



UPM GUEST HOUSE RESIDENTIAL RULES

1. Please keep the house and rooms clean. This is a shared responsibility in which occupants are expected to keep the house and rooms in good condition.
2. Please dispose of the trash in each room daily. The public trash bin is located just outside the house in the parking lot.
3. Please do not dispose of any kind of waste / personal items through the window.
4. Please make sure that the beddings and pillowcase(s) provided are always used.
5. Please do not paste, scrape, and stain the surface of furniture, walls etcetera. Occupants are expected to keep the rooms in mint condition.
6. Please hang your laundry only within the designated area.
7. Please switch the light switch(es), fan, and air conditioner off when leaving the house and room.
8. Please be aware that you are not allowed to bring or keep any pets in the Guest house.
9. Please take note that occupants are not allowed to move, change or modify any furniture or equipment provided in the house or room.
10. Please report any damages to the Guest House Office immediately.
11. Please bear in mind that residents are not allowed to invite non registered students to stay in the house/room.
12. Residents are not allowed to bring students/outside of the opposite gender into the house/room.
13. Please be reminded that any change of house/room without the approval from the Guest House Management is strictly forbidden.
14. Carrying, storing, and using the following items in the house/room are heavily prohibited: drugs, pornographic materials, weapons, and cigarettes.
15. Nonhalal items mainly Pork and alcohol are strictly prohibited from being brought into the house/room.
16. Please keep the noise down to a minimum to avoid disturbing the public order.
17. Please take note that the condition of the facilities provided in your home/room has been recorded. The inspection of home/room inventory will be conducted from time to time. A fine of RM50.00 (Ringgit Malaysia: Fifty Only) or repair/replacement costs (according to the current value of the said items) will be fined to the occupants if the damage to home/room facilities is found to be vandalized by the occupants.
18. Residents who are found to have violated any residential rules stated are subjected to disciplinary action which includes instant eviction from the accommodation.
19. Please be responsible for your home key(s) and room key(s) all the time. Your negligence will cost you to replace the loss of key(s).
20. Please give full cooperation to put your shoe(s) inside shoe boxes provided inside your unit. The Management is not responsible for any damage or loss of your footwear(s) at the Common Area.

PERATURAN KEDIAMAN DI RUMAH TAMU

1. Kebersihan rumah dan bilik adalah tanggungjawab bersama.
2. Penghuni hendaklah memastikan rumah dan bilik sentiasa dalam keadaan kemas dan bersih.
3. Sampah di setiap bilik hendaklah dibuang ke dalam tong sampah awam di luar rumah di parking lot setiap hari.
4. Dilarang membuang segala jenis sampah/barang melalui tingkap.
5. Cadar dan sarung bantal mesti digunakan setiap masa.
6. Dilarang menampal, menconteng dan mengotor permukaan perabot, dinding dan sebagainya.
7. Menyidai pakaian hanya di ampaian yang disediakan.
8. Suis lampu, kipas dan aircond hendaklah dimatikan apabila meninggalkan rumah dan bilik.
9. Dilarang membawa dan memelihara binatang peliharaan (*pets*) di dalam rumah dan bilik.
10. Penghuni tidak dibenarkan memindah, menukar atau mengubahsuai setiap peralatan yang ada di dalam rumah dan bilik.
11. Semua kerosakan hendaklah dilaporkan ke Pejabat Rumah Tamu dengan segera.
12. Penghuni dilarang menumpangkan orang lain tinggal bersama di dalam rumah / bilik.
13. Penghuni dilarang membawa masuk pelajar/orang luar yang berlainan jantina ke dalam rumah/bilik.
14. Tidak dibenarkan bertukar rumah /bilik tanpa kebenaran Pengurusan Rumah Tamu.
15. Dilarang membawa atau menyimpan dadah, bahan-bahan lucah, senjata dan merokok di dalam rumah / bilik.
16. Babi dan minuman keras / alkohol adalah dilarang sama sekali dibawa ke dalam rumah / bilik.
17. Dilarang membuat bising dan mengganggu ketenteraman awam.
18. Kemudahan dan keadaan rumah/bilik anda telah direkodkan. Pemeriksaan inventori rumah / bilik akan dilakukan dari semasa ke semasa. Denda sebanyak RM50.00 (Ringgit Malaysia: Lima Puluh sahaja) atau kos baikpulih / ganti (mengikut harga semasa) jika terdapat kerosakan pada kemudahan rumah / bilik disebabkan *vandalisme* oleh penghuni
19. Penghuni yang melanggar peraturan kediaman boleh dikenakan tindakan seperti dibatalkan peminapan di Rumah Tamu serta merta.
20. Anak kunci kediaman dan bilik penghuni adalah tanggungjawab anda. Sebarang kehilangan atau kerosakan kunci menjadi liabiliti anda untuk menggantikan anak kunci baharu.
21. Sila beri kerjasama untuk menyimpan selipar dan kasut anda di dalam kotak penyimpanan kasut disediakan dalam unit kediaman. Pihak Pengurusan tidak akan bertanggungjawab ke atas mana-mana kerosakan atau kehilangan selipar dan kasut penghuni yang diletakkan di kawasan awam Rumah Tamu.