in the past already received two letters of warning, or has committed an offense after having received a total of three letters of warning for different offenses, the measures listed below will also be considered.

- i. **Revoking Privileges** – The Director can decide to revoke certain privileges (for example the use of certain facilities, both within houses and in the common areas) of both residents and non-residents found to be in breach of the CG-DRH guidelines. It is up to the CGSC to recommend to the Director if the privileges will be revoked permanently or not.
- ii. **Community Service** – A person who disregards the CG-DRH guidelines can be made to perform certain services for the CG-DRH community. The CGSC will recommend the choice of the service to the Director for his decision. For example, the person could be asked to organize a special event for the CG-DRH community. Humiliating or demeaning services are to be avoided at all costs, and it should under no circumstances be made public that the services are a disciplinary measure, in order to protect the dignity of the person in question.
- iii. **Fines** – A person in breach of the CG-DRH guidelines can be fined (administrative fee) for their actions. The administrative fee would be contributed to CG-DRH funds. Fees should not exceed the value of the

damage caused (broken, missing or dirtied property, for example). If fees are administered in the absence of physical damage, they should not exceed one month's rent at CG-DRH (this is also to ensure that the amount can be paid, if need be, by deducting it from the deposit). Ultimately it is up to the CGSC to recommend to the Director to decide how much fee to impose, but figures should be as high as necessary and as low as possible (i.e. fines should be used with leniency).

- iv. **Eviction** – Residents of CG-DRH can, depending on the severity of the case, be asked to move out of College Green entirely. At least two weeks' notice should be given for the resident to make alternative arrangements. The CGSC is to recommend to the Director on whether the eviction is temporary or permanent.
- v. **CG-DRH Ban** – In the most extreme cases, breaches of the CG-DRH guidelines can result in a person being banned from the CG-DRH premises. This should only be applied in the event of actions that are borderline criminal or worse. The CGSC is to recommend to the Director if the ban is permanent or not.
- vi. **Combinations** – The measures listed above can be combined in any manner the CGSC sees fit for recommendation to the Director.
- vii. **Final Decision** - The Director is not obliged to abide by any recommendation from the CGSC. The Director may also on his own accord impose punishment. As far as practicable, the Director will inform the CGSC in such instances.

14. USEFUL/EMERGENCY CONTACTS

(a) Singapore Civil Defence

Fire & Emergency Ambulance - 995

Non-Emergency Ambulance - 1777

(b) Singapore Police Force

Emergency Police Hotline – 999

Non-Emergency Police Hotline - 1800-225 0000

(c) College Green Managing Agent (DTZ Facilities & Engineering (S) Limited)

6252 3932, e-mail: cgmanagement@nus.edu.sg

24-HOUR HOTLINE - 6876 6300

Property Officers:

Ms Sally Yong (Hostel Manager) - 9632 2433

Mr Madasamy (Estate Officer) - 9181 6534

(d) College Green Security

College Green Security Post – 6252 2003

CG Security Executive – 9455 6025, e-mail: cgsecurity@picoguards.com.sg

(e) Resident Advisor

Dr Leong Ching – 8195 9455 (mobile phone), e-mail: ching@nus.edu.sg

(f) CG Management (Operations Team, LKY School)

Mr P. Samynathan, CPP - 6516 7907, e-mail: sppsp@nus.edu.sg

Mr Ng Dick Shen - 6516 3500, e-mail: sppnds@nus.edu.sg

Bukit Timah Campus Security Hotline: 6516 3636

NUS Campus Security Hotline (Kent Ridge Campus): 6874 1616

ANNEXES

ANNEX A

College Green Location Map

College Green Layout

ANNEX B

Room Check-list

ANNEX C

College Green Guest Request Form

ANNEX A

College Green-Dunearn Road Hostels Address

College Green-Dunearn Road Hostels

5 College Green

Singapore 299723

For detailed address of individual house units, please download the address list here <https://sites.google.com/site/collegegreenhostel/our-rooms/floor-plan> .

CG-DRH Layout



ANNEX B

ROOM CHECK-LIST

Keys Forms – Room 1			
S/No.	Description	Qty	Remarks
1	Main Entrance	1	
2	Room Key	1	
3	<u>1st Storey Room 1</u>		
3.1	Bed	1	
3.2	Mattress	1	
3.3	Bedside Table	1	
3.4	Wardrobe	1	
3.5	Study Table	1	
3.6	Study Chair	1	
3.7	Air-con unit and Remote Control	1	
3.8	Ceiling Fan	1	
3.9	Light Fitting with Bulbs	2	
3.10	Table Lamp with Bulb	1	

Received by: _____ Date : _____
 Signature of Representative

Name of Representative: _____

Passport Number : _____

Contact Number : _____

Date of Arrival : _____

Meter Reading Taken :

Electricity: _____

Water: _____

Gas: _____

<u>Keys Forms – Room 2</u>			
S/No.	Description	Qty	Remarks
1	Main Entrance	1	
2	Room Key	1	
3	<u>2nd Storey Room 2</u>		
3.1	Bed	1	
3.2	Mattress	1	
3.3	Bedside Table	1	
3.4	Wardrobe	1	
3.5	Study Table	1	
3.6	Study Chair	1	
3.7	Air-con unit and Remote Control	1	
3.8	Ceiling Fan	1	
3.9	Light Fitting with Bulbs	2	
3.10	Table Lamp with Bulb	1	

