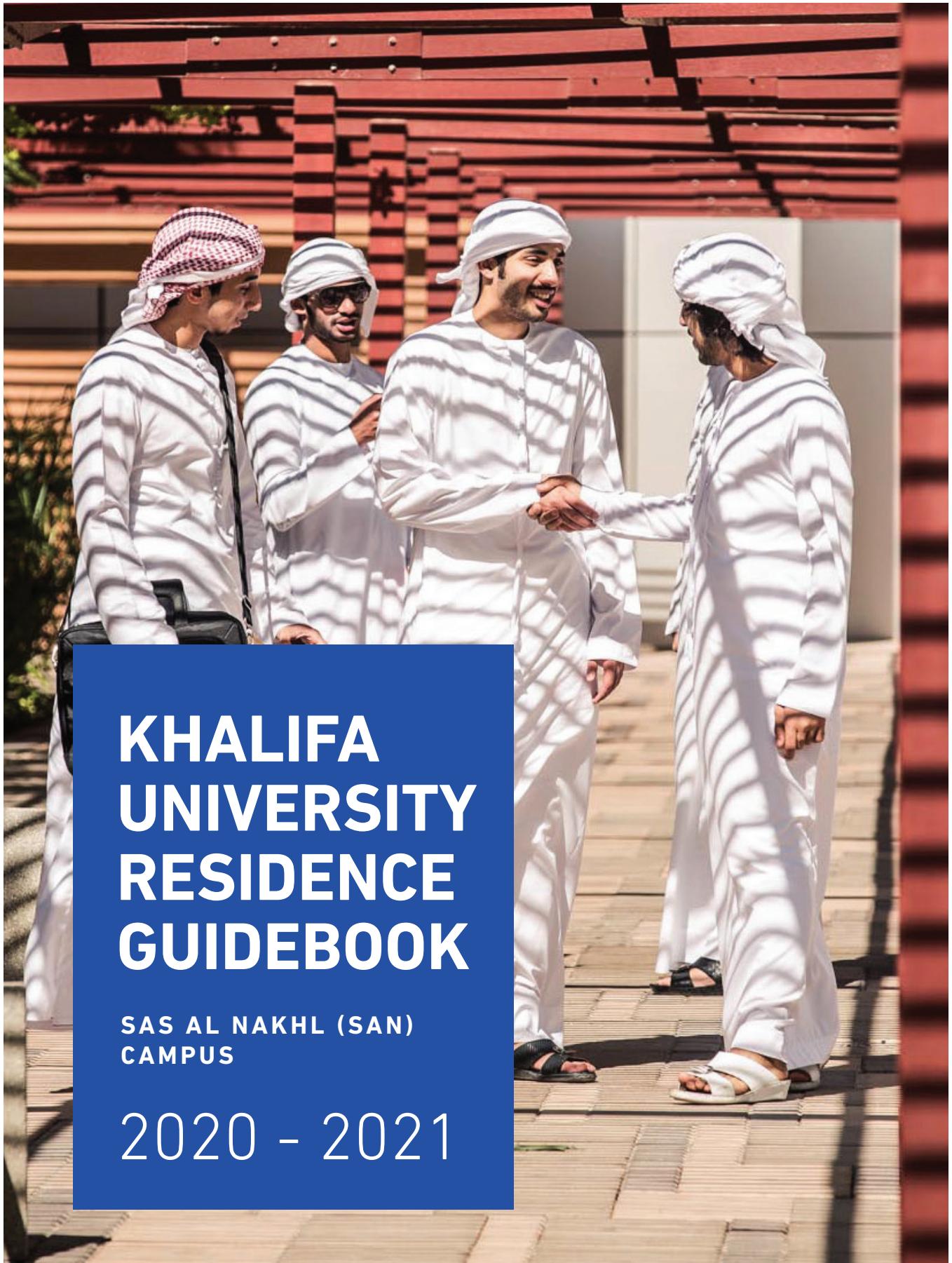


KHALIFA UNIVERSITY RESIDENCE GUIDEBOOK

SAS AL NAKHL (SAN)
CAMPUS

2020 - 2021





UNDERGRADUATE MALE RESIDENCES

TABLE OF CONTENTS

Welcome to KU Residences	4
Code of Conduct	4
Residence Experience	4
Accommodation	5
Accommodation Eligibility	6
Accommodation is Provided Based on Meeting Set Condition	6
Accommodation Fees	6
Assignment of Rooms and Usage of Residences	7
Residence Rooms	7
Washrooms	7
Student Transportation	8
Check in and out process	11
Residence Services and Facilities	13
Student Meals.	14
WiFi Connection	14
Laundry Facilities	14
Student Center	14
Security	14
Cleaning and House Keeping	15
Medical Clinic	15
Fire Safety Procedure	15
Residence Rules & Regulations	16
Daily Living	18
Shared Bedroom – Special Circumstances Policy	18
Authorization	18
Visitors	19
Sanctions	19
Resident Life Contact Information and Emergency Numbers	19
Appendix : Transportation and Accommodation Forms	20

WELCOME

The Residence Life Office would like to welcome you to Sas Al Nakhl Campus (SAN) KU Male Residences. The Office aims to complement your academic programs by providing and maintaining a student-centered living and learning environment that provides you with the opportunities to develop skills and become responsible citizens.

Furthermore, we strive to create a safe, supportive, and inclusive living-learning community that enhances your personal and academic success.

The following information and procedures described in this Guidebook aim to ensure that both students and employees of Khalifa University are aware of the rules and regulations concerning the management of student housing.

CODE OF CONDUCT

All Khalifa University students are expected to abide by the University Student Code of Conduct Policy STL 5410.

It is not possible to list all of the situations that might constitute inappropriate conduct. However, all behaviors that are unacceptable to UAE culture, religion, law and society are not permitted on campus, within student housing, or at any University function, whether on or off campus.

THE RESIDENCE EXPERIENCE AIMS TO:

- Develop social and educational opportunities for resident students
