

Guidelines on the Maintenance and Repair of Faculty and Staff Housing

Formulated by the Housing Allocation Committee on March 13, 2008)

Amended and approved at the 2nd Faculty and Staff Housing Committee meeting on May 31, 2021

Amended and approved at the 1st Faculty and Staff Housing Committee meeting on November 29, 2022

- I. These guidelines are formulated to handle the repair and maintenance of the faculty and staff housing with reasonable utilization of repair budget.
- II. Tenants are obligated to maintain the appliances and furniture in the rented housing.
- III. Before new tenants move in, the Office of General Affairs (OGA) shall conduct the maintenance work to ensure the safety of the building structure and the housing in a tidy and clean condition. (note: please see the appendix regarding items for repair and maintenance). Tenants may apply for repair within one month after moving in if finding any unrepaired or unmaintained items.
- IV. After moving in, tenants shall bear the cost of repairing broken facilities, except for those items listed in the right column of the appendix.
- V. For items stipulated in the appendix that the University shall repair, tenants may submit applications to the OGA's Property Management Division.
- VI. The work of repair shall be conducted with the same or similar materials to the extent that the facilities may function as normal. The University shall not be responsible for repairing any items left by the previous tenants.

VII. Provisions regarding tenants' repair and decoration at their own expense are as follows:

1. Tenants shall not change the original structure, plumbing, partitions, and external/internal appearance of the apartment.
2. Self-installed objects for repair or decoration shall be removed when the tenants move out. Tenants may transfer the ownership of usable objects to the University but shall not ask for any compensation thereof.
3. Tenants shall pay the University to process the unusable objects or decorated items which need to be removed by themselves.

VIII. Tenants shall vacate all personal belongings and return the key to the OGA's Property Management Division upon moving out. The liability of the tenants shall then be relieved.

IX. These guidelines are approved by the Housing Allocation Committee and the President before implementation. Amendments to these guidelines shall follow the same procedures.

Appendix

Responsibilities for Maintenance and Repair

for new tenants	for current tenants
<ol style="list-style-type: none"> 1. maintenance for the safety of the building structure before new tenants moving in, and rooms in a tidy and clean condition 2. damaged main structure with serious safety concerns 3. seepage of water on the wall or leakage from plumbing (note: re-painting may only be applied to affected areas) 4. rotten or damaged main doors, windows, and window screens 5. broken plumbing or faucets, water and electricity leakage 6. bathroom equipment (shower head, bathtub, toilet, and basin), kitchen equipment (the stove, countertops, kitchen hood), and boiler; items provided by the University shall be repaired through applications and unrepairable items will be returned to the University. Tenants may purchase a new one at their own expense. 7. termite elimination 8. existing allocated furniture, such as wardrobes, cabinets, bed frames 	<ol style="list-style-type: none"> 1. damaged main structure with serious safety concerns 2. seepage of water on the wall or leakage from plumbing (note: re-painting may only be applied to affected areas) 3. rotten or damaged main doors, windows (excluding window screens) 4. broken plumbing and water and electricity leakage (excluding light bulbs, light sockets, and faucets) 5. bathroom equipment (shower head, bathtub, toilet, and basin), kitchen equipment (the stove, countertops, kitchen hood), and boiler; items provided by the University shall be repaired through applications and unrepairable items will be returned to the University. Tenants may purchase a new one at their own expense. 6. termite elimination 7. facilities in public areas

<p>and chairs before new tenants moving in (note: The University will not purchase and provide new furniture.)</p> <p>9. wall painting</p> <p>10. door locks and mailbox</p> <p>11. basic cleaning.</p> <p>12. facilities in public areas</p>	
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Note: Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.