

Yuantong Yazhu dormitory building management regulations

Purpose : To maintain the cleanliness and peace of the dormitory living environment, and to enhance self-discipline and mutual respect in group living, this living code is established to expect residents to work together to improve the quality of dormitory life.

【1】

1. When moving in, residents must go to the dormitory (school) management office to receive relevant information and keys to complete the check-in procedure.
2. Residents must set up the face recognition system module at the building before moving in, and must pass the access card and face recognition verification to enter and stay in the building to maintain basic accommodation safety.

【2】 If a resident violates any of the following items, which are verified as true, besides being required to move out within a specified period, he/she shall also be reported to the school administration to be handled according to the relevant regulations of the school:

1. Unauthorized exchange, occupation or refusal of entry to others with a legal right to stay, with severe circumstances.
2. Engaging in inappropriate behavior in the dormitory area such as gambling, drinking, drug use, fighting or causing trouble with severe circumstances.
3. Storing dangerous or prohibited items (such as drugs) with severe circumstances.
4. Residents must respect each other's living areas, and entering opposite-sex living areas is strictly prohibited.
5. Staying overnight with non-residents, and re-offending after being warned by the resident advisor or relevant management staff. A fine of NT\$5,000 shall be imposed upon discovery.
6. Introducing merchants to buy and sell goods in student dormitories, and re-offending after being warned by the resident advisor or relevant management staff.
7. Failing to get prior approval to install any electronics into the building, and re-offending after being warned by the resident advisor or relevant management staff.
8. Cooking in the dormitory without permission, and re-offending after being warned three times.
9. Keeping pets in the bedroom without permission, and re-offending after being warned by the resident advisor or relevant management staff.
10. Unauthorized replacement of bedroom locks.

11. Staying in the dormitory without applying for permission.
12. Violating traffic rules with cars, motorcycles or bicycles in the dormitory area and being caught three times.
13. Violating public health, living safety, or public safety, and seriously affecting others' work and rest, and re-offending after being warned three times.
14. Damaging dormitory public property and failing to compensate for the damage by the due date.
15. Violating relevant accommodation regulations established by the dormitory autonomy committee with severe circumstances.
16. Stealing other residents' property in the student dormitory, and being found guilty (whether to report to the police or bring civil or criminal litigation is decided by the victim).
17. Creating a dormitory fire intentionally or by negligence, and being found guilty (relevant criminal and civil lawsuits will be initiated).
18. Setting up any type of mainframe server in the dormitory (there is no operating system limit), transmitting illegal files, documents or violating academic network usage regulations, and re-offending after being warned three times by the resident advisor or relevant management staff.

To verify the above-mentioned items, the resident advisor or relevant management staff may enter the bedroom with residents for inspections.

【3】 Self-discipline :

1. Personal living schedules should be kept regular, and roommates should respect and be considerate of each other.
If a resident has an unmanageable or unusual lifestyle, the dormitory management staff will report it to the school they belong to and ask for assistance in counseling dormitory residents together.
2. Loud conversations, singing, or playing instruments in the corridor or the bedroom that affect others' peace is strictly prohibited.
3. Keeping the bedroom tidy and clean.
4. Shoes and sundries are not permitted to be placed in hallways and public spaces.
5. No pets of any kind are allowed within the dormitory area.
6. Unauthorized access to or opening of other people's bedrooms, drawers, cabinets, and possessions is prohibited.
7. Personal valuables should be properly safeguarded.
8. Attention to attire and etiquette; when leaving the bedroom, residents should avoid the attire of only wearing underwear or shirtless and barefoot, and should avoid wearing strange outfits when entering and leaving the dormitory.

9. No nails should be driven into the bedroom walls to hang clothes or other items, nor should posters or pictures be put up by destroying the walls.
10. Maintaining the overall environment and not littering; residents must use the designated trash bags for New Taipei City and do garbage separation to be placed in the B1 garbage disposal space during open hours, and not leave any trash outside the designated area during off hours.
11. Lights and water must be turned off when not in use, and residents should conserve energy.
12. When moving out, the room should be kept tidy. If there is any dirt or damage to the facilities, the resident must be responsible for compensation.