- Develop leadership opportunities for resident students
- Offer a variety of convenient services to resident students
- Maintain a clean, safe, healthy, pleasant, and attractive environment
- Foster a residential community that values civility, integrity, an appreciation of differences, and excellence

ACCOMMODATION



ACCOMMODATION ELIGIBILITY

- Student housing is available for registered full-time Khalifa University students residing further than 80 km from the campuses.
- Students who do not continue their studies (withdraw, suspensions, dismissal) will no longer be eligible for accommodation.
- Students will be assigned to a double shared accommodation by default.
- Accommodation fees of AED20,000 per semester is applicable if the student wish to stay in a single room, which is based on availability.
- The accommodation is available for undergraduate UAE national students only.

ACCOMMODATION IS PROVIDED BASED ON MEETING THE FOLLOWING CONDITIONS:

- Housing is available for full time students enrolled in Khalifa University. If a student due to various academic and non-academic reasons does not attend the University he will be dismissed from the accommodation.
- Residents wishing to stay in the University Residence during the summer must be enrolled in a summer course or registered for the internship course. Resident Life Office at that time reserves the right to relocate students to a different room.
- Students leaving the University must complete a clearance form to retrieve the damage deposit money.
- University Residence fees are nonrefundable and the resident is required to pay the full amount of fees for the semester in which he or she is registered.
- The University Residence Contract cannot be transferred or assigned to another person.
- The housing unit may not be sublet under any circumstances.
- Students are not allowed to stay in the accommodation during semester breaks, holidays or weekends without prior approval from Resident Life Office.

ACCOMMODATION FEES

- Double rooms are free for UAE nationals.
- Single rooms are subject to availability and an accommodation fee applies. Please contact the University Residence Management for further information.

