

# **National Sun Yat-sen University**

## **Guidelines for the Maintenance and Repair of Faculty and Staff Housing**

Approved by the Faculty and Staff Housing Committee Meeting ( March 13, 2008)

Amendment approved by the 2nd Faculty and Staff Housing Committee Meeting, Spring Semester, Academic year 2020-2021

(May 31, 2021)

1. The National Sun Yat-sen University (hereinafter referred to as “the University”) hereby establishes the guidelines for efficient execution of the housing budget, and the repair and maintenance of faculty and staff housing.
2. The tenants are obliged to the general maintenance of the housing appliances, equipment, and furniture.
3. The Office of General Affairs performs preventive maintenance and repair for faculty and staff housing before the tenant moves in. Items with safety concerns or affecting the house structures shall be the priority. A standard level of maintenance and cleaning would also be provided before move-in. If the resident finds any unrepaired or unmaintained items in the first month of residency, s/he can report a repair to the University.

4. The University provides non-chargeable services for the items listed in the Table of Maintenance and Repair. For those not included in the table, the tenant should take care of the maintenance and relevant costs during residency.
5. The tenant shall follow the standard procedure to apply for the repair to the Property Management Division in terms of the non-chargeable maintenance and repair services offered by the University.
6. The non-chargeable maintenance and repair facilitated by the University provides basic level maintenance by recovering the function and appearances of the repaired items.
7. If the tenant intends to renovate the house, s/he should not modify the building structure, pipelines, partition walls, and the appearance of the house. The dormitory should be restored to its original condition upon move-out.
8. The tenant should vacate all the personal belongings and return dormitory keys to the Property Management Division upon move-out. The liability of the tenant shall then be relieved.
9. The Guidelines were approved by the Faculty and Staff Housing Committee Meeting and submitted to the University President for sanction prior to implementation. The same shall apply to any following revisions.

## Table of Maintenance and Repair

For New Resident	For Current Resident
<ol style="list-style-type: none"> <li>1. Before move-in, items with safety concerns or affecting the house structures shall be the priority. A standard level of maintenance and cleaning would be provided.</li> <li>2. Items with safety concerns or affecting the house structures.</li> <li>3. Water leaks, drips, and water damage on the wall. However, wall painting only covers the damaged parts on request.</li> <li>4. Rotten or damaged doors, windows, window screens, or frames.</li> <li>5. Water pipes and faucets. Water and electric leakage.</li> <li>6. Damaged bathroom equipment (shower head, bathtub, toilet, and washstand, etc.).</li> <li>7. Kitchen equipment (stove, countertops, kitchen hood, etc.) Repair and maintenance for the current kitchen. Purchase of new equipment is not included.</li> <li>8. Water heater.</li> <li>9. Termite treatment</li> <li>10. Repair and maintenance for the existing furniture, such as wardrobe, cabinet, chairs, and bed</li> </ol>	<ol style="list-style-type: none"> <li>1. Items with safety concerns or affecting the house structures.</li> <li>2. Water leaks, drips, and water damage on the wall. However, wall painting only covers the damaged parts on request.</li> <li>3. Rotten or damaged doors, windows, or frames (window screens not included).</li> <li>4. Water pipes and faucets. Water and electric leakage. (Light fixtures not included.)</li> <li>5. Damaged bathroom equipment (bathtub, toilet, and washstand, etc.)</li> <li>6. Water heater.</li> <li>7. Termite treatment.</li> <li>8. Public facilities.</li> </ol>

<p>frames. Purchase of new furniture is not included.</p> <ol style="list-style-type: none"><li>11. Wall painting</li><li>12. Locks. Mailbox.</li><li>13. Basic cleaning.</li><li>14. Public facilities.</li></ol>	
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