

# 江苏大学海外公寓服务指南

## JIANGSU UNIVERSITY OVERSEAS APARTMENT SERVICE GUIDE



江苏大学海外教育学院  
江苏大学海外公寓



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**Enjoy your life in JSU**



## **G-6 总台 Reception Desk**

一卡通充值、缴费、住宿登记、入住、退宿、报修、问询、微波炉使用

Campus card recharging, payment business, residence information registration, check-in, check out, maintenance, inquiry, microwave use.

## **前台 Reception Desk**

报修、问询、微波炉使用

Maintenance, inquiry, microwave use.

## **活动室 Activity Room**

公寓配有活动室，如需使用请向海院提出书面申请。

OA provides activity rooms use service, please hand in the written permission of OEC if you need.

## **停车 Parking Lot**

公寓设有停车区域，请勿在公寓的道路、通道、门廊处停放各类车辆。

OA offers free parking areas, please don't park on the main streets, pathway, porch and other forbidden areas.

## **免费借用服务 Free Lending Service**

如下物品可免费借用：微波炉、吹风机、针线包、打气筒、五金工具、医药箱。

Microwave, hair drier, sewing kit, bicycle pump, hardware tools, and

medical kit can be use free.

## **房内设施及电压 Room Facilities and Electric Pressure**

入住前请检查房间内物品，一经入住视为默认，如有损坏或缺失照价赔偿。

Students are required to check the room facilities before you check in, any damaged or lost must be paid for.

室内电压为：220 伏

In-house voltage: 220V.

## **学生意见 Students' Suggestions**

我们诚挚的欢迎您给我们提出宝贵的意见和建议。您可以将您的意见或建议直接反应给总台，也可以在总台填写《学生意见书》。

Your advices and suggestions are sincerely welcome. You can provide your suggestions to the reception desk or fill in the questionnaires at the reception desk.

## **用电充值服务 Electricity Charging**

公寓用电为预付费形式，请各位同学预付足够的费用（至少 30 度），以免影响您的生活。

You are required to buy electricity by yourself. We strong recommend you to recharge at least 30 units every time to ensure the balance of your room.

## **网络 Internet Service**

公寓配有网络，如需使用需持一卡通至老图书馆开通此项业务，

## 公寓设施及服务 Apartment Facilities and Service

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并充值网费。

OA provides school internet, take your campus card to old library (Information Center) , open your account and pay internet access.

### 空调、热水器 Air-conditioner, water heater

公寓房间配备为家用空调及热水器。为了节约能源，长时间不使用或外出时请关闭电源并拔掉电源插头（即使不开时如果插头连接，有可能系统自身处于待机状态，也会消耗电量）。

The apartment is equipped with Air-conditioner, water heater. We suggest you to turn off the air- conditioner and water heater when you are out or not using it for energy saving; please also pull out the plug if you will not use it for a long time to avoid charge-depleting in the standby mode.

### 浴室 Bathroom

由于公寓的排污系统与国外有所不同，以防堵塞请不要将手纸、纸巾等生活垃圾丢入下水道中，请丢入垃圾桶里。

Because of the different sewerage systems between China and foreign countries, all the garbage including toilet paper is forbidden to throw into the flush toilet.

### 纱门 Screen Door

为防止春夏蚊虫进出，公寓配有纱门，使用时请在门框中部左右轻轻拉伸。

The apartment is equipped with screen door in the balcony door; please draw asunder from the middle.

## 安全 Security

公寓配有专业的保安和中央监控系统，为了您的安全，外籍访客须至前台登记，来访时间限定为一小时，中国学生未经特殊许可禁止入内。

The apartment offers professional security and the central-monitoring system. Foreign visitors must register at the reception desk and the visiting time limit is one hour. Chinese students are forbidden to visit OA without special permit.

## 火灾安全 Fire Safety

一旦有火灾发生，公寓内会有火警警报响起，我们的保安人员会在第一时间赶到现场，请您参阅后附的《火警安全防卫》。

Please do not burn anything in the room, and extinguish the cigarette butts after smoking. In case of fire, the fire alarm will ring and our security staff will be on the scene immediately. Please keep calm and evacuate quickly and safely.

