

**Meeting Notes of the  
First Meeting of Hall Facilities Consultative Group 2024-25  
Held at 3:30pm, 3 October 2024  
in Room G9, G/F, Undergraduate Hall**

- Members present: Mr. CHAN Christopher C K, Student Housing Manager (Chairman)  
Miss HO Gladys M Y, Senior Student Housing Officer (Secretary)  
Mr. LAI Richy W L, Representative of the Estates Office  
Mr. LEE, Yu Hin, Elected Resident Representative of Y.P. Cai Hall  
Mr. CHUI, Ho Chun, Elected Resident Representative of C.N. Yang Hall  
Mr. KWONG, Chung Fai, Elected Resident Representative of S.R. Zhou Hall  
Miss NG, Ka Yi, Representative of Y.P. Cai Hall Tutors  
Mr. LAU, Chin Pang, Representative of C.N. Yang Hall Tutors  
Mr. CHUNG, Ho Chung, Representative of C.L. Soong Hall Tutors  
Mr. TANG, Ho Hin, Representative of S.R. Zhou Hall Tutors
- In Attendance: Mr. WONG, Cliff H P, Senior Residential Life Officer  
Miss LAM, Asaki L Y, Assistant Student Housing Manager  
Mr. LI, Derek H T, Representative of the Estates Office
- Apology: Mr. LIANG, Zhenning, Elected Resident Representative of C.L. Soong Hall

**Welcome****Action**

1. The Chairman welcomed all members for attending the meeting. The Terms of Reference of the Consultative Group was briefed as some members were attending the meeting for the first time.

**I. Confirmation of meeting notes of the last meeting**

2. The meeting notes of the last meeting held on 28 February 2024 were confirmed without any amendment.

**II. Matter arising from the meeting notes of the last meeting**

3. Student members were reminded to ensure cleanliness and tidiness in communal areas, HC offices and residential floors at all times. It was noted that the next annual general safety inspection would be scheduled in Semester 2 of the 2024-25 residential year.
4. The Survey on Undergraduate Halls 2023-24 was conducted and completed in April 2024.
5. The second-hand items exchange platform HKBU2X was closed in June 2024 as agreed upon in last meeting.
6. Referring to the post-meeting note on the discussion regarding the dryer availability, members were asked to remind fellow residents to remove small objects, such as coins and hairpins, from their laundry before using washers or dryers.

**Student  
Members**

A student member expressed concern about the three out-of-order dryers in the South Tower Laundry Room. The Hall Management would follow up with the maintenance contractor on the repair progress, which would subject to the availability of spare parts. In case a dryer replacement would be necessary, the procurement process,

**Hall Mgt**

including the delivery, was expected to take around three months, based on the past experiences.

**Action**

*[Post-meeting note: It was confirmed that dryers SD02, SD04, and SD05 were pending for replacement, following the placement of purchase orders. In this connection, residents were advised to use the dryers in the North Tower Laundry Room as an interim arrangement.]*

7. The IP phones located on S19 & N19 had been removed as mentioned in the last meeting.

### **III. Items for Information**

#### 8. Highlights of Summer Works 2024

The paper detailing the relevant matters (HFCG-24/25-1-I/01) was circulated to all members before the meeting and was reviewed during the meeting. Members had no further comments on the works.

For the newly installed CCTV cameras in the corridors on all residential floors, it was noted that the access to the CCTV footage would be governed by the existing guidelines set by the Estates Office. Only designated staff and authorized personnel would have access to the footage.

#### 9. Available Options at the 1/F Laundry Room Payment Kiosk

As stated in the paper (HFCG-24/25-1-I/02), the Laundry Room payment kiosks had been successfully upgraded to allow residents to top up the balance of in-room air-conditioner meters. The removal of the North Tower A/C payment kiosks was completed during the summer. Similar works for the South Tower were planned to be carried out in 2025-26.

#### 10. Upgrade of Follow-U-Print Printing Services

Members were briefed on the implementation of the new Follow-U-Print Printing Services (HFCG-24/25-1-I/03) on campus, including the UGH Computer Room (Room 110). Moreover, it was also learned that a printing credit top-up feature would soon be available through the HKBU Mobile App.

#### 11. Progress upgrade on Façade Enhancement Project

The demolition of external wall at the North Tower was expected to be completed by late October. According to the update from the Estates Office, instead of wall tiles, a painting system would be applied at the external wall. If the works at the North Tower could be completed by Easter 2025 as planned, the North Tower would be reopened for Summer Hall by May 2025.

### **IV. Items for Discussion**

#### 12. Proposed Improvement Works during the Façade Enhancement Project

Members were presented with an overview of the proposed improvement works and invited to share their views on the suggestion, as detailed in the discussion paper (HFCG-24/25-1-D/01).

Following the explanation on the necessity and importance of the repair works, all members unanimously agreed to the two proposed improvement works, the Replacement of Flushing Water Risers; and the Installation of new A/C Condensate

Drainpipes for Rooms 25 & 26. The Hall Management would subsequently present the proposal to SROC for further discussion and decision.

**Action**  
**Hall Mgt**

13. Feedback on Rice Rolls/Balls offered at the G/F Vending Machine

Several negative comments were noted in the previous meetings on the variety and taste of rice rolls offered by the QQ Rice vending machine, located on the G/F of the South Tower. In response, the Hall Management explored other options and suggested the introduction of a new supplier, namely Hana Musubi.

Members agreed that Hana Musubi was a popular brand, offering affordable and delicious rice balls. With members' consent, the Hall Management would contact the supplier and request for a service proposal, detailing the frequency of replenishment and the available food options in its vending machine.

**Hall Mgt**

**V. Any Other Business**

14. Feedback on the Level of Pool Table in the Games Room

A member mentioned that the surface of the pool table on the 1/F Games Room was not level, with the side facing the entrance being lower, which made it unplayable. Assistance from the Estates Office were sought to inspect the table and to determine if any fixes could be implemented.

**EO**

*[Post-Meeting Note: The Estates Office verified the pool table with a box-beam level and found it was flat and playable. Members or residents could report any further identified defects through the Defect Reporting System if necessary.]*

15. Ventilation Improvement in the Lounges

A member asked about the possibility of improving the ventilation in the lounges, as Hall Tutors might frequently detect cooking smells from the nearby kitchenettes inside the Lounges. Since this issue could be affected by various factors, such as wind direction and the type of food being prepared, it might not be solely a straightforward facilities matter.

16. Suspected Bedbug Cases

A member asked about the procedure of reporting suspected bedbug cases after hearing that a resident was reluctant to return to UGH due to this issue. It was advised to promptly report any suspected cases to the G4 Service Counter; or through the Defect Reporting System together with relevant photos. The Hall Management would take appropriate follow-up actions upon receiving such reports.

*[Post-Meeting Note: Having checked with the concerned resident, it was indicated that no further follow-up was needed after the bedding was changed and pest control measure was implemented.]*

**Adjournment of the meeting**

17. There being no other business, the meeting was adjourned at 4:08 p.m.