

# 南京林业大学留学生公寓管理规定

## Administrative Regulations of Nanjing Forestry University on Dormitories for International Students

### 第一章 总 则

#### Chapter I General

第一条 留学生公寓是来华留学生日常生活与学习的重要场所，为加强对来华留学生日常生活管理和引导，保障学生在公寓内的人身和财产安全，维护学生在公寓内的正常学习和生活秩序，特制定本规定。

Article 1 Dormitories for international student are important places for the daily life and study of international students in China. In order to strengthen the management and guidance of the daily life of international students in China, ensure the personal and property safety of international students in the dormitory, and maintain the normal study and living order of international students in the dormitory, these regulations are specially formulated.

第二条 适用对象。本规定适用于南京林业大学留学生公寓内所有在校本科生、硕士生、博士生、语言生和短期交流住宿生。为提升留学生学习、生活条件，要求所有住宿人员必须自觉遵守国家法律法规、学校规章及公寓管理规定，养成良好的生活习惯。

Article 2 Applicable objects. These regulations apply to all undergraduate, master, doctoral, language students and short-term exchange students who reside in dormitories for international students of Nanjing Forestry University. In order to improve the study and living conditions of international students, all accommodation personnel must consciously abide by national laws and regulations, school rules and dormitory management regulations, and develop good living habits.

第三条 管理机构。国际教育学院全面负责留学生公寓的日常教育管理工作,建立、健全各项留学生公寓管理规章制度，并及时进行修订和完善。

Article 3 Management agency. The International Education College is fully responsible for the daily education management of dormitories for international students, establishing and improving various administrative rules and regulations of dormitories for international students, and revising and improving them in a timely manner.

### 第二章 入住、退宿规定

#### Chapter II Regulations on Check-in and Check-out

第四条 凡在校居住留学生由国际教育学院国际学生管理服务办公室统一安排住宿。学院根据宿舍资源情况安排学生到指定的公寓楼、寝室、床位住宿，学生必须按指定房间、床位住宿,不得擅自更改。

Article 4 All international students residing on campus will be uniformly arranged by the

International Student Management Service Office of the International Education College. The college arranges students to stay in designated dormitories, rooms, and beds according to the dormitory resources. Students must stay in designated rooms and beds and cannot change without authorization.

第五条 学生因特殊原因休学，离校前必须到公寓值班室管理员处办理退宿手续，其床位不予保留。学生复学前须向学院国际学生管理服务办公室申请住宿。

Article 5 Students who suspend school due to special reasons must go to the duty room administrator of the dormitory to complete the check-out procedures before leaving school, and their beds will not be reserved. Before returning to school, students must apply to the International Student Management Service Office of the International Education College for accommodation.

第六条 未经学院批准，任何人员不得私自入住留学生公寓。

Article 6 Without the approval of the college, no person may live in dormitories for international students without permission.

第七条 在校住宿的留学生，未经批准一律不得擅自在校外住宿。确有要求在校外住宿，必须办理相关手续。

Article 7 International students who live on campus are not allowed to live off campus without approval. In case of living off campus for a certain reason, relevant procedures must be completed.

第八条 对因毕业、外出住宿、退学及其他原因离校者，应及时到公寓值班室管理员处办理退宿手续，并在一周内将所有个人物品搬离宿舍，按时离校。否则，造成个人财产损失由其本人负责。

Article 8 For those who leave school due to graduation, staying out, dropping out of school and other reasons, they should go to the duty room administrator of the dormitory to go through the check-out procedures in time, move all personal belongings out of the dormitory within one week and leave school on time. Otherwise, the personal property damages caused shall be personally responsible.

第九条 因个人特殊原因不能在学校规定时间办理退宿手续的，应提前向学院管理老师提出申请，学院批准后可推迟办理退宿手续。无学院批准擅自推迟办理退宿手续，且离宿舍未归的，将视为自行离校，宿舍内个人物品造成财产损失的由其本人负责。

Article 9 Those who cannot go through the check-out procedures within the time specified by the school due to personal special reasons should apply to the college management officer in advance, and can postpone the check-out procedures after receipt of approval from the college. Those who postpone the check-out procedure without the approval of the college and leave the dormitory without returning will be deemed to have left the school on their own, and any property damage caused by their personal belongings in the dormitory shall be personally responsible.