## 友情提醒 Friendly Tips

如遇长时间外出，为了你所使用房间安全，请关闭水、电等总阀。

If you leave for a long time, please turn off the main switches of water, electricity for your safety.



1、遵守中国法律和公共秩序，认真履行校纪校规，遵守学校的作息制度。树立身心健康意识，建立良好的人际关系，提高自身素养。

Please abide by Chinese laws and observe public order, the rules of JU and study and rest regime. Please cultivate a good awareness of physical and mental health, establish harmonious interpersonal relationship and improve personal qualities.

2、请按照所定的房间入住，不得私自调换房间，如有特殊要求，及时与海外教育学院联系。

Please do check-in according to the allotted room. Room-switching without prior permission is not allowed. Any requests, please contact OEC.

3、请勿在公寓内大声喧哗；开放视频和音响设备时声音适量，以免影响他人学习和休息。不得在宿舍内开晚会。

Please keep your voices down in the dormitory. The sound of VIDEO and Hi-Fi must be appropriate so others can have their privacy. Party in dormitory is not allowed.

4、禁止在房间做饭和使用取暖设备。

No cooking and using heater in the room.

5、妥善保管好你的贵重物品，公寓内不要存放大量现金。

Keep personal property appropriately and safely in the Dormitory. Do not leave large sums of cash in the room.

6、请不要在公寓及房间内打球、吸烟、燃烧物品、酗酒和斗殴。

Ball games, smoking, burning, drinking, and fighting are prohibited in the room or dormitory.

7、各房间内的垃圾请及时收集并投到公寓外的垃圾箱内，不要随地乱扔，更不要从窗户向外扔。不听劝阻者，一切后果，由其本人承担。

Collect garbage in time and put it into the bin outside of the dormitory. No littering. Throwing rubbish out of the window is also forbidden. Violators will take sole resp

8、不得自行改变、修理设备线路，严禁私拉电线，严禁在房间内使用电炉、电热毯、电熨斗、热得快等电器及其他无国家强制性产品认证标志的低劣插座电器等。

Rerouting and repairing equipment circuits and installing the electric wires without permission are forbidden. Induction cooker, electric blanket, electric iron, quick heater are not allowed to use in the room.

9、请不要在公寓和房间内饲养任何动物。

No animal feeding in the Dormitory.

10、自行车及电动车停放在车库或指定地点，不得放在公寓门口。违者后果自负。

Bikes and e-bikes shall be well kept in appointed place. Those who leave bike and e-bike in front of apartment shall take corresponding responsibilities.

11、请节约用水、用电，离开房间时关好窗、关紧水龙头、关闭电源、锁好门。

Please save water and electricity. Switch off the tap and electricity if not in use, close the windows and lock the door when you leave.

12、留学生外出晚归时间请不要超过 11 点。如有特殊事由请提前和留管老师和公寓管理老师登记。

Students have to come back to dormitory before 23:00 from Sunday to Thursday and 24:00 on Friday and Saturday. If you have some special event, please report to your class teacher in advance, and register at reception desk.

13、任何人不得擅自在海外公寓留宿外来人员。不得私自更换房间，不得将门卡钥匙交予他人，不得多占家具设备，不得擅自改造和损坏宿舍的公共设施，不得自行油刷室内外墙壁，不得私自增添大件家具设备，占用他人的生活空间。否则视实际情况给予赔偿和处分。

Dormitory is not allowed to accommodate others without permission. Room exchange without official approval is forbidden. Room keys shall be well kept. Occupation of roommate's furniture and living space, change and damage of public facilities of the dormitory, painting on the wall, and addition of oversized furniture are forbidden. Punishment will be give for these misbehaviors accordingly. Otherwise violation of regulations will be compensated and punished.

14、留学生互访，请拿护照或学生证到值班室登记，互访时间不超过 2 小时。

OEC students' visits between buildings should register the passport or student ID card at reception desk. And visiting time should be within 2 hours.

