

**Meeting Notes of the
Second Meeting of Hall Facilities Consultative Group 2023-24
Held at 3:30pm, 28 February 2024
in Room 114, 1/F, Undergraduate Hall**

- Members present: Mr CHAN Kwok Ho, Senior Student Housing Manager (Chairman)
Mr CHAN Christopher C K, Assistant Student Housing Manager (Secretary)
Mr LAI Richy W L, Representative of the Estates Office
Mr CHAN, Ho Hin, Representative of Y.P. Cai Council
Mr CHAN, Ka Wai, Representative of C.N. Yang Council
Mr CHUI, Ho Chun, Representative of C.N. Yang Council
Mr CHAN, Tsz Chung, Representative of C.N. Yang Hall Tutors
Miss YEUNG, Nga Fei, Representative of S.R. Zhou Hall Tutors
- In Attendance: Mr WONG Siu Chung, Proxy of Miss Yu, Lok Yin, Resident Representative of C.L. Soong Hall
Miss LAW, Eden, Resident Representative of S.R. Zhou Hall
Mr CHEUNG Wang Yui, Resident Representative of S.R. Zhou Hall
Mr CHANG, Arthur T H, Residential Life Officer
Miss HO Gladys M Y, Student Housing Officer
- Apology: Miss POON, Ching Yee, Representative of Y.P. Cai Hall Council
Mr HUI, Hing Kam, Representative of Y.P. Cai Hall Tutors
Mr CHUNG, Ho Chung, Representative of C.L. Soong Hall Tutors
Mr LAM Leung Cheuk, 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 were briefed to all members.

I. Confirmation of meeting notes of the last meeting

2. The meeting notes of the last meeting held on 4 October 2023 were confirmed without any amendment.

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

3. Following the annual general safety inspection conducted in March 2023 and the inspection from DSA in October 2023, it was noted that the Hall Council (HC) Offices had been tidied up in a satisfactory manner. However, it was observed that the required standards for decent housekeeping were not met after activities. The Hall Council members (HCs) and Hall Tutors (HTs) were reminded to ensure cleanliness and tidiness in all HC offices and maintain proper management of respective floors at all times.
4. The list of frozen food and relevant information was distributed to all members after the first meeting of 2023-24. Since no feedback was received from members concerning the provision of frozen food, it was concluded that no further follow-up would be needed.
5. Following the conclusion of the last meeting, a new Air-Hockey table had been purchased and placed in the Games Room for residents' enjoyment.

HCs & HTs

III. Items for Information**Action****6. Opening Hours of G4 Service Counter**

The paper summarising the subject matter (HFCG-23/24-2-I/01) had been distributed to all members prior to the meeting and was discussed in the meeting. No further inquiries were raised by the members regarding the adjustment.

7. Major Works and Projects in Summer 2024

Three significant works and projects were scheduled to commence in the summer of 2024, aiming to enhance safety and security within UGH. The details (HFCG-23/24-2-I/02) were shared with members through circulation. During the meeting, key findings and concerns regarding these works were presented.

- Project 1: Safety Enhancement Works on External Canopies and Platforms
 - o The whole project was expected to be carried out in phases over 2 years. The North Tower was scheduled to be closed starting from June 2024 for one year.
- Project 2: Installation of CCTVs on Residential Floors
 - o Four CCTV cameras would be installed on each floor for surveillance in the corridors only, and the system was expected to be fully operational by September 2024. It was emphasised that privacy concerns were discussed extensively in previous meetings of different levels prior to the tendering process.
 - o A member expressed concern regarding the start date of the CCTV system if it would coincide with the Summer Hall period. It was clarified that all residents would be duly notified before the official commencement of the CCTV system, and the footages would only be accessed when deemed necessary, following the established protocol.
- Project 3: Replacement of Existing Tripod Turnstiles with Paddle Gates
 - o The current turnstiles had been in operation for over 20 years, leading to high costs and lengthy shipping times for replacement parts imported from overseas. It was anticipated that the installation of new turnstiles with paddle gates would enhance accessibility for wheelchair users and residents with luggage.

Hall Admin**8. Survey on Undergraduate Halls 2023/24**

The Hall Administration had consolidated the previous two surveys, namely the Quality of Hall Life Survey and the Survey on Residence Services and Hall Facilities, into a single survey in order to streamline the feedback collection process. This annual survey was tentatively scheduled to be conducted from 11 to 24 March 2024, aiming to gain a better understanding of residents' experiences in the Halls. Members were asked to encourage all residents to share their views actively by completing the online survey. Regarding the prizes for the lucky draw of survey participants, members agreed that supermarket coupons would be an appealing choice.