第十条 学生已办理退宿手续，原则上不再恢复其校内住宿资格。如有特殊原因，可向学院管理部门提出申请，学院根据房源情况决定是否安排住宿。

Article 10 Students who have gone through the check-out procedures, in principle, will

not be able to restore their on-campus accommodation qualifications. In case of special reasons, students can apply to the college management department, and the college will decide whether to arrange accommodation according to the dormitory status.

第十一条 学院根据学校基建、维修计划等情况对学生现住宿舍床位实行局部调整或集体搬迁等动态调整。因学生毕业、休学、退学和外出住宿等原因空出的床位，学院将加以调整，有关人员应积极配合，不得以任何借口阻挠学院安排的其他人员入住。

Article 11 The college implements dynamic adjustments such as partial adjustments or collective relocation of the beds in the students' current dormitory according to the school's infrastructure and maintenance plans. The college will adjust the beds that are vacated due to students' graduation, suspension, dropout, and staying out. The relevant personnel shall actively cooperate and shall not use any excuse to obstruct the check-in of other personnel arranged by the college.

第十二条 新生入住公寓时，管理员会为每人发放所住宿舍的《留学生公寓学生宿舍家具设备交接单》，学生应妥善保管好交接单上的物品及其他公共设施，退宿时公寓管理员将对毕业生房间门窗、家具电器等公用设施进行清查，同时学生将交接单交还管理员，若有设施损坏或丢失须照价赔偿。经清查过的房间，由该公寓楼管理员在《留学生公寓学生宿舍家具设备交接单》上签字，学生凭此单办理离校手续。

Article 12 When freshmen move into the dormitory, the administrator will issue the "Handover List of Furniture and Equipment of Dormitories for international students" for each student. Students should properly keep the items on the handover list and other public facilities. When leaving the dormitory, the administrator will check the public facilities such as doors, windows, furniture and electrical appliances in the graduate's room. At the same time, the graduate shall return the handover list to the administrator. In case of any damaged or lost facilities, the graduate shall compensate according to the cost. After the room has been checked, the dormitory administrator will sign the "Handover List of Furniture and Equipment of Dormitories for international students", and the graduate can use this list to complete the school leaving procedures.

### 第三章 宿舍安全管理规定

#### Chapter III Dormitory Safety Management Regulations

第十三条 学生须参加学校组织的消防器材使用方法及消防逃生演练培训，掌握灭火器的使用方法，必须参加学校组织的消防疏散逃生演习。爱护消防设施，任何人不得私自自动用宿舍区的消防设施；严禁私拆防火、防盗等安全防护设施。

Article 13 Students must participate in the training on the use of fire-fighting equipment and fire-fighting escape drills organized by the school, master the use of fire extinguishers, and participate in the fire-fighting evacuation drills organized by the school. The fire-fighting facilities shall be properly kept. No one may use the fire-fighting facilities in the dormitory privately; and it is strictly forbidden to dismantle the fire-fighting, anti-theft and other safety protection facilities.

第十四条 学生应爱护宿舍内的各类电器，发现宿舍内各类电器故障须及时报修。严禁私拉乱接电源；室内无人时必须关闭所有使用的电器，确保用电安全。严禁无人充电。

Article 14 Students should take good care of all kinds of electrical appliances in the dormitory, and report any electrical faults in the dormitory for repairs in time. It is strictly forbidden to connect to the power supply privately; when there is no one in the room, all electrical appliances must be turned off to ensure the safety of electricity. It is strictly forbidden to charge without anyone in present.

第十五条 严禁在宿舍内使用蜡烛、酒精炉、蚊香等明火。严禁在宿舍内焚烧物品。

Article 15 It is strictly forbidden to use candles, alcohol stoves, mosquito coils and other open flames in the dormitory. It is strictly forbidden to burn items in the dormitory.

第十六条 严禁在宿舍内存放易燃、易爆、易腐蚀物品（如：酒精、汽油、烟花爆竹、硫酸等）。严禁在宿舍内携带细菌和病毒标本、剧毒及具有放射性等危险品。

Article 16 It is strictly forbidden to store flammable, explosive and corrosive materials (such as alcohol, gasoline, fireworks, sulfuric acid, etc.) in the dormitory. It is strictly forbidden to carry bacteria and virus specimens, highly toxic and radioactive dangerous goods in the dormitory.