ASSIGNMENT OF ROOMS AND USAGE OF RESIDENCES

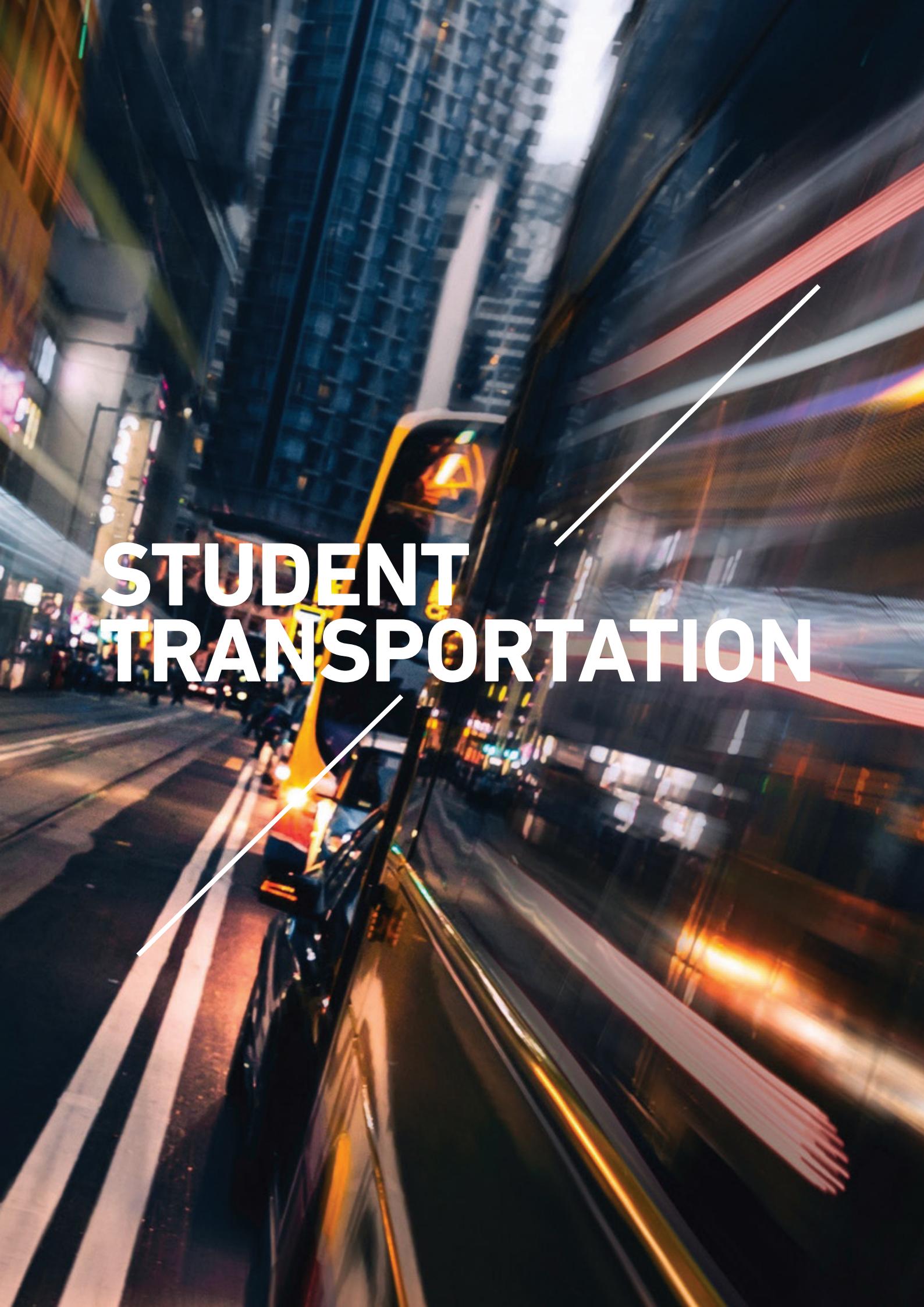
- Resident Life Office will assign rooms to the residents. Practical considerations and personal preferences will be taken into account, however the decision of the University Residence Management is final. Students are not allowed to change rooms without approval from the Resident Life Officer.
- Housing is provided for student accommodation purposes only. No sales or solicitation by students or outside vendors is allowed within the student residence premises.
- The following rules and regulations relate to the care of furniture and equipment:
 - a. Residents are responsible for taking care of the furniture and equipment in their room and living area.
 - b. Any damage caused by negligence of the resident will be repaired at their own expense or deducted from the security deposit.
 - c. Any act of vandalism will result in disciplinary action and possible dismissal from the hostel.
 - d. Residents should inform the University Residence Management of any University furniture or equipment that requires maintenance. No maintenance is to be carried out by residents.
 - e. Residents are not permitted to change furniture or relocate any piece of furniture without the prior approval of the residence management.

RESIDENCE ROOMS

- Bedrooms are furnished with a bed, one side table, side lamp, study desk, chair, and wardrobe for each student.
- If the student does not return to the accommodation during the first week of the new semester, the Resident Life Office has the right to assign the room to another student, and the students' belongings will be kept in the store for one week only.
- For hygienic reasons, mattresses must always be covered with the mattress protector and bed sheets to be placed underneath the duvet.

WASHROOMS

- Each residence has shared washroom facilities. Residents are requested to keep those facilities clean and hygienic at all times.



