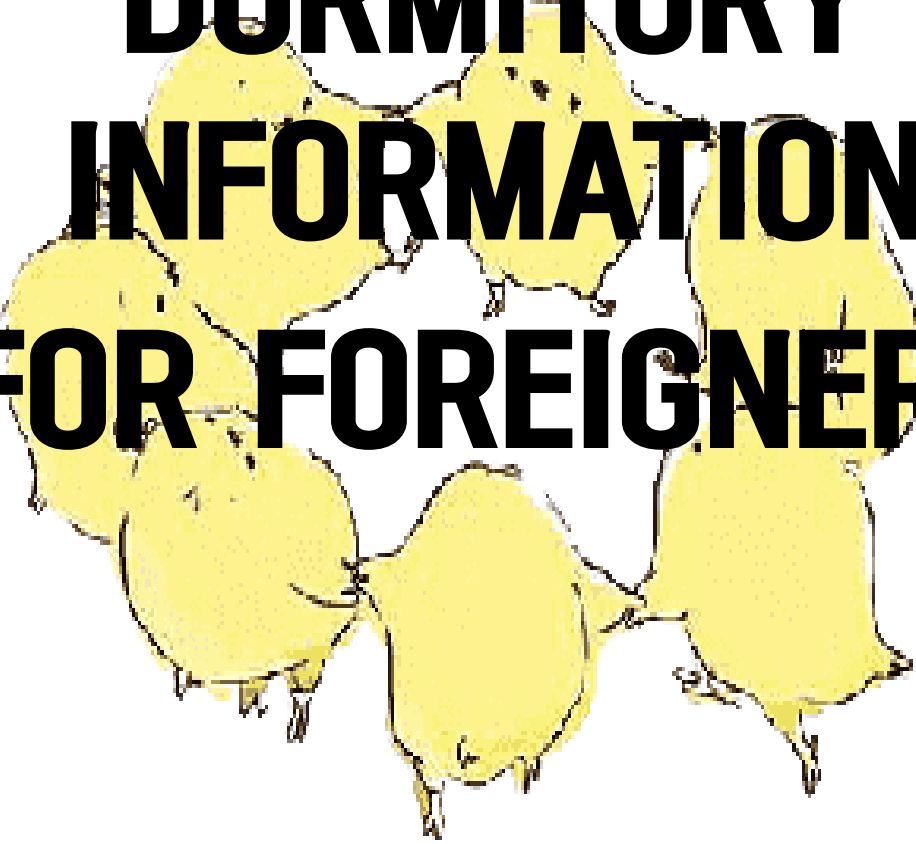




# **DORMITORY INFORMATION FOR FOREIGNERS**



Dear students,

We wholeheartedly welcome all new residents who are joining the dormitory this term.

The following is the updated version of the primary rules and regulations, which the residents must keep in mind. In addition, some feedback by residents' are included for communal life.

All dormitory students are obligated to read this announcement carefully.

## 1] Disinfection/Pest control

First, **disinfection for COVID-19 is conducted every Saturday, from 12:00 to 15:00.** We kindly ask all the residents' cooperation. As a pair, the resident assistant and the company worker will visit each room for disinfection.

The following is the detailed procedure of disinfection:

Before it starts, there will be an announcement in the entire building. It will be conducted floor by floor and the resident assistant will inform you with a megaphone when the disinfection on each floor starts. It is undeniable that the disinfection from the first to ninth floors will take time. However, residents must come outside the room immediately and wait until the end, **as they hear the announcement of the floor they belong to.** Please wait for a minute until the disinfecting fluid dries. Even though we announce all the residents, if there are someone who cannot prepare for this in advance due to their own circumstances, there are no other ways but to only arbitrarily open the room and keep it for disinfection. We inform you that you are responsible for all disadvantages and accidents caused by not following instructions during work.

Second, **pest control** is being conducted once a month. Generally, it will take place **every first Saturday, between 12:00 to 14:00,** but it can be changed. When the schedule will change, we will notify you through our website. Check the schedule in advance and be aware of it.

The pest control procedure will be similar to the COVID-19 disinfection, however, there will be no announcements at all. The residents do not have to prepare, wait or come outside the room, during this period.

## 2] Curfew

As announced before, we will randomly check the residents' entrance and exit record. Use your own card. There will be no exceptions about the card change between roommates. Previously, we checked not only the main entrance but also the gate of each female and male dormitory. However, from now on, we will only check the main entrance. Checking the only main entrance, does not mean you can use the laundry room during the curfew. Please use the laundry room before the curfew, and we hope you will not gather in the laundry room after the curfew.

