

# Repair and Maintenance Manual for Residential Quarters under Licence Agreement



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# **Repair and Maintenance Manual for Residential Quarters Under Licence Agreement**

## **1. Introduction**

The University has, from time to time accepted requests from staff members and outsiders to lease residential units in Tak Chee Yuen, Nam Shan Yuen or those in the Academic Exchange Building as their residence under a Licence Agreement. According to the terms and conditions as stipulated in the Licence Agreement, all Licensees are responsible for payment of utilities charges incurred during the Licence period. Licensees are also responsible for the up-keeping and maintenance of the internal facilities of the premises in good condition during the licence period. They have to pay for any damage found during the licence period or at the time of their moving out.

Generally, the Licensees have to arrange for their own repair or maintenance work whenever required. Alternatively, they could approach the Facilities Management Office (FMO) who provides repair and maintenance (R&M) service at a reasonable charge for the Licensees upon their requests.

This manual is prepared with the intention to draw Licensees' attention to their responsibility in relation to repair and maintenance in their premises and with the information of the arrangements.

This manual shall be read in conjunction with the Licence Agreement signed between the University and the Licensee.

## **2. Conditions for the Provision of Repair and Maintenance Works**

Licensees are required to note the following conditions for the provision of R&M works for their premises:

- (a) Generally, at the time of moving in, the premises will be in a state that all facilities, fixtures, fabrics and fittings provided are functional and in good condition;

- (b) Licensees should inspect the premises and report to the FMO for any outstanding provisions or defects, within 5 working days from taking over the premises. After that, it will be the responsibility of the Licensee to maintain and to repair should any defective items arise;
- (c) Licensees are responsible for the maintenance and up-keeping of internal facilities and appliances in their premises by referring the responsibility of repair and maintenance works shown in **Appendix A**. Licensees may arrange the R&M works by themselves or contact the FMO for carrying out repair work at their own costs (for quote, please contact the staff of the Management Services Counter);
- (d) Licensees are not allowed to make any alterations or additions to the building structure, fabrics, fixtures and facilities without the written consent of the Director of Facilities Management;
- (e) Upon the expiry of the Licence Agreement and if no renewal has been made, the Licensees should deliver to the University vacant possession of the premises with all fixtures and facilities, including curtains and appliances provided in good condition except fair wear and tear;
- (f) The University reserves the right to enter the premises for inspection of the interior conditions of the building and the conditions of any fixtures, fittings and building services. The University shall also have the right to carry out any R&M works as may be considered necessary particularly on matter related to health and safety;
- (g) For other terms and conditions regarding the R&M works, please refer to the details stipulated in Licence Agreement signed between the University and Licensees; and
- (h) The above arrangements and notes will be revised subject to the operational needs without prior notice.

## Provision and Responsibility of Repair and Maintenance Works

Initial Provision	
Provided By University	Provided By Licencee
<ul style="list-style-type: none"> <li>• Consumables and accessories                             <ul style="list-style-type: none"> <li>- light bulbs, fluorescent tubes, window curtains, air-conditioning units, refrigerator, and gas cooker are provided at the commencement of the licencee's occupation of the premises</li> </ul> </li> <li>• Furniture and appliances                             <ul style="list-style-type: none"> <li>- NIL</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Consumables and accessories                             <ul style="list-style-type: none"> <li>- NIL</li> </ul> </li> <li>• Furniture and appliances                             <ul style="list-style-type: none"> <li>- Licencee's own furniture and appliances</li> </ul> </li> </ul>
Responsibility of Repair and Maintenance Works	
Done by University	Done by Licencee
<ul style="list-style-type: none"> <li>• Consumables                             <ul style="list-style-type: none"> <li>- NIL</li> </ul> </li> <li>• Structural defects                             <ul style="list-style-type: none"> <li>- walls, roofs, ceiling and floors</li> </ul> </li> <li>• Leakage                             <ul style="list-style-type: none"> <li>- window and ceiling</li> </ul> </li> <li>• Concealed items                             <ul style="list-style-type: none"> <li>- electrical wiring and water pipes</li> </ul> </li> <li>• Damage/defects caused by normal wear and tear</li> <li>• Overhaul and cleaning                             <ul style="list-style-type: none"> <li>- A/C units (before occupation)</li> </ul> </li> <li>• Redecoration                             <ul style="list-style-type: none"> <li>- painting and floor polishing (before occupation)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Consumables                             <ul style="list-style-type: none"> <li>- light bulbs, fluorescent tubes, water tap gasket, battery of gas cooker and door bell, air filters</li> </ul> </li> <li>• Ironmongery                             <ul style="list-style-type: none"> <li>- door locks, cabinet hinges and fitting/parts, chairs</li> <li>- window hinges, fittings/parts</li> </ul> </li> <li>• Electrical                             <ul style="list-style-type: none"> <li>- door bell (except wiring), exhaust fans, switches, sockets</li> </ul> </li> <li>• Appliances                             <ul style="list-style-type: none"> <li>- Refrigerator, air-conditioning units, gas cooker, gas water heaters, window curtains</li> </ul> </li> <li>• Broken/damaged glass, sanitary fittings, kitchen wares</li> <li>• Damage/defects (other than ironmongery and glass) caused by the licencee's improper operation, misuse, lack of maintenance or lack of care</li> <li>• Regular overhaul and cleaning                             <ul style="list-style-type: none"> <li>- exhaust fans, gas cooker, refrigerator, air-conditioning units and filters</li> </ul> </li> </ul>