STUDENT TRANSPORTATION

STUDENT TRANSPORTATION

- Shuttle transportation between the student housing and the Khalifa University campuses is available free of charge during term-time.
- Weekend transportation to the students' home residence is provided on Thursdays, with a returning service on Saturday evening. Weekend transportation fees apply.
- Transportation is provided in the form of an air-conditioned van or bus, depending on capacity requirements.
- The transport schedule will be confirmed and announced through email communication from the Student Transportation Office.
- Students will be able to request for weekend transportation through an online link.
- The following rules apply to student transport:
 - a. Only Khalifa University students are permitted to use student transport.
 - b. Drivers will follow set route from the student residences to Khalifa University campus in Abu Dhabi, and vice versa. There will be no deviation from the set route to accommodate personal requests. No stops are permitted unless it is an emergency case. No instruction about the route should be given to the drivers by students or parents.
 - c. Students are to remain seated while the vehicle is in motion and noise levels are to be kept to minimum to avoid distracting the bus driver.
 - d. Smoking is not permitted in the vehicle.
 - e. The vehicle is to be kept clean and tidy at all times, with litter placed in the bins or bags provided; litter should not be thrown out of the windows or discarded on the ground.
 - f. Keep your handbag with you; do not keep it on any other seat in order to keep other students from using it. Each student is permitted to take only one piece of luggage to give space for other students.
 - g. Students should confirm that they wish to use the weekend transport **service by registering online through a link available in the KU Student Portal.** Failure to book a seat may result in not being able to use the transport.
 - h. Students that have booked their place on the weekend transport service cannot travel by car **unless parental permission is given.**
 - i. Students should be available 10 minutes before the leaving times on Thursdays and Saturdays to ensure that the bus leaves on time. The weekend bus does not wait for any late students. **The University is not responsible for providing transportation for late students that miss the bus.**
 - j. Parents should not call the drivers during the trip. The driver will focus on driving and maintaining student safety and will not answer calls. Parents should report comments and complaints to the Resident Life Office rather than contacting the driver directly.
 - k. Any issues that arise during the trip should be reported immediately to the residence assistant in your residence.
 - l. Any student that unnecessarily delays student transport could face a warning letter, followed by temporary or permanent suspension from the use of the university transportation service.
 - m. Parents should wait for their sons at the drop point on time. If they are not there, the driver will move on to the next station. If the parents do not manage to catch the driver at one of the subsequent stations, the student will be taken back to the residence in Abu Dhabi.

- It is the responsibility of the student to keep up-to-date with changes or developments relating to the transport service.
- The following regulations apply to student transport:
 - a. Transport is only provided if at least four students can be accommodated within a route.
 - b. Should numbers fall below four students during the academic year, transportation will continue to be provided for the remaining students for the remainder of the academic year.
 - c. Fees will be deducted for students receiving a stipend. For students that do not receive a stipend, transport will be provided at no cost.
 - d. Transportation fees will be deducted on the first week of the service, no refund beyond the first week even if the students did not use the bus.
 - e. Should a student request for transportation **and not cancel their booking 24 hours prior to the service date and/or does not show up for the pre-scheduled trip, the student will be held accountable for the applicable transportation charges.**
 - f. No transport is offered during holidays or weekends.

A close-up photograph of a person's hands and torso. The person is wearing a light blue button-down shirt under a dark suit jacket. They are holding a purple pen and writing in a white notebook on a dark wooden desk. A white diagonal line starts from the bottom left and points towards the word 'CHECK IN' in the text overlay.

CHECK IN AND OUT PROCESS

CHECK-IN AND CHECK-OUT PROCESS

CHECK-IN PROCESS:

- The resident student is required to sign a hostel handover form by confirming the existing University furnishings in his or her room, and the state of those furnishings.
- Keys/ access card will be provided to the resident for the housing unit. The keys/ cards are the property of the University. No duplications are permitted to be made.
- In case of lost or not returned keys the resident will be charged a nonrefundable fee of AED 50 for each key replaced.

CHECK-OUT PROCESS:

- An appointment should be scheduled with the University Resident Life Officer to check the room.
- All personal belongings are to be moved out of the room and all furniture is to be restored to its original designated space before the final check is completed.
- Upon completion of the room check, the resident is to sign the clearance checklist form and once the room has been closed, maintenance staff will do a thorough check of the room and assess any damages.
- Students are responsible for the removal of their belongings. The residence management is not responsible for any belongings left in the accommodation.

