

Quick Tips



Repair? Cleaning? Emergency?

Call PMO (HH) 24-hour hotline: at 3159 0077 or 3159 0099



Use Wireless LAN?

Available at all Student Rooms & Common Areas
User Manual posted on notice board



General enquiries?

Call Hall Reception: ext 0000



Use facilities on 2/F?

Booking via On-line booking system POSS



Entertaining Visitors?

Register at G/F Guest Registration counter. Visiting Hours 07:00 – 23:00



Fax out? IDD call?

Available at 1/F East Wing lift lobby



Use laundry machines?

Bring a laundry bag, foamless detergent powder & get your PolyU card \$-encoded



Bake cookies?

Ovens available in 2/F pantry (East Wing)



Go swimming on 2/F?

Bring your PolyU card & 2 HK\$5 coins, & wear proper swimming attire



Forget bringing key-card?

Approach PMO (HH) at G/F car park entrance



Collect registered mail?

Approach PMO (HH) at G/F car park entrance

Important Notes

Hall Emails	Check & clear your PolyU email account for receiving hall announcements.
Incoming Mails	Check & clear "pigeon hole" at Lounge Area marked with your room number for incoming mails.
Cleaning	Clean your own bedroom. PMO staff only clean toilet /shower room on every 3 working days. Wrap and dispose of rubbish into the Rubbish Bin at Lift Lobby.
CCTV	All public areas, corridors and pantry at lounge are guarded with CCTV system for hall security and safety.
Self-introduction	Place a recent photo, put your name, year & department on your room door notice board.
Roommate Agreement	Find a time to go through the checklist, compromise and come up with a mutually agreed Roommate Agreement.
Change room	The request will only be entertained a month after check-in. Approach Hall Reception for details.