Potential Room Damages

Damages caused by a student may result in a fine or penalty. Do not put hooks, post or hang anything on the wall, door, furniture or outside your room or without proper adhesive. Damages in communal spaces will be charged equally among all residents. Fees for any damages found in your room that were not indicated on your check-in form and is beyond normal wear and tear will be assessed and charged a fee case by case. Any damages be charged on your bursar account.

Missing or Damaged Items Upon Checkout

- Air Purifier: 999 RMB
- Chair: 290 RMB
- Desk: 928 RMB
- AC Remote Control: 20 RMB
- Excess Trash Fee: 300 - 600 RMB (Tape and hooks left on walls are considered excessive trash, as staff will need to spend extra time to clean and repair)

How to Submit a Facilities Work Order Green Center Towers

It is everyone’s responsibility to maintain working order of the facilities equipment (lights, bathroom, furniture). Students with facilities and maintenance issues will need to report them immediately by submitting the Green Center Towers Work Request form.

For urgent issues (i.e. water leak causing flooding, heat or power outage, bodily fluid cleanup, elevator malfunction, etc.) during regular business hours (Monday-Friday, 8:30am - 5:30pm) please call Campus and Facilities at 021-2059-5866. For urgent issues outside of regular business hours, please go to the lobby of Tower 2 to speak with the Public Safety Officer on duty.

How to Submit a Facilities Work Order Pusan Road

It is everyone’s responsibility to maintain working order of the facilities equipment (lights, bathroom, furniture). Students with facilities and maintenance issues will need to report them immediately by notifying the front desk staff. For urgent issues (i.e. water leak causing flooding, heat or power outage, bodily fluid cleanup, elevator malfunction, etc.) during regular business hours (Monday-Friday, 8:30am - 5:30pm) please contact the front desk. For urgent issues outside of regular business hours, please go to the lobby and speak with the Public Safety Officer on duty.
Storage

There is no storage space for students' use in public areas of the residence halls. Please do not bring more personal property than you can keep within your room. Students may not store belongings in the residence halls during the summer. Students who need or wish to store belongings during the summer will be provided with an option to use a local storage company, paid for by students.

Packages

The Resource Center in Tower 2 will accept packages during opening hours. The Resource Center does not accept Cash on Delivery packages or mail out packages for students. To receive mail at the Resource Center, please ask the center for the address.

[Residence Hall Package Policy](#)

Supplies Rental

Students are welcome to rent out a multitude of supplies from the resource center for a limited period of time. We offer:

Cleaning Supplies:
- Mops
- Broom & Dustpan
- Vacuum Cleaner

Miscellaneous:
- Iron & Ironing Board
- Blender
- Luggage Scales
- Hair Dryers
- Projectors

Other services:
- Lock outs ([Residence Hall and Lockout Policy](#))
- Laundry card purchase & refill
- Air purifier filters
- Room keys
- Pollution Masks