RESIDENCE SERVICES AND FACILITIES



STUDENT MEALS

- Cooking is allowed only in resident units equipped with kitchen and cooking appliances.
- **Cooking inside bedrooms or common areas is prohibited and is a violation of health and safety regulations.**
- Resident should seek permission from the Resident Life Office before bringing appliances or cooking devices.
- Food service which offers breakfast, lunch and dinner is also provided in the SAN Campus Student Center.

WI-FI CONNECTION

- Internet connection is provided free of charge throughout the campus.
- Students are prohibited from accessing illegal and/or inappropriate sites and are required to comply with the University internet usage policies.
- Students will receive user name and password upon registering and creating student's account, the same user name and password will be used in the hostel.

LAUNDRY FACILITIES

- A fully equipped laundry room is available in SAN Residences in Building 32 ground floor. For students to avail this service please refer to the rules and regulations of this service.
- Students should provide their own detergent and fabric softener according to the type of washing machine.
- Residents should handle the laundry machines in a proper way and seek assistant from Resident Life Office if they don't know how to operate the machines.
- Usage of washing machines and dryers by students need to be left in a clean condition at all times.

STUDENT CENTER

- Gymnasium and sports facilities are available in the Student Center for student use between **8am and 11pm**.
- Recreational games such as billiards, snooker and foosball tables are available. A traditional tent and big screen TV are available to help students relax after a hard day of studying.
- All users are required to adhere to the rules, regulations and safety guidelines posted by the Resident Life Office.
- A convenient store (ADNOC OASIS) is available in Sas Al Nakhl Campus.

SECURITY

- University housing is covered by 24/7 security and CCTV system.
- The security officers are responsible for monitoring the access to each residence.
- Officers have the right to deny access to anyone failing to show appropriate ID.

CLEANING AND HOUSE KEEPING

- Cleaners are available from 6am to 4pm to maintain the general cleanliness of the hostel.
- Each room will be cleaned once a week, either on Thursdays or Saturdays. Students are responsible to clean their rooms during the week.
- **Students are required to maintain acceptable standards of cleanliness. Housing Management reserves the right to investigate residences and take action as appropriate.**
- **Students are required to clean the kitchen after use. It is not the cleaner's responsibility to wash the students' dishes or to clean up after them.**

MAINTENANCE

- For maintenance issues, the Resident Life will provide you by email with an online maintenance/complaint link that will prompt you to register your name, student ID, bldg. no., apartment no. and nature of complaint.

MEDICAL CLINIC

- Clinic is conveniently located in Sas Al Nakhl Campus and functions 24 hours a day.
- First aid kits are provided for each residence, and emergency medical contact numbers are listed on the common notice boards and kept by the security personnel.
- In case of a student falling sick, the following procedure is followed:
 - a. Parents are informed.
 - b. Medical report or proof of attending the clinic is required to justify absence from the hostel.
 - c. In emergency cases, ambulance will be called at once.

FIRE SAFETY PROCEDURE

- Upon hearing the fire alarm, residents should leave their room as quickly as possible, shutting the door behind them, and exit the residence using the stairways.
- Elevators should NOT be used.
- To ensure safety and in compliance with fire regulations all corridors, staircases and emergency exits should be kept clear of any obstacles that could hinder the escape of residents during an emergency situation.
- To minimize fire risk, electrical appliances such as kettles, toasters, microwaves, and hotplates are not permitted inside the bedrooms.
- Please refer to the University's Emergency Plan for additional information.
- Students should request permission before bringing any electrical appliances, only approved electric devices will be allowed by resident life office.
- Residents are expected to actively participate in fire drills organized by Health and Safety Department.