\*curfew violation: 3 penalty points

### **3] Overnight permission**

You have to apply for the overnight permission through the office or u-drims(the school program).

The office opens at 9:00 to 17:00 on weekdays. Please come before 17:00, Friday for the weekends.

In addition, when you apply through u-drims, the deadline will also be the same as office. The difference between u-drims and office will be, approval time. Using u-drims will take more time than visiting office. You will have to wait until the office approves your request officially.

\*Overnight without permission: 2 penalty points per day

### **4] Dormitory Facilities**

#### **> Repair**

If there are some problems with the facilities where you're living, please let us know.

#### **> Air Conditioner**

If there are some problems with the air conditioner, please explain the situation in detail. We will order to the air conditioner service center, and they will come to fix it. The entire process might take some time because the service center is no longer belongs to university.

There had been frequent reports on the leakage of the air conditioner recently. According to the service center, the major cause is the sudden removal of the card when the air conditioner is still on. When this happens, the outdoor fan is not fully turned off, which makes the water accumulate inside the air conditioner, due to the temperature difference between the indoor and outdoor units.

Therefore, please turn off the air conditioner properly.

\*Additionally, the companies ask you not to use any other card except the dorm card, for the card reader. This makes electric errors of the rooms. Thus, 5 penalty points will be imposed for the inappropriate use of card reader, when the staff or resident assistant finds it. The specific reason for penalty points will be "Abnormal use of residence facilities", as written in the dormitory rules and regulations.

\*About the remote controller, change the battery first. If it is still not working, visit the office. After checking a few things, we will give you a new one.

#### **> Mattress Cover**

The charging is inevitable if the resident did not write about this on the self-checklist, and any excuse such as "it was in this condition ever since came" cannot be accepted.

To make sure of this, the mattress cover will be given for a week for those who do not have the cover.

After this period, no objection will be accepted regarding the condition of the mattress.

## 5] Room Inspection

As noticed before, there will be a room inspection in the second term. The exact date for the room inspection will be on notice by our website in advance, and the resident assistant will visit each of the resident's room in person during the procedure.

The most common penalties the residents get are:

- 1) Poor sanitation and unorganized room condition
- 2) Bringing alcohol drinks into residence
- 3) Use of unauthorized electronic devices and electric cooker (ex) hair dryer, electric kettle, hair iron

The above items will be inspected strictly, which the residents must be aware of. If the residents cannot attend to the inspection, they must submit the report for absence to avoid penalty points. It can be submitted by u-drims or visiting the office. Residents who are absent without prior permission will get 5 penalty points. Also, the report for absence only approves your absence, it doesn't mean that the room inspection is not conducted. It will be conducted even though you are not in the room. Additionally, the resident without the report is assumed to be present in the room, thus they must be. Finally, even if the residents are not in the room without submitting a report, the room inspection will be conducted as planned.

## 6] Request on COVID-19 Test Result

The cases were found in which the residents who are in close contact or went the same route with a COVID-19 confirmed patient only reported themselves as "not positive" for COVID-19 to the office. Since the dormitory is a large-scale community, potential risk of COVID-19 must be treated very sensitively regardless of test results. Hence, the resident must immediately report when they need to be tested and be in quarantine until the result comes out.

Once again,

**the resident must report to the dorm office immediately when they need to get tested to prevent any critical danger for other members of the community.**

## 7] Brief Responses to the Complaints

- Complaints about drinking and the consequential misbehavior -

Drunken misbehaviors such as shouting, entering the wrong room, vomiting in the dormitory, etc. can be recorded through CCTV.

This corresponds to "creating any disturbance and noise after being drunken", and will be dealt more seriously than just getting penalty points. The resident will further be summoned to the administrative office to discuss the follow-

up measures afterwards.

- Complaints on the use of laundry -

The washing machine must be kept open after use.

- Complaints on the first floor entrance gate -

The entrance gate of the dormitory is designed to be closed when one person passes by. This is one of the solutions to prevent strangers from entering the building without approval.

However, some residents were reported as attempting to slide through the opened door without the ID card and hit themselves on the gate door. The priority is safety. These unreasonable behaviors not only cause damage to the machine, but may also lead to accidents.

The residents must tag the ID card as one person at a time when entering through the gate. We ask for your cooperation to report us immediately when the machine dysfunction occurs due to the collision for a quick response to the problem.

## **8] To Conclude,**

This announcement is based on the compilation of recent complaints and inquiries. There are also several other rules and regulations to be kept for better community life. For other details, the booklet "남산학사 생활 안내" is strongly recommended for referring. If you have any inquiries, please visit the office.

Thank you.

**2021.09.17**

**남산학사 행정팀**

**Namsan Haksa Administrative Department**