15、如有以上违纪行为，将根据海外教育学院和海外公寓相关规定给予以下处罚：违纪第一次，先断电，交书面保证后恢复供电；违纪第二次，断电 24 小时并交书面保证且要有辅导员签字；违纪第三次，报海外教育学院并罚款 50 元。

Students who commit aforementioned misbehaviors shall be punished as follows,

First time, room electricity will be cut off and restored after OEC receiving apology letter.

Second time, electricity will be cut off for 24 hours and restored after OEC receiving apology signed by class teacher.

Third time, misbehavior shall be reported to OEC and 50 RMB fine will be imposed on students who misbehaved.

## 海外公寓 C 区七栋房间物品清单及赔偿价格

## The List of Overseas Apartment(C-7) Room Items and Price

Item 物品名称	Quantity 数量	Price (RMB) 单价(元)	Item 物品名称	Quantity 数量	Price (RMB) 单价(元)
门锁 Lock	1	600	洗脸池 Wash Basin	1	200
床 Bed	2	600	卫浴柜 Bathroom Cabinet	1	500
淋浴喷头 Shower Nozzle	1	30	洗脸池水龙头 Washbasins Faucet	1	30
鞋架 Shoe Rack	2	210	坐便器 Toilet	1	400
衣橱 Wardrobe	1	1000	镜子 Mirror	1	80
书桌 Desk	2	560	日光灯 Lamp	4	90
书橱 Book Cabinet	2	500	毛巾架 Towel Hanger	2	50
椅子 Chair	2	160	晾衣架 Clothes Hanger	1	100

房间物品清单      **Items List**

空调 Air Condition	1	3000	网络接口 Internet Socket	1	25
空调遥控器 A/C Remote Control	1	100	电热水器 Water Geyser	1	4000
窗帘 Curtain	1	200	移门 Sliding Door	1	1000
防盗门 Security Door	1	2000	钥匙 Key	2	50
厕纸盒 Toilet Paper Holder	1	50	墙面 Wall	1 m <sup>2</sup>	60
床垫 Mattress	1	200	浴帘 Shower Curtain	1	100
纱门 Screen Door	1	200	服务指南 Service Guide	1	20

备注: **Remarks:**

1、留学生不得自行油刷室内外墙壁；不允许自行粘贴墙纸。

Students are not allowed to paint the wall both outside and inside and paste wallpaper without permission.

2、留学生入住前请检查房间内物品，一经入住视为默认，如有损坏或缺失照价赔偿。

Students are required to check the room facilities before you check in, any damaged or lost must be paid for.

## 海外公寓 C 区八九栋房间物品清单及赔偿价格

## The List of Overseas Apartment (C-8、9) Room Items and Price

Item 物品名称	Quantity 数量	Price (RMB) 单价(元)	Item 物品名称	Quantity 数量	Price (RMB) 单价(元)
门锁 Lock	1	600	洗脸池 Wash Basin	1	200
床 Bed	2	600	卫浴柜 Bathroom Cabinet	1	500
淋浴喷头 Shower Nozzle	1	30	洗脸池水 龙头 Washbasins Faucet	1	30
床头柜 Bedstand	2	210	坐便器 Toilet	1	400
衣橱 Wardrobe	1	1000	镜子 Mirror	1	80
书桌 Desk	2	560	日光灯 Lamp	5	90
书橱 Book Cabinet	2	500	毛巾架 Towel Hanger	2	50
椅子 Chair	2	160	晾衣架 Clothes Hanger	1	100

## 房间物品清单 Items List

空调 Air Condition	1	3000	网络接口 Internet Socket	1	25
空调遥控器 A/C Remote Control	1	100	电热水器 Water Geyser	1	4000
窗帘 Curtain	1	200	移门 Sliding Door	2	1000
防盗门 Security Door	1	2000	钥匙 Key	2	50
厕纸盒 Toilet Paper Holder	1	50	墙面 Wall	1 m <sup>2</sup>	60
床垫 Mattress	1	200	浴帘 Shower Curtain	1	100
纱门 Screen Door	1	200	服务指南 Service Guide	1	20

备注: Remarks:

1、留学生不得自行油刷室内外墙壁；不允许自行粘贴墙纸。

Students are not allowed to paint the wall both outside and inside and paste wallpaper without permission.