第十七条 严禁将管制刀具及其他易造成人身伤害的物品带入宿舍。

Article 17 It is strictly forbidden to bring controlled knives and other objects that can easily cause personal injury into the dormitory.

第十八条 进入留学生公寓楼由人脸识别门禁系统管控，新生入住前须至楼栋管理员处录制指纹及拍照，并将一卡通加入系统后学生方能进出公寓单元门。平时进出公寓楼须通过人脸识别系统允许的方式（一卡通、人脸、指纹），严禁将卡转借他人。如发现将卡转借他人，造成的一切后果由持卡本人负责。学生本人有亲戚朋友来访的，必须出具相关证明文件和身份证件，经宿舍管理员同意并在门卫处登记后方可进入。

Article 18 Access to the dormitories for international students is controlled by the facial recognition access control system. Freshmen must go to the dormitory administrator to record fingerprints and take photos before moving in, and students can only enter and exit the dormitory after adding their smart cards to the system. Normally, entering and leaving the dormitory must be through the methods allowed by the facial recognition system (smart card, face recognition, fingerprint recognition), and it is strictly forbidden to lend the smart card to others. If it is found that the smart card is lent to others, the smart card holder is responsible for all the consequences caused thereby. If a student himself/herself has relatives and friends visiting, he/she must present relevant certification documents and identity documents, and enter with the consent of the dormitory administrator and registration at the door guard.

第十九条 严禁非本公寓楼栋人员未经登记进入公寓，严禁留宿外来人员，学生要提高自我防范意识，发现可疑人员应及时与有关部门联系。宿舍内无人时，须关好门窗。

Article 19 It is strictly forbidden for outsiders to enter the dormitory without registration, and it is strictly forbidden to have outsiders living in the dormitory. Students should improve their self-prevention awareness, and contact relevant departments in time if they find

suspicious persons. Doors and windows must be closed when no one is in the dormitory.

第二十条 新入学的学生，由公寓管理员发给钥匙；宿舍钥匙仅限本人使用。学生因毕业、退学、外出住宿办理退宿手续时，将钥匙交回管理员；宿舍调整时须交回原宿舍钥匙，方可换取新宿舍钥匙；钥匙遗失申请更换新锁的宿舍，在公寓管理员处登记后，由管理员统一更换，并需交纳新换门锁成本费用。

Article 20 Key will be issued to newly enrolled students by the dormitory administrator; the dormitory keys can only be used by themselves. When a student goes through the check-out procedures due to graduation, withdrawal, or going out to stay, the key should be handed over to the administrator; In case of dormitory adjustment, the original dormitory key must be returned before getting the new dormitory key; In case of application for a new lock due to key loss, the student shall register with the dormitory administrator. The dormitory administrator will replace it uniformly, and the cost of the new door lock must be paid by the student.

第二十一条 学生应妥善保管个人财物，多余现金应及时存入银行，以防遗失。

Article 21 Students should take good care of their personal belongings and deposit excess cash in the bank in time to prevent loss.

第二十二条 严禁在阳台栏杆上放置花盆、凳子、哑铃等重物；严禁从室内向外抛砸各种物品等。

Article 22 It is strictly forbidden to place heavy objects such as flower pots, stools, dumbbells on the balcony railings; it is strictly forbidden to throw various objects from indoors to outside.

第二十三条 宿舍内禁止饮酒，严禁将酒带入宿舍。严禁在宿舍内及宿舍区公共区域吸烟。

Article 23 Drinking is prohibited in the dormitory, and it is strictly forbidden to bring alcohol into the dormitory. Smoking is strictly prohibited in the dormitory and public areas of the dormitory.

第二十四条 为确保宿舍区安全，公寓管理人员每日定期对学生公寓进行巡查。

Article 24 In order to ensure the safety of the dormitory, the dormitory administrator will conduct regular inspections of the student dormitories every day.

第二十五条 学生如患传染病，不能隐瞒病情，应立即前往医院诊治，同时入住公寓隔离宿舍，防止传染病在宿舍相互传染。病愈后按医生建议确定是否回原宿舍居住。

Article 25 If a student suffers from an infectious disease, the student shall not conceal his/her condition, and shall go to the hospital for treatment immediately and stay in the quarantined dormitory at the same time to prevent the spread of infectious diseases in the dormitory. After recovery, the student shall follow the doctor's recommendation to determine whether to return to his/her original dormitory.

