

太子學舍《入住、退房-房間檢查項目》

Prince House《Check-in and out: property check list》

<p>1.檢查牆面及地面</p> <p>(1) 檢查牆面是否有釘孔、破損、污穢。</p> <p>(2) 檢查牆面是否有黏貼物品或掛鉤。</p> <p>(3) 檢查牆面油漆粉刷是否完整並保持原色。</p> <p>(4) 檢查地面是否清潔無污垢</p> <p>(5) 檢查地面是否為原色地磚</p> <p>(6) 檢查床上、床下地面是否遺留毛髮</p> <p>2.檢查書桌椅</p> <p>(1) 檢查書桌椅是否完整無缺。</p> <p>(2) 檢查書桌抽屜是否清空。</p> <p>(3) 檢查書桌椅是否有刮痕、塗鴉及掛鉤。</p> <p>3.檢查窗戶</p> <p>(1) 檢查窗戶玻璃是否破損</p> <p>(2) 檢查紗窗有無破損</p> <p>(3) 檢查窗簾是否破損</p> <p>(4) 窗台是否有灰塵需清理</p> <p>4. 檢查冷氣，電話</p> <p>(1) 檢查冷氣是否運作正常</p> <p>(2) 檢查遙控器是否完好</p> <p>(3) 電話是否運作正常，電話線是否遺失</p> <p>5.檢查冰箱</p> <p>(1) 檢查冰箱是否運作正常</p> <p>(2) 檢查冰箱附件（托盤及托架）是否完整</p> <p>(3) 檢查冰箱是否清潔並完成除霜</p> <p>6. 檢查衣櫥</p> <p>(1) 檢查衣櫥是否清空完整且清潔完畢</p> <p>(2) 檢查衣櫥是否有掛鉤及鏡子</p> <p>7.檢查浴廁</p> <p>(1) 檢查浴廁地面是否清潔無污垢</p> <p>(2) 檢查浴廁牆面是否清潔無污垢、是否有掛鉤</p> <p>(3) 檢查熱水器是否運作正常</p> <p>(4) 檢查面盆及鏡子是否清潔，是否有破損</p> <p>(5) 檢查馬桶是否清潔無污垢，是否有破損</p> <p>(6) 檢查排水孔無頭髮殘留</p> <p>(7) 檢查浴廁天花板及抽風機，是否清潔無污垢</p> <p>8.檢查電力卡</p> <p>(1) 檢查電力卡機是否為負值。</p>	<p>1. Check the walls and floors</p> <p>(1) Check whether the wall has nail holes, damage, or stains.</p> <p>(2) Check whether there are hooks or items glued or stuck on the wall.</p> <p>(3) Check whether the wall paint is complete and maintain the original color.</p> <p>(4) Check whether the ground is clean and free of stains.</p> <p>(5) Check whether the color of the floor tiles stay the same.</p> <p>(6) Check whether there are hair on or under the bed.</p> <p>2. Check the desks and chairs</p> <p>(1) Check whether the desk and chair are intact.</p> <p>(2) Check whether the desk drawers are empty.</p> <p>(3) Check whether there are scratches, graffiti or hooks on the desk and chair.</p> <p>3. Check the windows</p> <p>(1) Check whether the window glass is damaged.</p> <p>(2) Check whether the window screen is damaged.</p> <p>(3) Check whether the curtain is damaged.</p> <p>(4) Whether there is dust to clean on the window sill.</p> <p>4. Check air conditioner and telephone</p> <p>(1) Check whether the air conditioner operates properly.</p> <p>(2) Check whether the remote control is intact.</p> <p>(3) whether the telephone functions properly, whether the telephone line is in place.</p> <p>5. Check the refrigerator</p> <p>(1) Check whether the refrigerator operates properly.</p> <p>(2) Check whether the refrigerator accessories (tray and bracket) are intact.</p> <p>(3) Check whether the refrigerator is clean and has completed defrosting</p> <p>6. Check your closet</p> <p>(1) Check whether the closet is completely empty and cleaned</p> <p>(2) Check whether there are hooks and mirrors in the wardrobe</p> <p>7. Check the bathroom</p> <p>(1) Check whether the floor is clean without stains.</p> <p>(2) Check whether the bathroom walls are clean and free of stains, and whether there are hooks.</p> <p>(3) Check whether the water heater operates properly.</p> <p>(4) Check whether the basin and mirror are clean, and whether they are damaged.</p> <p>(5) Check whether the toilet is clean without stains, whether it is damaged.</p> <p>(6) Check the drainage hole and make sure there is no hair.</p> <p>(7) Check whether the bathroom ceiling and exhaust fan are clean and free of stains.</p> <p>8. Check the electricity card</p> <p>(1) Check whether the electricity card balance on the reader is negative.</p>
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書桌抽屜清空、擦拭乾淨

Desk drawers emptied and wiped clean



書櫃清空、擦拭乾淨

Bookshelf emptied and wiped clean



床板擦拭乾淨

Bed frame and board wiped clean



房間整體外觀乾淨、冷氣遙控器懸掛牆上

Room cleaned; air-conditioner remote control hung on wall



冰箱物品清空、擦拭乾淨

Refrigerator emptied and wiped clean



衣櫥清空、擦拭乾淨

Closet emptied and wiped clean



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洗手台及鏡子刷洗乾淨

Basin and mirror washed and brushed clean



牆面乾淨、排水孔無毛髮殘留

Walls cleaned and no hair in the drain



馬桶刷洗乾淨、無污垢

Toilet brushed clean, not stains



馬桶側面刷洗乾淨

Toilet sides brushed clean



抽風機擦拭乾淨、無灰塵

Exhaust fan wiped clean, no dust



浴廁天花板清洗乾淨、無污垢

Bathroom ceiling brushed clean, no stains