2、留学生入住前请检查房间内物品，一经入住视为默认，如有损坏或缺失照价赔偿。

Students are required to check the room facilities before you check in, any damaged or lost must be paid for.

## 海外公寓 G 区六栋房间物品清单及赔偿价格

## The List of Overseas Apartment (G-6) Room Items and Price

Item 物品名称	Quantity 数量	Price (RMB) 单价(元)	Item 物品名称	Quantity 数量	Price (RMB) 单价(元)
房门 Door	1	800	窗户 Window	1	1000
门锁 Lock	1	200	洗脸池 Wash basin	1	200
床 Bed	2	600	洗脸池水龙头 Washbasins faucet	1	30
淋浴喷头 Shower nozzle	1	30	坐便器 Toilet	1	400
床头柜 Lamp desk	2	210	镜子 Mirror	1	80
衣橱 Wardrobe	2	600	日光灯 Fluorescent lamp	4	90
书桌 Desk	2	560	镜前灯 Mirror lamp	1	90
书橱 Book cabinet	1	830	毛巾架 Towel hanger	2	50
椅子 Chair	2	160	晾衣架 Clothes hanger	1	100



## 房间物品清单 Items List

空调 Air condition	1	3000	网络接口 Internet socket	1	25
空调遥控器 A/C remote control	1	100	电热水器 Water geyser	1	4000
窗帘 Curtain	1	200	Bathroom door 卫生间门	1	1000
床垫 Mattress	2	100	钥匙 Key	2	50
墙面 Wall	1 m <sup>2</sup>	60	电视 TV(1-2F)	1	3000
卫生间置物架 Bathroom racks	1	15	服务指南 Service Guide	1	20