#### 第四章 日常行为管理规定

### Chapter IV Regulations on Daily Behavior Management

第二十六条 学生应遵守学校作息制度。养成良好的生活习惯，按时起床、归宿、就寝、熄灯。

Article 26 Students should abide by the school schedule and rest system, develop good living habits, get up, go back to dormitory, go to bed, and turn off the lights on time.

第二十七条 学生因个人特殊原因需离校超过 1 天的（包括请假外出、节假日外出、实习等）应及时跟学院报备并告知学院预计离校天数，同时在公寓管理员处履行登记手续。

Article 27 Students who need to leave school for more than 1 day due to personal reasons (including leave, holiday, internship, etc.) should report to the college in time and inform the college of the expected number of days away from school, and perform registration formalities at the dormitory administrator.

第二十八条 保持宿舍内公用区域（厨房、卫生间）的整洁，水龙头、水箱等公用设施须妥善使用，保持清洁完好。节约用水，随用随关，杜绝长流水。

Article 28 Students shall keep public areas (kitchens and bathrooms) in the dormitory clean and tidy, properly use public facilities such as faucets and water tanks and keep them clean and intact. Students shall save water, close water faucet after use, and eliminate wasting water.

第二十九条 讲究文明礼貌，自觉保持宿舍区的安静。公寓内严禁打球、踢球、溜冰、不大声喧哗、吵闹、高声播放音响，不进行娱乐性的活动。团结友爱，文明交往，不在宿舍区内酗酒、赌博、聚众闹事。

Article 29 Students shall pay attention to civility and politeness, and consciously keep the dormitory area quiet. It is strictly forbidden to play football, kick football, skate, make loud noise, make nose, play high volume sound, and engage in recreational activities in the dormitory. Students shall unit and show friendliness, and interact with each other in a civilized manner. Students shall not drink, gamble or gather crowds to make trouble in the dormitory.

第三十条 严禁擅自在宿舍区从事租赁、修理、代销、直销、促销等经营、宣传活动及收费性服务活动。严禁组织旅游票、影视票等代售及校外勤工俭学等中介代理活动和传销活动。宿舍区内组织的任何集体活动须经学工部门批准。严禁在宿舍区内成立非法组织，举行非法集会，书写张贴危害国家安全或扰乱学校教学、管理、生活秩序标语、大小字报。严禁在宿舍内观看、收藏、传播危害国家安全、扰乱社会生活秩序的不健康书刊、影碟、网上信息等。

Article 30 It is strictly forbidden to engage in operation, publicity activities and fee-based service activities such as leasing, repair, agency sales, direct sales, and sales promotion in the dormitory without authorization. It is strictly forbidden to organize the agency sales of travel tickets, film and television tickets, and off-campus work-study programs and other intermediary agency activities and MLM activities. Any group activities organized in the dormitory must be approved by the academic department. It is strictly forbidden to set up illegal organizations, hold illegal gatherings, write and post slogans, large and small newspapers that endanger national security or disrupt school teaching, management,

and life order. It is strictly forbidden to watch, store, or disseminate unhealthy publications, video discs, and online information that endanger national security and disrupt social order in the dormitory.

第三十一条 遵守计算机的使用规定，个人负责计算机的安全防盗工作。

Article 31 Students shall comply with the regulations on the use of computers, and be responsible for the security and anti-theft of computers.

第三十二条 严禁在宿舍内饲养宠物，禁止将宠物带至宿舍区。

Article 32 It is strictly forbidden to keep pets in the dormitory, and it is forbidden to bring pets to the dormitory.