【4】 Group living :

1. Public property or facilities are not allowed to be moved or misused, and residents should cherish their use of them together.
 2. Attention must be paid to dormitory door access, and residents should get into the habit of closing and locking the doors. Beware of and report to management staff any unfamiliar individuals to prevent illicit activities.
 3. If problems are encountered or violations or illicit activities are detected, residents are obliged to immediately report them to management staff. This building strictly prohibits all behavior that violates legal regulations, including dangerous items and drugs. If the person has indeed violated the law, the school to which the resident belongs should be notified immediately and the police should be asked to intervene.
 4. To avoid disturbing others' sleeping habits and maintain others' peace, the established usage periods of facilities should be observed:
 - (1) The volume of the TV in the lounge should be lowered to the minimum level after 11 p.m. to allow other residents to rest.
 - (2) Use of the laundry room and pantry should lower the noise level after 11 p.m. to allow other residents to rest.
 5. Cars and motorcycles should be parked in accordance with traffic rules and be parked neatly.
 6. Smoking is strictly prohibited in the building, including indoors, balconies, stairwells, etc., and a fine of NT\$10,000 shall be imposed if discovered.
 7. The public lounge, pantry, and coin-operated laundry facilities provided shall be well maintained, cherished and used by residents, and residents should cooperate in public awareness campaigns.
- If the wilful or negligent act of a resident results in damage to the household furniture, the resident shall be responsible for the compensation for the damage.

【5】 Regulations for Water and Electricity Use

1. Unauthorized extension cords that have not passed safety certification are prohibited.
2. Sanitary napkins and other items are not allowed to be flushed down the toilet, and water heads and debris should be cleaned up in a timely manner to prevent blockages.
3. High-power electrical appliances such as refrigerators, televisions, induction cookers, microwave ovens, ovens, rice cookers, electric heaters, electric soup ladles, toasters, card stoves, and dehumidifiers, and electrical appliances with safety risks, may not be used in the bedroom.

Violators may have the item temporarily confiscated and held until the end of the semester. If this item leads to any property damage, the resident may hold the corresponding civil and criminal responsibility.

4. Unauthorized access or activation of various equipment systems within the dormitory is strictly prohibited. Damage (or breaking) and compensation will be the responsibility of the offender.
5. Without the permission of the dormitory management personnel, it is not allowed to use sockets outside the dormitory.

【6】 Visitor regulations

1. Open hours: from 8 a.m. to 11 p.m. daily.
2. Location of visit: the 1st floor lobby of the dormitory (except for the reading area).
3. All external visitors must register at the property management office on the first floor. Visitors should leave by 11 p.m. at the latest and are not permitted to stay overnight or move up/down the building on their own. If it is found that visiting regulations are violated and warnings do not work, in addition to being handled according to the dormitory management regulations, a cleaning fee of NT\$5,000 per person shall be charged.
4. Visitor conversations that affect dormitory order are not permitted.

Note:

1. The specific details of this building's management regulations are stated in the annexed implementation guidelines. Any individuals who reside in this dormitory shall be deemed to have understood and agreed to abide by all the relevant regulatory measures.
2. The school to which residents belong and EVERRISE CONSTRUCTION CO., LTD retain the right to interpret and execute the regulations. The resident advisor or relevant management staff is authorized to determine any violations; if there is a dispute, negotiations shall be conducted among the school, EVERRISE

CONSTRUCTION CO., LTD and the management unit.

3. Any issues not specifically covered shall be modified by the school to which residents belong and EVERRISE CONSTRUCTION CO., LTD and announced for implementation from the revision date, and any revisions thereafter.

