

Campus Management Office, HKUST
SSQ Furniture Requisition Form (Exclude Apts 25A-36B)

Tower / or Apt , SSQ

Date: _____

Furniture Items	Max. Qty. Provided (Pcs.)	Requested by Users (Pcs.)	Check List (for Official Use)
Living Room			
1 3 Seater Sofa	1		
2 Dining table	1		
3 Dining chairs	6		
4 Air conditioner	1	-	1
Master Bedroom			
5 Double bed divan	1		
6 Double bed mattress	1		
7 Double bed headboard	1		
8 Air conditioner	1	-	1
Second Bedroom			
9 Single bed divan	2		
10 Single bed mattress	2		
11 Single bed headboard	2		
12 Air conditioner	1	-	1
Third Bedroom (For 4 bedroom unit only)			
13 Single bed divan	1		
14 Single bed mattress	1		
15 Single bed headboard	1		
16 Air conditioner	1	-	1
Study room			
17 Air conditioner	1	-	1
Kitchen			
18 Gas cooker and oven	1	-	1
19 Grease hood	1	-	1
20 Refrigerator	1		
21 Washing Machine	1		
22 Fire blanket	1	-	1

Notes:

1. Please complete the "Furniture Requisition Form" and return to Mr. Rick HO of the Housing Section, CMO (**E-mail**: eorickho@ust.hk **Fax**: 2358- 1439 **Tel**: 2358- 6519).
2. The furniture and appliances provided by the University are to be used by the applicant and his / her family members inside the unit and should not be removed, transferred or transported to other places.
3. The applicant shall be responsible for the repair and maintenance of the furniture provided by the University. No replacement of the furniture will be provided by the University.
4. Unwanted furniture and appliances (in good repair, maintenance and operation condition) can be returned to the University. Returned items will not be re-provided.
5. Upon moving out of the unit, the applicant should return the furniture and appliances provided by the University in good repair, maintenance and operation condition.
6. The applicant shall observe and follow the requirements of the Housing Rules and Regulations.

Applicant's Name: _____

Dept. / Off.: _____

Signature: _____

Phone No. / Ext.: _____