第三十三条 公寓内所有宿舍家具及电器设备都为学校公共物品，每件物品均贴有固定资产标签，学生在日常使用过程中应注意保管及爱护，不可将物品搬出宿舍外，不可自行拆卸家具及电器，杜绝人为损坏。毕业生离校时应做到遵纪守法、文明离校。公寓管理员将在毕业生离校前对毕业生房间门窗、家具、电器等公用设施进行清查，若有损坏或丢失须照价赔偿方能办理离校手续。

Article 33 All dormitory furniture and electrical appliances in the dormitory are public items of the school, and each item is affixed with a fixed asset tag. Students should keep and take care of them during daily use. It is not allowed to move the public items of the school out of the dormitory, and to dismantle furniture and electrical appliances at will. Man-made damage shall be prevented. When leaving school, graduates should abide by the law and leave school in a civilized manner. The dormitory administrator will check the doors, windows, furniture, electrical appliances and other public facilities in the graduates' rooms before graduates leaving the school. If there is any damage or loss, compensation must be made according to the cost before the exit procedures can be processed.

## 第五章 公寓用电管理规定

### Chapter V Administrative Regulations on Electricity Use in Dormitories

第三十三条 为保证学生正常用电，维护宿舍区正常的学习、生活秩序，作如下规定。

Article 33 In order to ensure the normal use of electricity for students and maintain the normal study and living order in the dormitory, the following provisions are made.

1、用电应本着安全、合理、节约的原则，不开无人灯、长明灯。

1. Electricity should be used based on the principles of safety, reasonableness, and economy, and no lights should be turned on or lights should be turned on permanently if there is no one in the room.

2、学校配给学生宿舍免费用电量为每生每年 80 度电，超过部分由学生自付。用电采用预付费制，按照以每间学生宿舍为单位先购电后使用的原则，费用的分摊由宿舍全体成员协商解决，当宿舍电量 $\leq 15$ 度时，管理员将及时通知学生，需要购电的宿舍应尽快购电，否则电量耗尽后系统控制自动断电。

2. The school allocates 80 kilowatt-hours of electricity to the student dormitory free of

charge per student per year, and the excess shall be paid by the students. Electricity fee is prepaid. According to the principle of electricity purchase first, the electricity purchase shall be made by dormitory, and the allocation of electricity fee shall be negotiated and settled by all members of the dormitory. When the dormitory's electricity balance is less than 15 degrees, the administrator will promptly notify the students, and the students who need to purchase electricity should purchase electricity as soon as possible, otherwise the system will automatically cut off the electricity when the electricity is exhausted.

3、购电地点为学生公寓管理服务中心一楼 102，购电时间为每天上午 8：00—下午 17：30（按学校作息时间表进行调整）。

3. The place of electricity purchase is Room 102, First floor, Student Dormitory Management Service Center. The electricity purchase period is from 8:00 am to 17:30 pm every day (adjusted according to school schedule).

## 第六章 公寓空调使用管理规定

### Chapter VI Administrative Regulations on the Use of Air Conditioner in Dormitories

#### 第三十四条 空调使用方法和要求

#### Article 34 Air-conditioner use methods and requirements

1、空调运行中要关闭门窗，确保使用效果和节约用电。空调不运行时应开启门窗，保持室内空气的清新。

1. The doors and windows should be closed during the operation of the air conditioner to ensure the use effect and save electricity. Open doors and windows when the air conditioner is not running to keep the indoor air fresh.

2、提倡节约用电。建议夏季室内温度低于 24℃ 不要使用空调，设定制冷温度一般控制在 26℃-28℃；冬季室内温度控制在 18℃-20℃，室内外温差最好不要超过 8℃。

2. Promote energy saving. It is recommended not to use air conditioners when the indoor temperature is lower than 24℃ in summer. The cooling temperature is generally controlled at 26℃-28℃; the indoor temperature in winter is controlled at 18℃-20℃, and the difference between indoor and outdoor temperature should not exceed 8℃.

严禁在冬天开启制冷或在夏天开启制热，否则将对压缩机造成严重损坏，影响其正常使用。

It is strictly forbidden to turn on refrigeration in winter or heating in summer, otherwise it will cause serious damage to the compressor and affect its normal use.

3、在使用过程中，不得随意打开空调室内机机壳或拆卸机件，不得在空调专用电源上私接线路，不得插接其他用电器或拉接临时电源。

3. During use, do not open the cabinet of the indoor unit of the air conditioner or disassemble the parts at will, do not connect the circuit privately to the special power supply of the air conditioner, and do not plug in other electrical appliances or make the temporary power supply.



