**Regulations for the Use and Management of Tamshui Campus**

**Communal Refrigerators in Student Dormitories**

Revised and Approved by the Student Housing Guidance Section Committee Meeting (08/2008)

Revised and Approved by the Student Housing Guidance Section Committee Meeting (05/2010)

Secretariat Regulation No. 1050000009 (15/01/2016)

Secretariat Regulation No. 1060000004 (08/03/2017)

**Article 1**

Communal refrigerators are provided in the student dormitories (Sung-tao Halls and the Tamkang

Hall Dormitory) on Tamshui Campus for residents to store food items. These regulations are formulated to govern the use and management of communal refrigerators.

**Article 2**

Communal refrigerators are provided for all residents to use and will be managed as such. The main

purpose of these refrigerators is food storage. The Student Housing Guidance Section

(the Housing Section hereafter) assumes no responsibility for the food stored in these refrigerators.

**Article 3 Management and food storage policy**

3.1 Refrigerators will be ready for use from the first week of each semester and will be cleared before the dormitory closure of each semester.

3.2 Each stored food item should not exceed the dimensions of 25cm×15cm×15cm.

3.3 Food items should be clearly labelled on the packaging containing the room and bed number, name of owner and date placed into refrigerator. Items with insufficient labelling information will be deemed as unclaimed or breaching the regulations.

3.4 Each food item can be kept for the maximum of 4 days (counting from the date placed into refrigerator).

**Article 4 Prohibited items**

4.1 Unsealed items such as unfinished drinks, unfinished noodles, unfinished fruits, etc.

4.2 Items with a strong smell, such as stinky tofu, durians, kimchi and perished food products.

**Article 5 Maintenance**

5.1 Timing: the contents inside the refrigerators will be checked by student helpers twice a week.

5.2 Method: Items not in line with the regulations will be removed or thrown away without notice.

**Article 6 Penalty**

Stealing from the refrigerators will be penalized in accordance with the TKU Regulations on Student Rewards and Sanctions.

**Article 7**

Non-food items that need to be stored in the refrigerator for a longer period of time (e.g. medication, ice bags and other medical products) should seek permission from Dormitory Counselors before placing into the refrigerators. Such items need to be correctly labelled with an approval stamp on the packaging obtained from the Housing Section.

**Article 8**

The regulations will take effect on the date of release after being discussed in the dormitory delegates meeting, passed by the committee meeting of the Housing Section and approved by the Dean of Student Affairs. The same applies to any later amendments.