Procedures for Withdrawal of Student Dormitory

Establish and announce the standard operating procedures for withdrawal of dorm

Convene the coordination meeting between staffs and members of Dormitory Association on the procedures for withdraw of dorm

Accept students' applications for withdrawal of dorm

- 1. Verify the names of applicants
- 2. Collect/Return room keys
- 3. Inspection of dorm rooms

Count the number of students withdrawing from the dorm and

- 1. Count the numbers of students withdrawing and staying.
- 2. Count the number of students staying in the dorm at night.
- 3. Check the status of facilities.

Status Report

- 1. Count the number of students that continue to live in the dorms.
- 2. Report broken facilities and equipment.
- 3. Shut down the electricity and water supply in the vacant areas.

Dormitory Restoration Tasks

- 1. Cleanup
- 2. Repair and maintenance

1. Post the procedures for withdrawal of dormitory on every bulletin board on each floor of the dorms.

2. Head of floor will inform the students in every room of the withdrawal procedures.

1. Organize assistants into groups and assign tasks.

2. Coordinate efforts between Dormitory staffs and Dormitory Association

1. Create a list of names of students withdrawing from the dorms.

- 2. Retrieve room keys.
- 3. Students sign off.
- 4. Staffs sign off

1. Inspect each floor of the dorm and count the number of students who have not gone through the procedures for withdrawal of dorms.

2. Take photos of facilities with serious damage as evidence.

1. Sort out students who did not move out and find out the reasons why they stay.

2. List the broken facilities and lay out repair plans.

1. Set up room cleaning schedule and inform the cleaning company of the tasks.

2. Inform the contractors of repair.