4、树立节能减排和公民意识，倡导低碳经济和文明生活，做到“人离机停”，杜绝宿舍内无人时开启空调。长时间不使用应将空调设备电源插头拔出，卸下遥控器电池。

4. Establish energy-saving, emission reduction and civic awareness, advocate low-carbon economy and civilized life, achieve "stopping the machine before people leave", and prevent the air conditioner from turning on when no one is in the dormitory. In case of nonuse for a long time, pull out the power plug of the air conditioner and remove the remote-control battery.

5、雷雨天气应立即关闭空调，切断电源，以免遭受雷击。

5. The air conditioner should be turned off and the power supply should be cut off immediately during thunderstorms to avoid being struck by lightning.

6、开机前检查遥控器模式设置是否正确，调整正确后方可开机。使用过程中应避免频繁开关空调，重新开机间隔 3-5 分钟。

6. Check whether the remote-control mode setting is correct before turning on the machine, and then turn on the machine after correct adjustment. Avoid frequent switching on and off of the air conditioner during use, and the restart interval should be 3-5 minutes.

7、严禁在空调器设施上面摆放或悬挂物品，严禁乱写、乱画、乱贴、乱刻等破坏行为。空调室外机上不得搁置花盆、拖把等物件，不得用水冲洗空调，不得在室内、外机出进风口用物品遮挡。

7. It is strictly forbidden to place or hang objects on air conditioners, and it is strictly forbidden to write, doodle, paste, engrave and engage in other vandalism on air conditioners. No flower pots, mops, etc. should be placed on the outdoor unit of the air conditioner. The air conditioner should not be washed with water, and the air inlet and outlet of the indoor or outdoor unit should not be covered by objects.

8、每次空调使用后，应及时清除室内或阳台积水。

8. The indoor or balcony water should be removed in time every time after the air conditioner is used.

9、空调使用过程中出现故障和异常情况（如：异常噪声、气味、烟雾、温度升高、漏电等现象），应立即停机并及时报修。

9. In case of any failures or abnormal conditions (such as abnormal noise, odor, smoke, temperature rise, leakage, etc.) during the use of the air conditioner, stop it immediately and report for repair in time.

10、禁止私自改接电路或在插座上使用其他电器，尤其大功率电器；禁止随意拔、插或使用空调以外设备。违反者取消（或停止）本宿舍使用空调权利。

10. It is forbidden to change the circuit or use other electrical appliances in the socket without permission, especially high-power electrical appliances; it is forbidden to unplug, plug in or use equipment other than air conditioners at will. In case of violation, the right to use air conditioner in this dormitory will be cancelled (or stopped).

### 第三十五条 收费管理

#### Article 35 Fee Management

1、每间学生宿舍由专人领取并负责保管空调遥控器（遥控器电池自备），在使用过

程中出现遗失或损坏，由该宿舍同学自行协商后照价赔偿（80元/个）。学生退、换寝室时，遥控器经检查完好无损，方可办理相关手续。

1. The air conditioner remote control (the remote-control battery is self-prepared) shall be received and kept by a dedicated person per dormitory. In case of loss or damage, students in the dormitory shall compensate according to the cost (80 yuan/unit) after negotiation. When the student returns or changes the dormitory, the remote control must be checked intact before going through the relevant procedures.

2、空调使用过程中若出现因违规操作而造成的人为损坏，由损坏者负责赔偿，如责任人不明确则由全体寝室成员共同负责。空调内、外挂机赔偿价格分别为人民币1000元。凡故意破坏空调设施、不按照空调使用方法和要求使用，除赔偿外将根据学校相关规定给予处分，追究当事人和管理员的责任。

2. If there is man-made damage caused by illegal operation during the use of the air conditioner, the damager shall be responsible for the compensation. If the responsible person is unclear, all the dormitory members shall be jointly responsible. The compensation price for the internal and external air conditioners is RMB 1,000 yuan. Anyone who deliberately destroys an air-conditioner and does not use the air-conditioner in accordance with the use methods and requirements of air-conditioners will be punished according to the relevant regulations of the school in addition to compensation, and the related parties and the administrators will be held accountable.

## 第七章 公寓电梯使用管理规定

### Chapter VII Administrative Regulations on the Use of Dormitory Elevators

第三十六条 本规定适用于南京林业大学所有学生宿舍的电梯设备。

Article 36 These regulations apply to all elevator equipment in the student dormitories of Nanjing Forestry University.

