

HONG KONG BAPTIST UNIVERSITY
Office of Student Affairs
Dr. Ng Tor Tai International House

Guidelines on Using Additional Electrical Appliances

A. Important Notes:

1. Residents shall apply for approval before using any electrical appliances in their rooms which are not provided by NTTIH management. NTTIH management reserves the authority to reject the application, or to charge the resident for use of additional appliance.
2. The list of allowed/prohibited items in this guideline is not exclusive, should students have any queries to the application for using of additional electrical appliances in NTTIH, please complete the application form and send it to santtsr@hkbu.edu.hk for approval.
3. NTTIH management will review this guideline from time to time and reserves the right to update it as deemed appropriate.

B. Guidelines:

1. Electrical appliances of high wattage and/or in bulky size are **NOT** allowed to be used in NTTIH.
2. Residents are responsible to ensure that the additional electrical appliance complies with the safety requirements prescribed in the Electrical Products (Safety) Regulation of Hong Kong.

Allowed Items		Prohibited Items	
1	Shaver	1	All cooking appliances
2	Hair-dryer	2	Washer
3	Electric Iron	3	Dryer
4	Table Lamp	4	Fridge
5	Desktop / Laptop	5	Heater
6	Printer	6	Oven
7	Scanner	7	Microwave Oven
8	Radio	8	Air-conditioner
9	Electric Fan		
10	Water Kettle		

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Application for Use of Additional Electrical Appliances

A. Resident's Information

Name : _____ Tel. No. : _____

Student ID No. : _____ Room No. : _____

B. Details of Electrical Appliance

Item's Name	Purpose of Using the Item	Size (in inch)	Quantity	Power Consumption (kwh)
		Length: Width: Height:		

C. Declaration

I understand and agree the following:	
<ol style="list-style-type: none"> 1. NTTIH reserves the right to stop the use of the electrical appliance due to operational reasons or should it causes any disturbance to other residents. 2. I am allowed to bring the additional appliance in NTTIH during my accommodation period and I can only use it in my room. 3. I shall be responsible for removing the additional electrical appliance upon check-out. 4. I shall not interfere with or deface the existing fixtures, fittings and furniture of rooms for installation of the additional electrical appliance. 5. The additional electrical appliance is my private property and I shall be solely responsible for its damage, loss and/or maintenance. 6. I ensure that the electrical appliance complies with the safety requirements prescribed in the Electrical Products (Safety) Regulation of Hong Kong. NTTIH management reserves the right to charge me should I fail to use the appliances in a proper manner. 	
Resident's Signature:	Date:
<u>For Office Use Only:</u> Approved / Not Approved	Handled by / Date: