Dormitory Handbook for International Students
- (DaYunCun)

International School, BEIHANG University
Beijing Zhongwanzhidi property management co., ltd.
Oct 1st 2012
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Introduction

Welcome to International Students’ Dormitory of BEIHANG University!

BEIHANG University DaYunCun No.10 Building apartment offer on-campus housing for foreign students. The apartment equipped with double rooms. The service center located in Room 304 A, Building No.10, working time is 8:30—17:30(Friday to Monday) or 8:00—20:00(Tuesday—Thursday). 24hours service hot line: 010-82355853. Or you can send E-mail to Manager: dingwc@zhongwan.cn.

Wish you a good time with us!

About Check-in

1. check-in procedure

1.1 In order to live in the dormitory of DaYunCun, the students should submit the application to International School, the service center of us (the property management company, same below), located in Room 304 A, Building No.10, will arrange for the check-in based on the information provided by the school.

1.2 If students want to check in, it is requested to take identity certificates (e.g. passports) to the service center, where students will fill the registration form, sign the check-in agreement, pay the deposit (500 Yuan RMB) and get dormitory keys, electricity card and bedding. Please check the room and facilities and note down the original figure of the water meter with the help of staff members before signing the form to confirm.
1.3 The students should take the "Accommodation Payment Notice" issued by DaYunCun’s Service Center to the Finance Center of BEIHANG to pay for the accommodation, and bring the receipt back to Service Center in 5 days.

2. check-out procedure

2.1 Application:
Take the receipt of deposit to service center.

2.2 Room checking:
Go through the room and facilities together with staff members, as well as note down the figures of the water meter and sign the check-out list to confirm. The bedding, room keys, the electricity card and other stuff offered by the service center should also be returned.

2.3 Charges settling:
The deposit can only be returned to students, after all the charges are paid, including payment for the dormitory and water usage, indemnity for damage loss in case, etc. (The deposit can be used as the offset.)

3. complementary service

Bedding washing service: bed sheet. duvet cover. pillow cover washing were Twice a month for free cleaning (beyond 2 times pay by own). Send laundry time: Sunday 8:00-17:00,

Send laundry address: service center (room304A, building No.10).

4. own payment item

<table>
<thead>
<tr>
<th>serial number</th>
<th>Payment item</th>
<th>Payment instruction</th>
<th>Payment method</th>
<th>Charging unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>water</td>
<td>Local standard price</td>
<td>One room one water meter</td>
<td>Property management</td>
</tr>
</tbody>
</table>
### 2. Drinking Water

<table>
<thead>
<tr>
<th>Description</th>
<th>Marketing price</th>
<th>Pay by user</th>
<th>Service unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>One room one electricity meter</td>
<td>Local standard price</td>
<td>Pay by user</td>
<td>SGCC (State Grid Corporation of China)</td>
</tr>
</tbody>
</table>

### 3. Electricity

<table>
<thead>
<tr>
<th>Description</th>
<th>Standard damage compensation price</th>
<th>Paid by own</th>
<th>Property management service center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dormitory items</td>
<td>Dormitory item</td>
<td>Paid by own</td>
<td>Property management service center</td>
</tr>
</tbody>
</table>

### 4. Dormitory Items Artificial Damage

<table>
<thead>
<tr>
<th>Description</th>
<th>Service subject</th>
<th>Service price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per month over 2 times bedding cleaning</td>
<td>Electricity purchase service</td>
<td>20 RMB/time</td>
</tr>
<tr>
<td></td>
<td>Laundry delivery service</td>
<td>20 RMB/time</td>
</tr>
<tr>
<td></td>
<td>Copy service</td>
<td>1 RMB/piece</td>
</tr>
</tbody>
</table>

### 5. Special Service Item

For students’ convenience, special service offered as following item:

<table>
<thead>
<tr>
<th>Serial number</th>
<th>Service subject</th>
<th>Service price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electricity purchase service</td>
<td>20 RMB/time</td>
</tr>
<tr>
<td>2</td>
<td>Laundry delivery service</td>
<td>20 RMB/time</td>
</tr>
<tr>
<td>3</td>
<td>Copy service</td>
<td>1 RMB/piece</td>
</tr>
</tbody>
</table>
Facilities

International student dormitory facility as following, please take care and check it when you check-in, it must be paid if it damaged because of artificial reason

1. Furniture

<table>
<thead>
<tr>
<th>Serial number</th>
<th>Room facility name</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Room key card and metal key/1room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Metal door and dressing mirror/each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Magnetic card lock/each person</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bedroom door mechanical lock/each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bed room key/each people</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Combination furniture/each people</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>The bedroom model steel window and accessories/each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>curtain/each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Air condition/each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Air condition remote control/each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Room lamp &amp; switch/each room</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Electro thermal film temperature control switch/each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Qty</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Broadband network terminal socket panel /each room</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>TV terminal socket panel /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>220V power socket /each room</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Bed room smoking alarm /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Hall smoking alarm /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Power control for bedroom /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Toilet lock /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Toilet door key /each person</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Hall lamp &amp; switch /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Close stool and low water tank /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Shower head /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Shower curtain rod /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Soap box /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Tissue box /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Bath towel rack /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Towel rack /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Toilet ventilator /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Toilet lamp &amp; switch /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Toilet 220V socket /each room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Toilet model steel window and accessories /each room(only room 01&amp;room 11)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
2. Bedding

Property management service center provide the following bedding free for check-in students, you can get it according to individual demand, please return it when checking-out, If not, it must be paid by own.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Pillow cover</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Duvet</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Mattress</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Pillow</td>
<td>1</td>
</tr>
</tbody>
</table>

**Life Guide**

1. **service center address**

<table>
<thead>
<tr>
<th>type</th>
<th>time</th>
<th>address</th>
<th>Service Hot line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working day</td>
<td>8:30---17:30</td>
<td>Building No, 10, 304, customer service center</td>
<td>010-82355853</td>
</tr>
<tr>
<td></td>
<td>(Friday---Monday)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:00---20:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Tuesday---Thursday)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All day</td>
<td></td>
<td>Building No. 10, 1st floor reception</td>
<td></td>
</tr>
</tbody>
</table>

2. **Property management telephone**

- 24 hours service hot line: **010-82355853**
- Property service supervision tel: **010-82356172**
- DaYunCun’s police station tel: **010-82355110**
- Manager email: **dingwc@zhongwan.cn**

3. **Mail post/receiving**
● DaYunCun’s post office address: No.10 zhi chun road No.29 hai dian district Bei Jing, post number: 100191.

Normal mail: Please go to the building's mailbox to receive.

● Please go to building No.10 to fetch registered letter, parcel list, money order, please pay attention to《mail notice》 at information column, please show your valid certificate when you pick your mail

● All the other express will been sent for you by express company.

4. Dormitory electricity

1) power control: Every room equipped with electric meter switch box, each room equipped with associate switch box.

The power switch in associate box from left to right are: general power switch, lighting, socket, air-condition, water heater, spare.

(As shown in figure 2)

Room B water heater switch is main switch, Room A for spare, suggest you power off Room A switch to prevent waste.
2）Buy electricity card

- Please go shuang yu shu south 2nd block, hai dian district (state grid company tel: 62150384) to buy card or go to bank (zhao shang, gong shang, post bank near by apartment) to buy electric.

![State grid position (fig3)](image_url)

- KWh of electricity in the meter will display within "100 yuan", when electricity goes to "zero", electric meter will automatically trip (please contact property service center to switch on). Suggest you that if electricity shown in electric meter not to "20 degrees", please purchase of electricity in time.

- Electric card maintenance: please go to 10th floor, 304 A room, property service center issued the electric card lost certificate, please bring your ID card and certificate with you to the national grid reissue or replace electric card.

5. Dormitory water

1）Water supply control: every room has 1 water meter, water supply valve is
located in basin lower part. If happens to holiday or no person in dormitory for a long time, it is suggested that turn off the water valve.

2) Water payment: dormitory water fee paid by the living assumed, the property service center will collect the fee according to National residential water charging standard on a regular basis.

3) Water prompt: Please note your dormitory water situation, if you found that the toilet water or water supply pipe are running water, dripping, leaking etc for a while, please contact property staff to repair, prevent energy waste and the economic loss.

6. Dormitory drink water

1) Rooms equipped with water dispenser, you can contact suppliers according to the need, DaYunCun water shop business time is 8:30am--23:00 p.m., contact phone number is 82357548.

2) Health prompt: dormitory tap water is undrinkable water, do not drink, in case it affect your health.

7. Dormitory electrical facility

1) water heater

The electric water heater has professional installation and debugging finished, and has switched on. As long as to ensure electric switch box water heater brake in a closed state (wrench up), and then it can be used.

2) mixed tap

Cold. hot water indicator under sink/shower head

Mix tap  (fig4)
wrench: red for hot water, blue for cold water

3) refrigerator

Please clean up the refrigerator items on a regular basis and prevent corruption to affect your health.

4) air condition

The remote control of air condition are unified kept by property service center, please borrow it from service center if you need,. You need bring 100 yuan as deposit .And after you return it undamaged ,you can get back the deposit.

5) heating

The heating is already professional finished testing, please do not adjust temperature control valve by yourself, in order to avoid damage.