第三十七条 电梯使用管理

Article 37 Elevator use management

1、严格遵守轿厢内铭牌上所载事项，每次乘员不得超载，货物不得超重，严禁携带易燃、易爆物品及各种危险品进入电梯。

1. Strictly abide by the items on the nameplate in the elevator. Every time the occupants should not be overloaded, the goods should not be overweight, and it is strictly forbidden to bring flammable and explosive materials and various dangerous goods into the elevator.

2、不得倚靠电梯厅、轿门上；电梯停层时，不得站在厅、轿门地坎当中，以免发生危险。

2. Do not lean on the elevator hall or elevator door; when the elevator stops, do not stand in the hall or the elevator door sill to avoid danger.

3、使用电梯应文明操作，严禁破坏电梯内控制板、照明等各项设施；严禁随意按动警铃按钮。

3. The elevator should be operated in a civilized manner, and it is strictly forbidden to

damage the control panel, lighting and other facilities in the elevator; it is strictly forbidden to press the alarm button at will.

4、使用者应遵循先下后上的原则，文明礼让，不互相拥挤；严禁在电梯内打闹、跳跃、踢踹、碰撞，以防引起安全装置误动作，发生“困人”事故。

4. Users should follow the principle of getting down first, being civilized and courteous, and not crowding each other; it is strictly forbidden to fight, jump, kick, and collide in the elevator to prevent the safety device from malfunctioning and "trapped people" accidents.

5、保持轿厢内整洁、卫生、严禁吸烟、吐痰、乱丢杂物、乱涂乱画。

5. Keep the elevator tidy, clean, and strictly forbid smoking, spitting, littering and graffiti.

6、切忌将液体状物品遗留在梯内，勿让水流入电梯内，以免损坏电梯设备。

6. Do not leave liquid objects in the elevator, and do not let water flow into the elevator to avoid damage to the elevator equipment.

7、电梯在运行时，不得突然改变上、下运行方向，如要改变，必须在轿厢靠终点后方可调整。乘梯时，按外呼板上某一方向的按钮后，静待电梯到达本层开门。

7. When the elevator is running, do not suddenly change the elevator direction. If you want to change it, you must adjust it after the elevator reaches the end point. When getting on an elevator, press the button on a certain direction on the outbound call board, and wait for the elevator to reach the floor and open the door.

#### 第三十八条 注意事项

#### Article 38 Matters needing attention

1、发生火灾或其他安全事故时，严禁使用电梯。

1. It is strictly forbidden to use the elevator in the event of a fire or other safety accidents.

2、患有心脏病、高血压等疾病的学生乘梯须征得医生的许可，专人陪同乘梯，或提前向学校声明调换楼层，以保证人身安全。

2. Students with heart disease, high blood pressure and other diseases must obtain the permission of a doctor to use the elevator, have accompany while using the elevator, or declare to the school to change floors in advance to ensure personal safety.

3、乘坐电梯前，请注意观察电梯运行是否存在异常，确保是正常平稳的运行状态方能进入。

3. Before taking the elevator, please pay attention to observe whether there is any abnormality in the elevator operation, and ensure that it is in a normal and stable operation state before entering.

4、电梯发生停驶或控制按键失灵故障时，应保持镇定，按求救警铃，拨打电梯事故应急电话，等待营救，切忌用手扒门或用棍棒撬门跳出轿厢。万一被困在电梯内，不要强行开门走出，因电梯随时可能运行，容易发生危险。要使用警铃、对讲机与外面取得联系，听取指导，等候解救。

4. When the elevator stops or the control buttons fail, keep calm, press the distress alarm, dial the emergency number for elevator accidents, and wait for rescue. Do not open the door

with your hand or pry the door with a stick to jump out of the elevator. In case you are trapped in the elevator, do not open the door forcibly and walk out, because the elevator may run at any time and is prone to danger. Use alarm bells and walkie-talkies to get in touch with the outside, listen to instructions, and wait for rescue.

