**Regulations on Using Electricity and Electrical Appliances in Tamshui Campus Student Dormitories**

Secretariat Regulation No. 1060000017 (05/05/2017)

**Article 1**

These regulations are enacted to govern the safe usage of electrical appliances and achieve energy savings in student dormitories on Tamshui Campus (Sung-tao Halls and the Tamkang Hall Dormitory).

**Article 2**

Using energy hungry electrical appliances, such as electric rice cookers, toasters, induction cookers, electric kettles, electric heaters, refrigerators and televisions within individual rooms without permission is strictly forbidden. Residents should refrain from using two or more hair dryers in the same room at the same time to prevent the circuit breaker tripping. Creating new current sockets is not permitted.

**Article 3**

When using kitchen facilities in the communal areas, residents should be present at all times and should never leave cooking unattended. Residents should mind the safety rules of using electrical appliances and unplug appliances after use.

**Article 4**

Plugs in the communal areas (except for the kitchen) are for official use only. Residents are not allowed to use these plugs without permission in order to prevent circuit breakers from tripping or causing other safety hazards.

**Article 5**

Residents should read the instruction manuals carefully before using any electrical appliances. In the case of electrical faults and failures, residents should disconnect the power supply and notify Dormitory Counselors or Assistant Dormitory Counselors immediately. Tripped circuit breakers should also be reported to Dormitory Counselors.

**Article 6**

Residents should refrain from using extension cords. In the case where extension cords have to be used, residents should only do so provided the electrical circuit load permits and they should obey the following rules:

6.1 Only use cords with fuse safety devices or circuit overload protection.

6.2 Extension cords are not allowed to be placed in the corridors, under seats, or any other places where the cords can easily be trodden on or tripped over. Extension cords should never be bundled or entangled. Extension cords should never be attached to surfaces by nails or staples. They should be secured using safe and approved materials.

6.3 The extension cords can become over-heated or smell burned if the circuits become overloaded. Residents should disconnect and stop using the electrical appliances immediately. Energy hungry electrical appliances should be connected to the main power supply instead of using extension cords.

6.4 To prevent cords or devices catching fire and/or causing other public safety incidents, overloading a plug socket with multiple plugs is strictly forbidden.

**Article 7**

Electronic products in the room, such as computers and mobile phones, should be unplugged or switched to power-saving modes when not in use. Make sure all the lights and air-conditioning are switched off when no one is in the room. Try not to switch on the lights when the room is sufficiently lit by natural light. Try to use desk lamps instead of the ceiling lights.

**Article 8**

Dormitory management personnel are entitled to check electricity-consuming activities in individual rooms, and residents should comply with such checks. Violating safety regulations and possessing forbidden electrical appliances will be dealt with in accordance with the TKU Guidelines for Management and Administration of Tamshui Campus Student Dormitories.

**Article 9 Supplementary measures when using air conditioning in the room**

9.1 Refrain from using air conditioning when the room temperature is below 28 degrees Celsius. Residents can open windows for ventilation and use electric fans or the fan setting on air conditioners at the same time. It is recommended to set air conditioning at the temperature of 26-28 degrees Celsius.

9.2 To trap cool air in the room and stop unwanted heat coming in, make sure all the doors and windows are tightly shut and draw blinds or curtains when air conditioning is in operation.

9.3 Avoid heat-generating activities when air conditioning is in operation to reduce the cooling load.

9.4 Operate air-conditioners in conjunction with electric fans so that the cool air can be spread more evenly in the room.

**Article 10**

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