### 备注: Remarks:

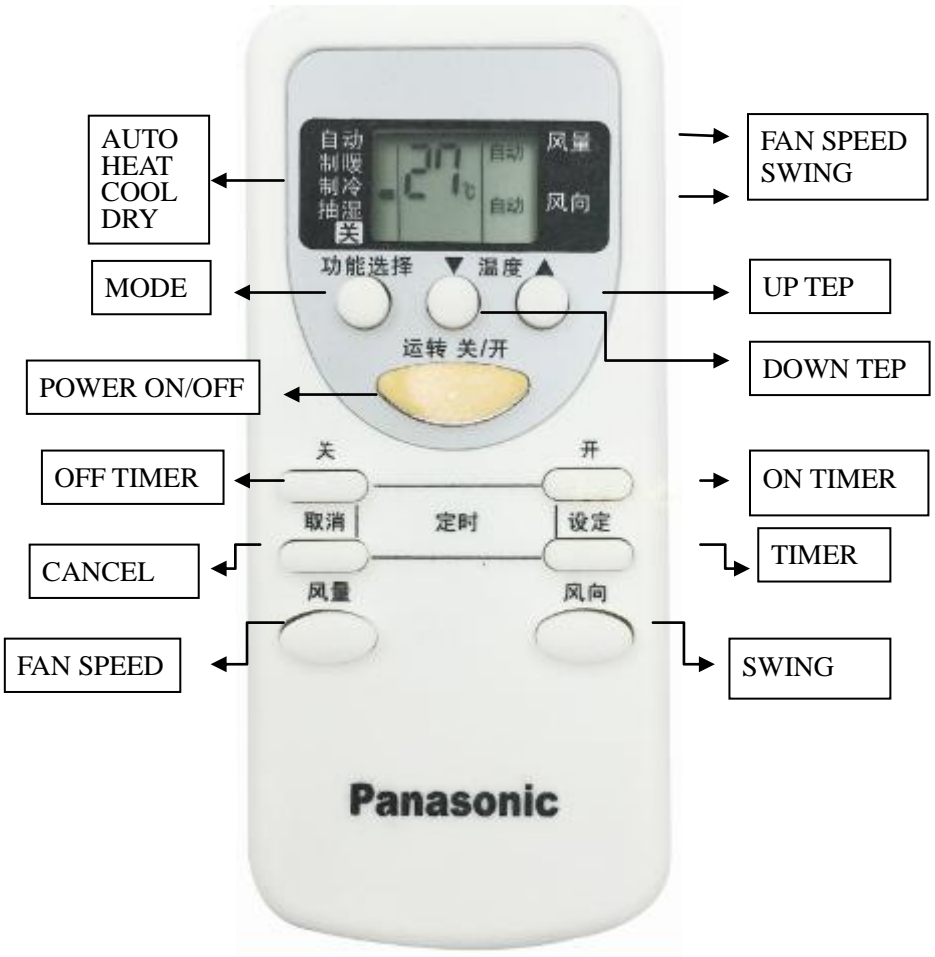
1、留学生不得自行油刷室内外墙壁；不允许自行粘贴墙纸。

Students are not allowed to paint the wall both outside and inside and paste wallpaper without permission.

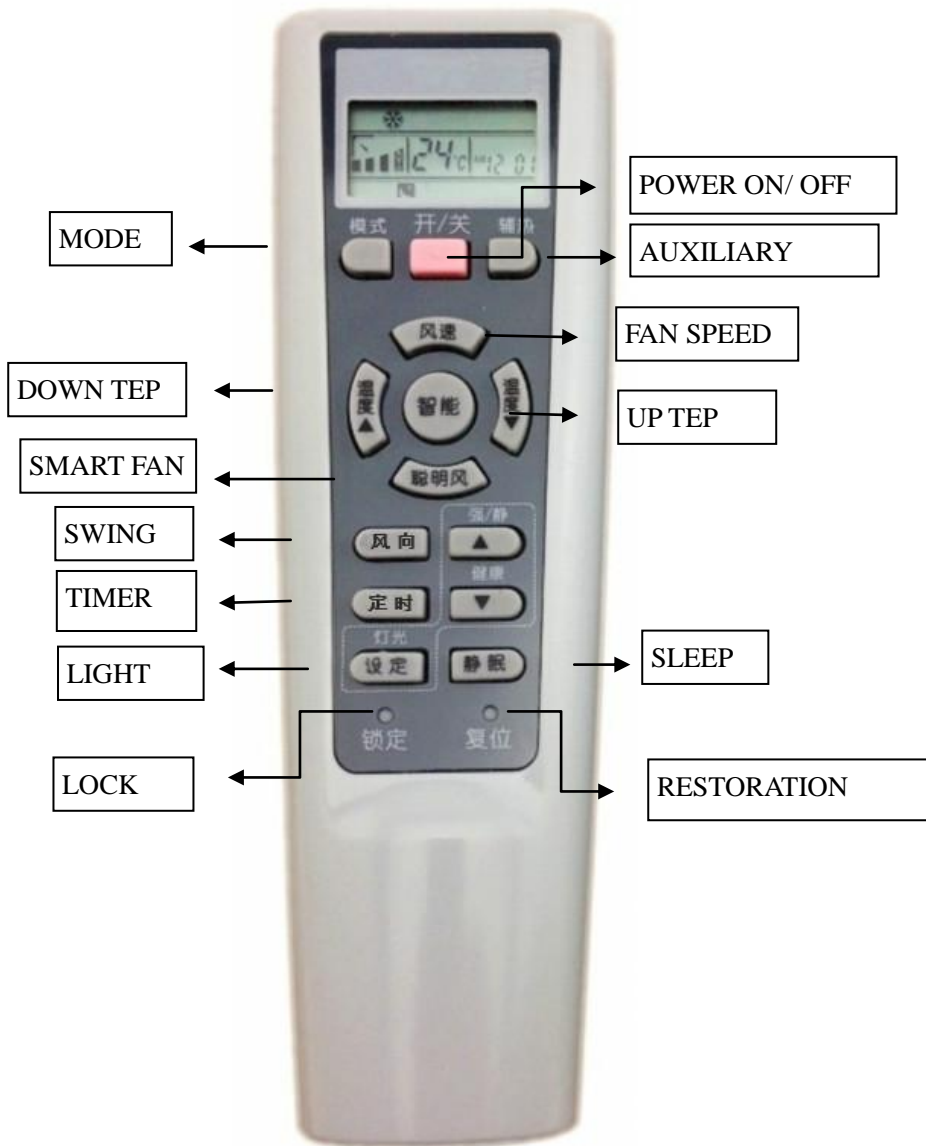
2、留学生入住前请检查房间内物品，一经入住视为默认，如有损坏或缺失照价赔偿。

Students are required to check the room facilities before you check in, any damaged or lost must be paid for.