RESIDENCE RULES AND REGULATIONS



RESIDENCE RULES AND REGULATIONS

- Inside and within the vicinity of the University residences, each resident must behave in an appropriate manner and respect the peace and tranquility of his or her co-residents.
- The behavior of each resident should not negatively impact on the image and reputation of Khalifa University.
- Each resident must be committed to living in a tolerant and prejudice-free environment and, must avoid practicing or supporting any form of religious or political propaganda.
- Any acts of indecent behavior could result in disciplinary action and could result in dismissal from the University residence, as deemed by the University disciplinary committee.
- Any activity likely to be considered a threat to the safety of the residents is not allowed within the University residence.
- Smoking, vapes and water pipes, such as shishas, are prohibited within the University residences.
- Gambling and drug use is illegal under UAE law and not allowed in Khalifa University residences. Residents engaging in such activities will be turned over to the respective civil authorities.
- Possession or consumption of alcohol is strictly prohibited in the University residences at all times.
- Any noisy activity both within and in the vicinity of the University residences will not be tolerated after 10pm.
- Loitering near the University residence areas after midnight is not permitted, so as not to disturb the residents and neighbors.
- No animals of any kind are permitted within the University residences.
- Photos and video taping is strictly forbidden.
- Musical instruments are not allowed in the student rooms.
- Residence rooms are considered private and the university residence staff may not enter them without the consent of the residents except in the following cases:
 - a. Prearranged health and safety checks, maintenance, or repair; or in case of emergency.
 - b. When there is a clear and present indication that a crime is being committed or university residence regulations are being violated.
 - c. If entry is required for the above noted situations, other than for pre-arranged work, a notification of entry will be left in the room advising the resident of who was in the room, the date and time, and the reason.
- Students should be committed to the dress code while they are attending Khalifa University, please refer to **Student Dress Code Policy, STL5430**.
- No relatives or friends are allowed to drop off or pick up students without displaying an appropriate ID.
- Residence students must have valid medical insurance.
- All information given to Resident Life Offices should be accurate and any wrong information given on purpose will lead to serious disciplinary action.

DAILY LIVING

- Residents are responsible for locking their rooms, and are fully responsible for their own possessions and should take care to guard against the loss or theft of personal items. The University cannot be held responsible for any lost or stolen items.
- Students must refrain from bringing expensive items or similar objects to the residence.
- Posters or signs posted by the Residence Management should not be removed by any resident.
- Hanging any kind of object from windows, balconies, ledges or landings is prohibited.
- Room windows are to be kept closed during the resident's absence.
- Entry into the room of another resident without him or her being present is prohibited.
- Entry to a building's roof is strictly forbidden.
- Residents must respect the safety regulations at all times and are requested to regularly check the notice board to be aware of activities and new information.

SHARED BEDROOM – SPECIAL CIRCUMSTANCES POLICY

- In a case where the student's roommate withdraws from the University or the hostel during the course of the semester, the remaining student may continue to live in their current rooms until the end of that semester only.
- By the following semester, the student could move to a shared room or select a roommate if possible. Students who do not select a roommate will be allocated a shared room at random.
- Students who ignore the new guidelines or refuse to move to a shared room will be charged the fees of a single-occupancy rent of AED20,000 per semester.
- All fees must be paid in advance prior to the start of the new semester. Students who do not clear payments with the Department of Finance will be denied access to the university hostels.
- Medical and special cases have to be assessed by the student service management. Final approval is obtained from the Director of the Student Services Department.

AUTHORIZATION

- Curfew timings are as follows:
 - a. Saturday to Friday: 12am to 6am.These curfew timings will be one hour later during Ramadan.
- Residents may spend the night outside the university residence, if their parent or legal guardian completes an authorization form and submits it to the university residence. Residents are required to provide a contact number and address if they plan to spend a night outside the University Residence. Sign-out books are available for this purpose.
- The Resident Life Office will contact the resident's parents or guardians to inform them about his/her absence or behavior issues if necessary.
- Any student who spends fifteen continuous days or twenty non-consecutive days outside the hostel without acceptable excuse will be dismissed from the accommodation and the room will be assigned to another student.

VISITORS

- Visitors are restricted to visiting within designated areas, visitors are not allowed to enter the resident's rooms, even in the resident's presence.
- **Visiting hours are from 8am to 11pm.**
- Visitors of the same gender, to a maximum of two visitors per resident, are required to sign in and sign out upon entering and leaving the residence. An ID document must be provided at the reception of the University Residence.
- Residents must accompany their visitors at all times within the designated areas.
- All visitors are subject to University residence regulations. Violators will not be allowed to re-enter the University residence and disciplinary action may be taken against the resident receiving the visitor.
- Individuals providing personal services (hair dressing, tailoring, etc.) are not permitted to enter the residences.
- Any student who has been dismissed from the University residences or from Khalifa University for conduct reasons is not permitted to visit the University residence at any time under any circumstances.

