

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 the repair and maintenance of faculty and staff housing under feasible and efficient execution of the housing budget.
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. Those with safety concerns and undermining 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, he/she can report a repair to the university.
4. The University provides non-chargeable service for the items presented 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 in terms of the non-chargeable maintenance and repair facilitated 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. The tenant should not modify the building structure, pipelines, partition walls, and the appearance of the house if he/she renovates 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 their revisions.

Table of Maintenance and Repair

For New Resident	For Current Resident
1. Those with safety concerns and undermining the house structures shall be the priority. A standard level of maintenance and cleaning would be provided prior to move-in. 2. Issues with safety concerns and undermining the house structures. 3. Water leaks and drips in the building. Molds and on the wall (wall painting only covers the damaged parts). 4. Rotten or damaged doors, windows, or frames. 5. Water pipelines and faucets. Electric leakage. Light fixtures not included. 6. Bathroom (shower taps, bathtub, toilet, and sink, etc.). 7. Kitchen equipment (stove, countertops, kitchen hood, etc.) Repair and maintenance for the current kitchenware, no replacement. 8. Water heater. 9. Termite treatment ° 10. Repair and maintenance for existing furniture, such as wardrobe, cabinet, chairs, and bed frames, no replacement. 11. Paint the wall ° 12. Locks. Mailbox. 13. Basic cleaning. 14. Public facilities.	1. Issues with safety concerns and undermining the house structures. 2. Water leaks and drips in the building. Molds and on the wall (wall painting only covers the damaged parts). 3. Rotten or damaged doors, windows, or frames (window screens not included). 4. Water pipelines and faucets. Electric leakage. Light fixtures not included. 5. Bathroom (shower taps, bathtub, toilet, and sink, etc.) 6. Water heater. 7. Termite treatment. 8. Public facilities.