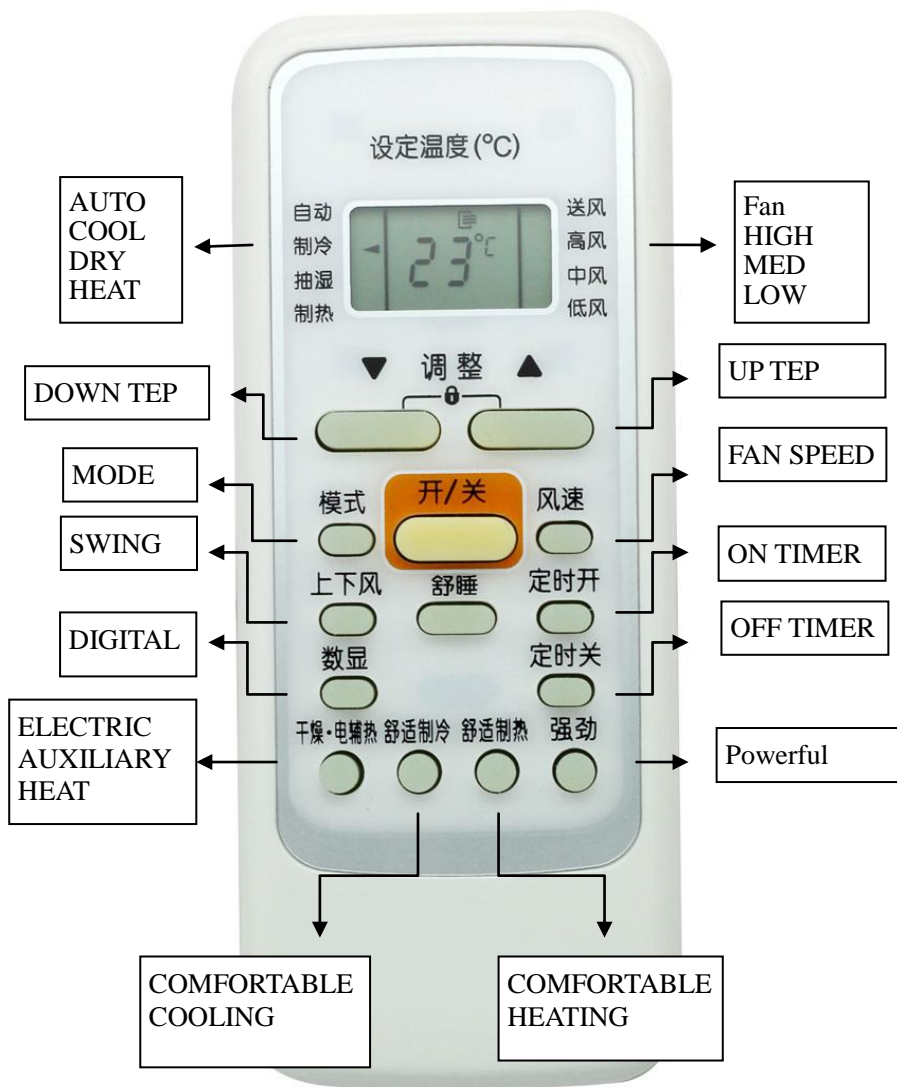
Air-conditioning remote control (Panasonic)



### Air-conditioning remote control (Haier)



Air-conditioning remote control (Midea)



## 常用电话 Useful Phone Numbers

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匪警电话 Police

电话/Tel: 110 88780110

火警电话 Fire Alarm

电话/Tel: 119 88780119

急救中心电话 Emergency Center

电话/Tel: 120

气象查询电话 Weather Advisory

电话/Tel: 96121

交通事故报警电话 Traffic Accident Alarm

电话/Tel: 122

G-6 接待室 Reception Desk(G6)

