Guidelines for Desk and Bed Area Arrangement During Winter Residence Closure

Academic Year 2025–2026, Semester 1

1. Desk Area Arrangement Guidelines

Residents of Residence Hall 1 and Residence Hall 2 (including students approved for winter residence) are advised to arrange their desk items in accordance with the examples shown in the reference images.

Before departing the residence at the end of the semester, all residents are required to lock:

•Desk drawers

•Personal wardrobes

Residents who do not secure their desk drawers or personal wardrobes do so at their own responsibility.All items should be neatly arranged, clean, and free from clutter.

2. Bedding Arrangement for Students Not Staying During the Winter Period

Students who have not applied for winter residence are advised to prepare their bed area as follows:

• Bedding and mattresses should be fully wrapped in protective covers or plastic bags to prevent dust accumulation.

This arrangement helps maintain cleanliness and hygiene during the residence hall closure period.

Note: The images provided in the original notice are for reference only and are intended to demonstrate acceptable standards of cleanliness and organisation.