6) curtain

When using the curtains, curtain axis should be vertical pulled, do not produce Angle, in order to avoid damage.

8) network

- Broadband service center : room 107 ,building 6,contact number:82358224

- Network Center : G103,New Main Building

9) laundry service

In the first basement of apartment there is a “qingquan self-service laundry”, which offers students clothes washing.
10. shopping

On the first floor in building 10 there is a “dayun” supermarket and 7-11 supermarket, selling daily necessities, food and so on. On the west of dayun village, also besides zhichunlu metro station, there is also a large-scale Walmart supermarket for students to purchase supplies.

11. meals

You could go for meals in Beihang canteens with your one-card. A lot of restaurants on the first floor from building 7 to 10 could be chosen.

12. ask for repair

When you want to repair something, you could call service center of Room 304A or 1st floor reception desk in building 10 or you could come by yourself. Service time is from 8am to 8pm with staff on duty 24 hours on the 1st reception desk.

13. visitors

Visitor could go into buildings after registration on the 1st floor reception. Visitor can’t get in after 11pm and can’t stay over.

14. Oversize stuffs moved out of building

The apartments implement closed-off management for students’ property safety. Please register when you move large items out of buildings.

15. Entrance guard system

Double entrance guards systems are installed on the 1st floor of buildings, please swipe
your card when going out and make sure you have your card with you for your convenience.

16. Monitor system

Monitor systems have been installed in the public areas in apartments, please pay attention to your manners.

Disciplines

1. Cleaning standards

- Do daily house cleaning to keep dorms clean.
- Keep ventilation for indoor fresh air
- No pouring sewage, no littering, no scribbling and no spitting.
- Don’t throw garbage into basin and water closet.
- Don’t throw littering and pour water out of windows.

2. Norm of civilized conduct

- No smoking, no alcohol, no gambling and no smashing items.
- Keep quiet in public areas, avoid noises to influence others.
- Protect public infrastructure, don’t play ball games and pile up stuffs in apartments.
- Don’t change dorms or beds, move beds and sublease beds at willing
Don’t move, exchange or remove public facilities in apartments.

Don’t sell all kinds of good or feed pets in apartments.

Relatives of students can go into the dorms only after offering personal IDs.

Registration is needed for the record when oversize stuffs are moved out of apartments.

Safety Tips

1. Careful theft prevention

- Lock door and make sure you have taken room cards and keys with you anytime.

- Lock the door when entering the room, make sure you lock your mobile phone, wallets and precious treasure into drawers.

- Don’t be tagged along by strangers into apartments.

2. Fire prevention

- Don’t store flammable and explosive dangerous items in dorms

- Don’t burn papers in dorms, public areas and DaYunCun

- Don’t smoke and throw cigarette ends in dorms.

- Use good-quality electric facilities. It must be powered off immediately when facilities causing bad smell and noises, don’t connect power privately.

- Don’t use electric equipment heater like “sun fast-heater” and so on.
3. Self-life saving

- Don’t panic when fire happens, fire extinguisher for floor configuration could be used for fire fighting.

- Power off electricity at first when equipment is on fire, don’t use water.

- Call property alarm number: direct number 010-82355853, fire fighters will go to fire spots immediately.

- Safe evacuation: follow staff’s orders, cover nose and mouth with wet towel, try to bend down or crawl to move forward to safety zones through safe passage according to direction of evacuation map, don’t take a lift

4. Elevator Safety Instructions

- It’s prohibited to carry flammable and explosive or corrosive items into the lift.

- Don’t wag from side to side in the lift.

- It’s prohibited to smoke in the lift in case of fire.

- Passengers should be calm and contact property service center immediately when trapped for power failure and problems in the lift.

- It’s prohibited that doors are forced open when passengers are trapped in the lift in case that person cutting or falling accidents will happen.

- Passengers should stop taking lifts to tell service center staff when lifts are found out of order.

- Don’t over load when taking lifts. Please reduce passengers automatically when
overloading for safety sake.

- Don’t force rushing into lift when the door is closed and don’t stand back to the door.

- Don’t stand back to the doors in case of falling when the door is open. Don’t step backwards out of the lifts. Make sure it’s on the flat layer.

**Attachment:**

Prohibited electric equipments list:

**Photos:**
Dormitories forbidden items

Property management service center remind you, do not use illegal electrical equipment for your safety.

<table>
<thead>
<tr>
<th>Fast heater</th>
<th>Cigarette butt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical heating fan</td>
<td>Mosquito Repellent</td>
</tr>
<tr>
<td>Electric blanket</td>
<td>Candle</td>
</tr>
<tr>
<td>Electric food warmer</td>
<td>Burning paper</td>
</tr>
</tbody>
</table>
Induction cooker

Electric stove