Garbage Management Regulations

1. It is strictly forbidden to throw garbage outside the dormitory. Violators should be reported by reviewing surveillance cameras, etc.
2. Large garbage such as furniture and mattresses must be handled by oneself and cannot be discarded in the dormitory garbage room.
3. Please bring your own New Taipei City special garbage bags and properly classify the garbage and place it in the B1 garbage disposal room of the building.
4. B1 garbage disposal room opening hours: (general garbage and recycling, currently open all day)
Monday to Sunday: 07:00-09:00 in the morning, 19:00-21:00 in the evening
5. Garbage classification regulations
 - 1) Resource garbage: (1) waste paper, aluminum foil, etc. (2) plastic, PET bottles, etc. (3) iron and aluminum products, metals, etc. (4) waste batteries, CDs, etc. (5) glass, etc.
 - 2) General garbage: Non-recyclable garbage such as sanitary (cotton) paper, plastic bags, disposable chopsticks, torn clothes and socks, etc.
 - 3) Kitchen waste: Residues left after consumption, including boiled water, vegetable residues, fruit peels, etc.
6. Notes
 - 1) Please fold paper and cardboard before recycling.
 - 2) Before recycling tin cans, aluminum cans, PET bottles, and plastic cans, please remove the straws and sleeves, flatten and step on them to reduce the volume. Unfinished drinks should be poured out and cleaned thoroughly.
 - 3) Please do not throw trash other than recyclables into the recycling bins.
 - 4) Please drain the moisture from kitchen waste and pack it in New Taipei City special garbage bags along with general garbage for disposal.
 - 5) Please be sure to follow the opening hours of the garbage disposal room.
 - 6) Please sort the recyclable garbage and place it according to the labels. When entering and exiting the garbage room, use New Taipei City special garbage bags or packaging bags with light-colored visible contents.
7. Disposal for violations:
Those who do not follow the designated placement time, randomly discard garbage, or do not properly classify garbage by using special garbage bags or according to the garbage classification method (disposal of non-recyclable

garbage in recycling bins), shall be fined a cleaning fee of NTD \$1,000 each time. If they do not comply after being advised, take a photo for evidence and publicly announce the violation in the dormitory area. If the warning from the dormitory management personnel is ineffective, it will be reported to the corresponding school for disposal according to the school regulations, and mandatory eviction will be requested.

8. Anyone who stays in this dormitory is deemed to have understood and is willing to comply with all the above regulations.
9. This regulation grants the right of interpretation to the school to which residential students belong and to EVERRISE CONSTRUCTION CO., LTD. The execution and judgment of this regulation are delegated to the authorized dormitory management personnel. In case of disputes, negotiation shall be conducted between the school, EVERRISE CONSTRUCTION CO., LTD., and the management entity. The same applies when amendments are made.

Lounge Management Rules

1: In order to achieve the goal of student interaction, a student lounge is established to provide residential students with a place for relaxation and mutual communication, and these rules are hereby established.

2: Common regulations:

- (1) The volume of the TV in the lounge should be kept at a level that does not disturb others. After 11:00 PM, the volume should be lowered to avoid disrupting other students' rest.
- (2) Users should clean up their own tables and take out their trash upon leaving the lounge.
- (3) During conversations, please keep the noise level to a minimum and avoid speaking loudly or causing a disturbance.
- (4) Users should maintain a clean environment to preserve a good atmosphere. Users are responsible for safeguarding their personal belongings; the dormitory is not responsible for their safekeeping.
- (5) Conserve energy; please turn off the power when the lounge is not in use.
- (6) When leaving the lounge, please take your personal belongings with you.
- (7) Avoid lying down or putting your feet on the tables in the lounge.
- (8) Those who wish to use the lounge for gatherings or events (such as lectures, seminars) should first apply to the dormitory management personnel and should restore the space after use. Units that fail to restore the space will have their future usage requests suspended. Usage times should be in accordance with the visiting hours.
- (9) All forms of gambling, including Mahjong, are strictly prohibited.

- (10) Any indecent behavior that violates societal norms is strictly prohibited.
- (11) Everyone has the right to use the TV; please respect others and do not monopolize the remote control.
- (12) Users should properly maintain all facilities and must not move hardware equipment without authorization. Any damages should be restored to their original state or compensated for at cost.
- (13) Anyone staying in this dormitory is considered to have understood and agreed to comply with all the regulations and norms outlined in the above rules.
- (14) This regulation grants the right of interpretation to the school to which residential students belong and to EVERRISE CONSTRUCTION CO., LTD. The execution and judgment of this regulation are delegated to the authorized dormitory management personnel. In case of disputes, negotiation shall be conducted between the school, EVERRISE CONSTRUCTION CO., LTD., and the management entity. The same applies when amendments are made.