Received by: _____ Date : _____
 Signature of Representative

Name of Representative: _____

Passport Number : _____

Contact Number : _____

Date of Arrival : _____

Meter Reading Taken :

Electricity: _____

Water: _____

Gas: _____

<u>Keys Forms – Room 3</u>			
S/No.	Description	Qty	Remarks
1	Main Entrance	1	
2	Room Key	1	
3	<u>2nd Storey Room 3</u>		
3.1	Bed	1	
3.2	Mattress	1	
3.3	Bedside Table	1	
3.4	Wardrobe	1	
3.5	Study Table	1	
3.6	Study Chair	1	
3.7	Air-con unit and Remote Control	1	
3.8	Ceiling Fan	1	
3.9	Light Fitting with Bulbs	2	
3.10	Table Lamp with Bulb	1	

Received by: _____ Date : _____
 Signature of Representative

Name of Representative: _____

Passport Number : _____

Contact Number : _____

Date of Arrival : _____

Meter Reading Taken :

Electricity: _____

Water: _____

Gas: _____

Keys Forms – Room 4			
S/No.	Description	Qty	Remarks
1	Main Entrance	1	
2	Room Key	1	
3	<u>2nd Storey Room 4</u>		
3.1	Bed	1	
3.2	Mattress	1	
3.3	Bedside Table	1	
3.4	Wardrobe	1	
3.5	Study Table	1	
3.6	Study Chair	1	
3.7	Air-con unit and Remote Control	1	
3.8	Ceiling Fan	1	
3.9	Light Fitting with Bulbs	2	
3.10	Table Lamp with Bulb	1	

Received by: _____ Date : _____
 Signature of Representative

Name of Representative: _____

Passport Number : _____

Contact Number : _____

Date of Arrival : _____

Meter Reading Taken :

Electricity: _____

Water: _____

Gas: _____

<u>COMMON AREAS</u>			
S/No.	Description	Qty	Remarks
1	<u>AIR-CON</u>		
1.1	Condenser Unit	2	External
1.2	Fan-Coil Unit	2	Living Room
1.3	Remote Control with Batteries	2	
2	<u>FURNITURES</u>		
2.1	Living Room / Dining Room		
2.1.1	Television Bench	1	
2.1.2	Sofa-Set (3-seater) + 2 Cushions	1	
2.1.2	Armchair	1	
2.1.3	Coffee Table	1	
2.1.4	Side Table	1	
2.1.3	Dining Table with 4 Chairs / 6Chairs	1	
3	<u>ELECTRICAL APPLIANCES</u>		
3.1	3-Door Fridge	1	
3.2	Instant Water Heater	2	1 st & 2 nd Sty Bathroom
3.3	Microwave Oven	1	
3.4	Electric Air-Pot	1	
3.5	Cooker & Cooker Hood	1	
3.6	Washing Machine	1	
3.7	29" Colour TV	1	
4	<u>GENERAL</u>		
4.1	Wall	√	
4.2	Floor	√	
4.3	Doors	√	
4.4	Windows	√	
4.5	Plumbing & Sanitary	√	
4.6	Electrical Wiring & Fittings	√	
4.7	Curtains	√	
4.8	Ceiling Fans	2	Living / Dining Room
4.9	SCV Point	1	Living Room
4.10	Telephone	1	
5	<u>OTHERS</u>		
5.1	Modem	1	
5.2	Router	1	

Please note that the additional TV points in the bedroom and shower screen are non standard items as these are left by the previous resident.

Premises received by :

Name / Signature: Room 1 - _____

Name / Signature: Room 2 - _____

Name / Signature: Room 3 - _____

Name / Signature: Room 4 - _____

24HR Maintenance Hotline – 6876 6300

ANNEX C

COLLEGE GREEN HOSTEL GUEST REQUEST FORM

Host Information

- 1. Name of College Green Host : _____
- 2. Unit No : _____
- 3. Course : _____
- 4. Contact number : _____
- 5. E-mail Address : _____

Guest Information

- 1. Relation to College Green Host : _____ *Male/Female*
- 2. Expected Time of arrival : _____
- 3. Duration of Stay (Date of Departure) : _____
- 4. Name (as on passport) : _____
- 5. Other Name : _____
- 6. Passport number : _____
- 7. Country Issuing Passport : _____
- 8. Year of Birth : _____
- 9. Contact number : _____
- 10. E-mail Address : _____

Remarks : _____

Declaration - Duration of stay : _____

I hereby declare that I have unequivocal approval of all other residents/occupiers of the housing unit where my guest will be staying. The residents/occupiers are:

Name	Signature
_____	_____
_____	_____
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- We certify that the above information is accurate and complete.
- We understand that false statements or information are punishable and are grounds for termination of housing assistance as well as immediate termination of tenancy.

** Please e-mail to cgmanagement@nus.edu.sg the completed form and e-mail approval from house mates at least 1 week before the arrival of your guest.*