SANCTIONS

- In the event of non-academic violations incurred by resident students, please refer to the Policy STL 5410 Student Code of Conduct.
- Any infringement of the rules and regulations, taking into consideration the nature, importance, and repetition of the offence, in addition to the absence or presence of mitigating and/or aggravating circumstances, will be met by a disciplinary action.
- The main purpose of such actions is to encourage a greater commitment to student accommodation rules and regulations. The management of the University may also impose a lesser punishment as it deems fit.
- The sequence of disciplinary actions is as follows:
 - a. formal oral warning
 - b. formal written warning
 - c. formal written warning and suspension
 - d. dismissal from University
- The University reserves the right to amend the content of the Student Accommodation Handbook, as deemed necessary and without prior notice.

RESIDENT LIFE CONTACT INFORMATION AND EMERGENCY NUMBERS

Male Residence

 residentlife@ku.ac.ae

 **Resident Life Office**
+971 (02) 6075111

 **Maintenance Control Room**
+971 (02) 6075050

 **Campus Security Supervisor**
+971 (56) 1255123

APPENDIX



Resident Life Department



Accommodation Application Form 2020-2021

Undergraduate Students

Students Details:

Name: ID:

Mobile: Nationality:

Emirate of Current residence: Academic Year:

Guardian Name: Guardian Mobile:

Housing Request

Please tick the below boxes according to your request.

Occupancy and Room Type	Fall Term	Spring Term	Summer Term
<input type="checkbox"/> Double Occupancy in Double Room			
<input type="checkbox"/> Single Occupancy in Double Room			

- Accommodation is free for all UAE national students in double shared rooms.
- Accommodation fees of 20,000 Dh per semester applicable if the student wish to stay in a single room and based on the availability.
- All payments are nonrefundable.

Declaration

I agree to abide by Khalifa University housing rules and regulations mentioned in the Student Handbook 2019-2020, and Student Residence Guidebook. I also grant the hostel administration to enter my room in my absence in case of emergency.

Student Name: Signature: Date:

For Internal Use only:

Housing Approval: Yes No Signature: Date:



Accommodation and Transportation Application Form

Under Graduate Students

Students Details:

Name: ID:

Mobile: Nationality:

Emirate of Current residence: Academic Year:

Guardian Name:..... Guardian Mobile:

Housing Request

Please tick the below boxes according to your request.

Occupancy and Room Type	Fall Term	Spring Term	Summer Term
<input type="checkbox"/> Double Occupancy in Double Room			
<input type="checkbox"/> Single Occupancy in Double Room			

Transportation Request

Please tick the below boxes according to your request.

Transport Type	Fall Term	Spring Term	Summer Term
<input type="checkbox"/> Weekend transportation			

- Accommodation is free for all UAE national students in double shared rooms
- Accommodation fees of 20,000 Dh per semester applicable if the student wish to stay in a single room and based on the availability.
- Weekend transportation fees is 2000 Dh per semester applicable to all students. Transportation payment will be deducted from the student stipend by Khalifa University finance department.
- All payments are nonrefundable.

Declaration

I agree to abide by Khalifa university housing rules and regulations. I also permit the hostel administration to enter my room in my absence in case of emergency.

Student Name: Signature: Date:

For Internal Use only:

Housing Approval: Yes No Signature: Date:

Transportation Approval: Yes No Signature: Date:

Resident Life
Men's Campus



Room Transfer Request

1- Student information:

Date:

Name:

Resident ID:

Mobile No:

Academic Level :

2- Type of Transfer Request :

Room to Room

Building To Building

Building No.:

From:

Room No.:

To:

Room No.:

From:

Building No.:

Room No.:

To:

Building No.:

Room No.:

3- Reasons of Move (obligatory):

.....
.....
.....

Note:

- Transfer requests are permitted with approval from the Housing Administration
- Transfer request will be processed from the date of submission base on the availability.
- You will be confirmed by email, if it is approved in the case, the move should be within 48 hours.

4- Resident Life Approval :

Resident Life Supervisor	
Date	

Resident Life
Men's Campus



Devices & Furniture Form

This form to be filled by the student should he wish to bring his own electrical device to the hostel.

- IN
- OUT

Student Name:	ID:	Mobile:	Building:	Room:
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Steps to Apply:

1. Complete and handover the application form to Resident Life Office.
2. You will receive email from Resident Life Office through 48 hours.
3. Visit the Resident Life Office if there is no response after 48 hours.
4. You should bring the device to Resident Life Office for inspection.