ALL**9. General Safety Inspection**

The annual general safety inspection of Hall Council (HC) Offices was scheduled for 13 March 2023 (Wednesday) afternoon. Email notification was sent to all HCs. All HC members were encouraged to plan ahead and tidy up their HC Offices so that there would be sufficient space for holding internal meetings inside. In light of the repeated reminders and warnings issued, the Hall Administration would consider alternative utilisation of HC Offices if HCs failed to uphold the expected standards of proper housekeeping.

HCS

Action**10. Municipal Solid Waste (MSW) Charging**

With the full implementation of the Municipal Solid Waste (MSW) charging starting from 1 August 2024, the hall fee for the next residential year would be adjusted to incorporate the charge accordingly, which contributed around 3% of the increase. This would be the most effective approach and the logistics and administration cost would be minimised. This matter would be deliberated upon in the Student Residence Operation Committee (SROC) and Student Residence Management Board (SRMB) for further approval.

IV. Items for Discussion**11. Installation of Gates at the Loading/Unloading Area**

Members were provided with an overview and option of the installation of gates in the loading/unloading area, as detailed in the discussion paper (HFCEG-23/24-2-D/01).

During the discussion, members brought up the following concerns:

- Following large-scale activities, such as Haunting House, a substantial volume of refuse was anticipated. Members concerned if the gate access time could accommodate such events by allowing residents to dispose of their rubbish after 11pm.
- Considering the instances of suspicious individuals illicitly discarding rubbish and waste in the area, members asked if the security guard stationed near the Car Park C Exit could help monitor that area.

In order to determine the prevalence and frequency of unauthorised waste disposal, it was agreed that an observation period would be necessary before deciding whether the installation of gates would be required.

12. Phasing out of HKBU2X

Members were provided with an overview of the proposal to phase out HKBU2X and were encouraged to provide their perspectives on this matter, as outlined in the discussion paper (HFCEG-23/24-2-D/02). All members expressed unanimous agreement with the proposal. The Hall Administration would proceed with the termination of HKBU2X by the end of the 2023/24 academic year.

Hall Admin**V. Any Other Business****13. Suggestion of Installing Dishwashers**

A proposal was put forth to install dishwashers on all residential floors to enhance the hygiene conditions of the lounge area in the Halls. It was acknowledged that the proposal was initially raised during the second meeting of the 2019-20 residential year, with concerns regarding operational challenges, such as the requirement for specific detergents, the need for pre-cleaning the cutleries before using the dishwashers and installation of water inlet and outlet for the dishwasher, as well as limitations in dishwasher capacity. The decision was made not to pursue the proposal any further.

14. Suggestion to Increase the Availability of Dryers in Laundry Rooms

A member asked about the progress of dryer repairs and the possibility of increasing the number of dryers. It was noted that the repair of defective dryers was currently underway and would be completed once the spare parts arrived. And a replacement of a dryer beyond repair had been initiated and was scheduled to be carried out in March.

Action

Furthermore, the Hall Administration would address the issue by adjusting the ratio between dryers and washers. In case a washer located near the window side could not be further repaired, a dryer would be purchased instead of a washer.

It was also mentioned that the availability display of laundry machines in the HKBU app was not accurate. The issue would be followed up by the Hall Administration.

[Post-meeting note: During the follow-up with the maintenance vendor, the vendor reported that small objects, such as coins and hairpins, were found inside dryers from time to time, leading to frequent malfunctions. In this connection, members are requested to encourage residents to check their laundry and remove any small objects before placing them in the machines. This practice will help ensure the proper functioning of all equipment.]

ALL**15. Removal of S19 & N19 IP Phones**

In view of the low usage of the IP Phones, the Hall Administration suggested removing the IP phones on the 19/F of both the South and North Towers. Members had no objections to this arrangement and the Hall Administration would follow up on the matter accordingly.

Hall Admin**16. Members' Preferences on Payment Methods and Turnstile Access**

Members were asked for their preference regarding topping up in-room air-conditioning balances, whether through the mobile app or the Octopus payment kiosks on the floors. It was observed that the mobile app was more favourable among the attended members. Considering the popularity of the mobile app, which was developed in recent years, it was noted that the Octopus payment kiosks on residential floors would be phased out gradually.

Members were also invited to indicate their preference for using either a physical student card or an e-card to access the Hall entrances. Although most members expressed a preference for physical cards, it was learned that there could be a U-wide shift towards using e-cards exclusively in the future.

In addition to the aforementioned matters, members were encouraged to share any feedback or suggestions, even outside of the scheduled meetings.

Adjournment of the meeting

17. There being no other business, the meeting was adjourned at 4:37 p.m.