Laundry Room Usage Regulations

1. Please use the coin-operated machines as per the provided instructions. It is strictly prohibited to use counterfeit or substitute coins, as doing so may result in liability for machine damages.
2. While using the washing machines, please keep an eye on the operating time and avoid leaving them unattended to prevent machine occupation and time wastage.
3. If you encounter any malfunctions in the washing or drying machines during operation, please promptly inform the first-floor management personnel so they can contact the manufacturer for repairs.
4. Each floor currently has a laundry drying area, so please make good use of it.
5. Do not leave personal laundry basins in the laundry room, as this may hinder others' use of the facilities.
6. When retrieving your laundry, do not disturb other people's clothes that are drying to avoid creating chaos.
7. When hanging your laundry, secure it tightly to prevent it from being blown away by the wind. Once your clothes are dry, promptly remove them and ensure you correctly identify your items to avoid mistakenly taking someone else's. The building management is not responsible for safekeeping.
8. Before checking out at the end of each semester, it is mandatory to "clear out" the personal items from the drying area. Any items left behind will be treated as abandoned and discarded.
9. Anyone residing in this dormitory is considered to have understood and agreed to comply with all the regulations and norms outlined in the above rules.
10. These regulations grant the right of interpretation to the school to which

residential students belong and to EVERRISE CONSTRUCTION CO., LTD. The execution is delegated to authorized dormitory management personnel. In the event of a dispute, negotiations shall be conducted between the school, EVERRISE CONSTRUCTION CO., LTD., and the management entity. The same applies when amendments are made.

Tea Room Management Regulations

1. Purpose: To maintain a good and convenient living environment for residential students, ensure the cleanliness and orderliness of public facilities, cater to the dietary needs of residents, and reinforce the prohibition of cooking in bedrooms. These regulations aim to promote dormitory self-governance, civic moral values, and community spirit.

2. These regulations apply to all residents of the student dormitory.

3. Tea Room Usage Rules:

(1) The area is equipped with a microwave, sink, and water dispenser. Users of these communal kitchen utensils should strictly follow usage guidelines to preserve their lifespan and ensure safety. Users are responsible for any damages caused by improper use and should compensate as per regulations. If users require additional kitchenware, they should provide their own.

Users are responsible for maintaining the cleanliness of the kitchen, and they should immediately restore the original condition after use and clean up any food residues and garbage.

(2) If a beverage or other food is accidentally spilled or contaminates the environment, please exercise civic responsibility by promptly wiping it clean to prevent stains that are difficult to clean later.

(3) When opening or closing the microwave or sink equipment, please do so gently and avoid using excessive force to prevent damage. When finished using, please ensure that the microwave door is properly closed to conserve energy. If improper use leads to a mishap, the user is liable for compensation.

(4) Only cleaning supplies should be placed in the cabinet. Any food, cookware, tableware, beverages, or similar items will be treated as unidentified waste and will be disposed of by the management center without compensation liability.

(5) Please provide your own cleaning and washing supplies and take responsibility for their safekeeping. The dormitory does not assume responsibility for any damages.

(6) To maintain cleanliness and hygiene in public areas, if the dormitory cleaning staff discovers any items in disarray during cleaning, they will consider them as waste and dispose of them without objections.

(7) Violations:

The communal dining area on each floor of the dormitory is considered public

property. If a resident is found to have caused damage, in addition to suspending their usage rights, the case will be reported to their respective school for disciplinary action as per the school's regulations. They may also be evicted without a refund, and compensation may be demanded.

4. Stealing another person's belongings will result in eviction and reporting to their respective school for disciplinary action according to the school's regulations.

Whether to report the incident to the police is at the discretion of the victim.

Anyone residing in this dormitory is considered to have understood and agreed to comply with all the regulations and norms outlined in the above rules.

5. These regulations grant the right of interpretation to the school to which residential students belong and to EVERRISE CONSTRUCTION CO., LTD. The execution is delegated to authorized dormitory management personnel. In the event of a dispute, negotiations shall be conducted between the school, EVERRISE CONSTRUCTION CO., LTD., and the management entity. The same applies when amendments are made.

YuantongYazhu dormitory building

Floor Room Bed No. :

The Tenant Name :

Student ID No. :

Department :

Cellphone Number :

To be signed by the Tenant _____ Date : _____

Signature

year month day

After students sign, please make a copy for your own records.