5、在开关门过程中，有夹手的危险，不要触摸门扇。

5. In the process of opening and closing the door, there is a danger of pinching your hands. Do not touch the door leaf.

第三十九条

Article 39

电梯设施若出现人为损坏，由损坏者负责赔偿，凡故意破坏供热设施的按破坏公物给予处分。

In the event of man-made damage to the elevator facilities, the damage causing people shall be responsible for compensation. Anyone who deliberately damages the heating facilities shall be punished as public property damage.

第四十条 报修方式

Article 40 How to apply for repair

为确保电梯安全运行，学校聘请有资质的专业公司对电梯进行维保。学生一旦发现电梯故障，可通过学生宿舍值班员进行报修。

In order to ensure the safe operation of the elevator, the school hires a qualified professional company to maintain the elevator. Once students find an elevator malfunction, they can apply for repairs through the dormitory duty officer.

## 第八章 公寓人脸识别门禁系统管理办法

### Chapter VIII Management Measures for Dormitory Facial Recognition Access Control System

第八十一条 留学生公寓楼单元门由人脸识别门禁系统管控，门禁通道管理系统和视频监控实行 24 小时不间断运行。新生入住前须至楼栋管理员处录制指纹及拍照，并将一卡通加入系统后学生方能进出公寓单元门。平时进出公寓楼须通过人脸识别系统允许的方式（一卡通、人脸、指纹），入住学生公寓的所有学生应服从本管理办法的规定，认真使用门禁系统。

Article 81 The unit doors of dormitories for international students are controlled by the facial recognition access control system, and the access channel management system and video surveillance operate 24 hours a day. Freshmen must go to the dormitory administrator to record fingerprints and take photos before moving in, and students can only enter and exit the dormitory after adding their smart cards to the system. Normally, entering and leaving the dormitory must be through the methods allowed by the facial recognition system (smart card, face recognition, fingerprint recognition). All students staying in the student dormitory should obey these administrative regulations and use the access control system carefully.

第八十二条 一卡通实行一人一卡制，要妥善保管，如有遗失，持卡人应及时到校

园一卡通中心补办，并到管理员处办理新卡系统录入手续。如遇非工作时间无法补办时，须持本人学生证并由所在公寓楼栋管理人员登记出入，并在下一工作日立即办理注册。严禁将卡转借他人。

Article 82 The smart card adopts one person one card system. Please keep properly. In event of loss, the holder shall go to the campus smart card center for a replacement in time and go through the entry procedures of the new smart card system at the administrator. If it is not possible to replace during non-working hours, the holder must use his/her student ID card to entry or exit the dormitory after being registered by the dormitory management staff, and register for a replacement immediately on the next working day. It is strictly forbidden to lend the card to others.

第八十三条 学生所持一卡通仅限本人使用，不得转借他人。如发现将卡转借他人，造成的一切后果由持卡本人负责。

Article 83 The smart card is for personal use only and cannot be lent to others. If it is found that the smart card is lent to others, the card holder shall be responsible for all the consequences caused thereby.

第八十四条 学生应维护门禁系统正常工作，严禁人为破坏门禁系统机具、网络等设备，严禁用异物将单元门抵住影响门禁系统正常工作。

Article 84 Students should maintain the normal operation of the access control system. It is strictly forbidden to damage the access control system equipment, network and other equipment, and it is strictly forbidden to use foreign objects against the unit door to affect the normal operation of the access control system.

第八十五条 外来人员需进入学生公寓时，应自觉出示有关证件在公寓门卫处登记后由学生带领方可进入。公寓管理员要对出入异常的人员进行身份核对，避免外来人员混入学生公寓。

Article 85 When outsiders need to enter the student dormitory, they should consciously show their relevant documents and register at the dormitory guard before being led by the student to the dormitory. The dormitory administrator shall check the identity of persons with abnormal entry and exit to prevent outsiders from entering the student dormitory.

第八十六条 人脸识别系统每日统计前一日刷卡数据，并分别提供给学院管理人员，学院根据信息对学生的去向状况进行掌握，对问题学生进行及时教育引导。

Article 86 The facial recognition system counts the card swiping data of the previous day every day, and all data would be provided to the college management personnel. The college controls the whereabouts of students based on the information, and provides timely education and guidance to problem students.

**本规定解释权归南京林业大学国际教育学院，自颁布之日起施行。**

**The right to interpret these regulations belongs to the International Education College, Nanjing Forestry University, and these regulations will come into force on the date of promulgation.**