Instructions:

- 1- Avoid noise disturbance within the premises.
- 2- Resident Life is not responsible for any damage to the DEVICE.
- 3- Television devices must only be in the living room.
- 4- Only one television is allowed per apartment.
- 5- The FMS Dept. will remove the older television from the apartment.
- 6- Hot plate must have a safety feature that meets HSE specifications.
- 7- The permission for the electrical device is valid for one semester.

I read & understand that if I violate one of the conditions above, the Resident Life Office has the right to enforce the penalties listed in the Rules & Regulations, and I shall lose the privilege of entry of any devices.

Student Signature:

For Resident Life Use Only

Device Details:

Kind of Device: Sr. No #.....

- Resident Life Coordinator Comments:

.....

.....

- Final Action: Approve Reject

- Head of Resident Life Comments:

.....

Copy for Security in the Building and Resident Life Office



Daily Transportation Request

Students Details:

Name: ID: Mobile:

Emirate of Current residence: Area:

Nationality: Academic Year:

Guardian Name..... Guardian Mobile:

Please provide full description for your residence place indicating the nearest landmark

Daily transportation guidelines:

- Transportation section will provide one trip every morning based on the earliest student schedule and one return trip based on the last student schedule.
 - Daily transport is available for students living outside Abu Dhabi city.
 - Daily transportation fees is 5000 Dh per semester applicable to all students.
 - Payments will be deducted from the student stipend by Khalifa University finance department.
 - All payments are nonrefundable.
 - Khalifa University doesn't guarantee to provide transportation to all areas in Abu Dhabi
 - Your request will be assessed and the transportation section will contact you for details

Student Name: **ID:**

Signature: **Date:**

For Internal Use only:

Transportation Approval: Yes No

Name: _____

Signature: **Date:**



ACCOMMODATION FORM (ROOM TYPE)

Semester:

Room No..... Apartment No..... Building No.....

1. Student Name: _____ ID: _____

2. Nationality: _____ 3. City: _____ 4. State: _____

5. Mobile no.:_____ 6. E-mail:_____

7. Home Telephone No.:_____ 8. Academic Level_____

8. Vehicles at the hostel, if any:

Model: _____ Plate No.: _____ Place of registration: _____

	Items	Check
ROOM	Bed with mattress	
	Pillow with cover	
	Cupboard	
	Blanket with bed sheet	
	Study table with drawers + chair	
	Bedside table	
	Room key	
SITTING ROOM	TV	
	TV remote control	
	Receiver decoder	
	Decoder remote control	
	Sofa Set (Sofa 3 seats + 2 Armchairs)	
	Tea table	
	Side table set of 3 Pcs	
KITCHEN	Fridge	
	Dining table + chairs	

DECLARATION

I agree to abide by the rules and procedures governing the KU Residences. I also permit the Residence administration to enter my room in my absence, in case of an emergency.

Student Signature: _____ Date of check-in: _____



HANOVER ROOM CHECK LIST

(To be checked by hostel receptionist/representative upon room check-in)

	Items	Check	
		Damage	Not Damage
ROOM	Bed with mattress		
	Pillow with cover		
	Cupboard		
	Blanket with bed sheet		
	Study table with drawers + chair		
	Bedside table		
	Room key		
SITTING ROOM	TV		
	TV remote control		
	Receiver decoder		
	Decoder remote control		
	Sofa Set (Sofa 3 seats + 2 Armchairs)		
	Tea table		
	Side table set of 3 Pcs		
KITCHEN	Fridge		
	Dining table + 4 chairs		

Date/time for check-in: _____

Date/time for check-out: _____

Apartment/room details: _____

Signature of receptionist: _____



Clearance Check List

(To be checked by hostel receptionist/representative upon room check-out)

	Items	Check	
		Damage	Not Damage
ROOM	Bed with mattress		
	Pillow with cover		
	Cupboard		
	Blanket with bed sheet		
	Study table with drawers + chair		
	Bedside table		
	Room key		
SITTING ROOM	TV		
	TV remote control		
	Receiver decoder		
	Decoder remote control		
	Sofa Set (Sofa 3 seats + 2 Armchairs)		
	Tea table		
	Side table set of 3 Pcs		
KITCHEN	Fridge		
	Dining table + 4 chairs		

Date/time for check-in: _____

Date/time for check-out: _____

Apartment/room details: _____

Signature of receptionist: _____

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khalifauniversity



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