电话/Tel: 81884336

C-7 接待室 Reception Desk (C7)

电话/Tel: 88780327

C-8、9 接待室 Reception Desk (C8、9)

电话/Tel: 88780412



**添加方法:**

1、 登陆您的微信，在“发现”界面中点击“扫一扫”即可添加：“江大海外公寓”公众微信账号；

2、 登陆您的微信，点击“通讯录”右上方“添加”按键，进入“查找公众账号”，输入“UJS\_OA”即可添加：公众微信账号。

I. Log in to your we chat -> press "discover" -> scan the barcode "江大海外公寓"

II. Log-in to your we chat -> press the "+" button on the right and up side of your phone -> add contacts -> official accounts -> write " UJS\_OA " -> press "follow"

## 火警安全防卫    Fire Safety Defense

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本公寓拥有先进的预警系统，但为避免遭遇意外或火警之紧急事件发生时产生不必要的惊慌，请花几分钟仔细阅读下列说明，以备不时之需。同时再次提醒您在和进入本公寓时，应随时提高警觉，并注意四周通道出口及紧急逃生处理程序。

The apartment is equipped with advanced fire monitor system. But in case of the fire or other emergency, please spend a few minutes to read the instructions. Meanwhile, please be aware of the escape exits and the emergent escape procedures.

为预防万一房内有浓烟阻碍，一时无法分辨出口位置，请事先观察下列几项重点：

Please notice the following key points if the room is filled with the sick smoke and is hard to find the exit.

.请记住您所住宿的房间和紧急出口的方位。

Please remember your room number and the direction of the exit.

.在您所住宿的楼层走廊上，留意灭火器或消防水管所在的位置。

.Please notes the location of the fire-extinguisher or fire-annihilator pipe in the corridor.

.确切了解房内空调系统的开关位置。

.Please confirms the location of the air-conditioner in the room.

### A 一旦有火警发生：

#### Once the fire happens,

保持镇静

Keep calm

.如果无法离开，关闭所有门窗，用湿毛巾堵住门下缝隙处。

If being confined in the room, please close the door and windows and block the door hole with the wet towel.

.通过安全门楼梯离开本大楼，千万不可搭乘电梯。

Please leave the building through the safe escape exit and don't take the lifts.

## **B. 听到火警警报时的撤退方式**

### **The escape measure when the fire alarm rings:**

.拿着房间钥匙及湿毛巾，小心离开房间。

Take the room key and the wet towel and leave the room carefully.

.用手轻触门及门把手，如是烫的，请勿随意把门打开，如需要打开房门，需站立于们的背面，以免烫伤。

If the door handle is hot, don't open the door immediately. You'd better stand behind the door when you open it to avoid hurt.

走廊上如有浓烟，尽可能匍匐前进，必要时可采取爬行方式。

If there is sick smoke in the corridor, please walk sideways or crawl if needed.

.向距离最近的紧急出口前进。

Move to the nearest exit immediately.

.千万不可搭乘电梯。

Don't take the lifts.

.如果出口已堵，请退回房内或向楼顶移动，并时刻保持冷静。

If the exit is blocked, please retire to the room or move to the roof of the building and keep calm.

## **C. 如需要特别协助**

### **If you need the special assistance:**

.在事件发生时尽快通知以寻求有关部门方面之协助。

Please notice the concerning department immediately.

.火灾的威胁往往来源于浓烟而非燃烧。在有浓烟现场尽可能采取



贴近地面的姿势前进。

The threat of the fire is mainly from the sick smoke. Please move forward on the ground.

.千万不可搭乘电梯。

No elevator.

### D.如果火势起自房内

#### If the fire happens in the room

立刻离开房间，随身携带钥匙。

Leave the room immediately with your room key.

.出门后立即紧闭房门。

Close the door when you leave.

.开启警铃，通知就近领房。

Switch on the alarm ring and notice the neighbors.

.利用最近的电话打给总台，由安全通道离开，千万不可搭乘电梯。

Call the reception using the nearest phone and leave through the safe escape exit .No lifts.

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**OA reserves the right to interpretation of the service guide.**