

## Appendix B

### **OFF-CAMPUS ACCOMMODATION (OCA): RULES AND REGULATIONS**

(Aug 2013 Version 1.10, R&R)

#### **1. ROOM ASSIGNMENTS & RESHUFFLING/RELOCATION**

1.1 The allotment of beds / rooms / units to the tenants will be at the discretion of the Management (UCSI Peterson Properties Sdn Bhd).

1.2 Tenants are not allowed to change beds / rooms / units without first receiving prior approval from the Management.

1.3 Tenants may apply for relocation of beds / rooms / units to the Management with valid reasons and will need to comply with the proper procedures when necessary. Approvals for relocation are subject to the discretion of the Management.

1.4 The Management reserves the right to allocate different beds to students and/or reshuffle / relocate students into different rooms / units, if there is a necessity.

1.5 Tenants found breaking the above-mentioned rules will be issued a warning letter and if the warning is ignored, the Management will take appropriate enforcement action.

#### **2. BEHAVIOUR & DISCIPLINE**

2.1 Tenants are expected to be well-mannered, to display behaviour that is acceptable and conform to the Malaysian custom anywhere within the Accommodation, its compounds and the University Campus. Any aggressive behaviour (e.g. bullying, abusing, threatening, or fighting, and etc.) towards a roommate and / or housemate will be considered a serious violation and appropriate action will be taken including eviction from OCA; it will be reported to UCSI University for disciplinary action.

2.2 Tenants, as students of UCSI, are expected to carry themselves in a respectable manner. Unbecoming conduct that may embarrass UCSI or cause inconvenience to other tenants, students or the Management staff will not be accepted.

2.3 Smoking, possession and / or consumption of alcoholic drinks, any prohibited drugs and gambling are prohibited in the Accommodation, its compounds and the University Campus. Any other activities deemed illegal in the eyes of the law are also prohibited in the OCA and Campus area.

2.4 Viewing, being in possession of and / or disseminating pornographic materials (hard or soft copies) in the OCA, its compounds and the University Campus are strictly prohibited.

2.5 Possession of weapons or any items considered dangerous that can be used to cause injuries or bodily harm is not allowed in the OCA, its compounds and the University Campus.

2.6 All contraband materials found in the OCA may be confiscated permanently at the discretion of the Management.

2.7 Vandalism is a serious offence. Tenants found guilty of committing such an offence can or will be evicted from the OCA or barred from continuing his / her studies in the institution. The cost of repairing any item / property that has been vandalised will be charged accordingly to the tenant.

2.8 Removal of furniture and large personal items (e.g. mattresses, sofa sets, televisions, desktop computers, and etc.) are strictly prohibited after checkout hours unless prior written consent is given.

2.9 Tenants are not to make excessive noise or disturbance in the OCA. Music must be kept to a reasonable level at all times of the day. Careful consideration of other tenants must be taken into account at all times.

2.10 Tenants are not allowed to carry out any kind of business in the OCA, its compounds and University Campus.

2.11 Parties or other social gatherings in the OCA, its compounds and University Campus are not permitted without prior consent and approval of the Management.

2.12 Tenants found breaking the above-mentioned rules will be issued a warning letter and if the warning is ignored, the Management will take appropriate enforcement action.

### **3. UPKEEP OF ACCOMMODATION**

3.1 Tenants are responsible for keeping their rooms and the common areas in the OCA and its compounds – such as the living hall, kitchen and bathrooms / toilets – clean and tidy at all times. Tenants who cook in the kitchen must keep it clean and tidy at all times. OCA cleaners are responsible for cleaning the unit's common corridor areas, common toilet and rubbish disposal – namely, rubbish that is inside the rubbish bin once in 8 days. Tenants must also practise proper handling of all furniture and fittings and equipment that has been provided for them.

3.2 All air conditioners, ceiling / standing fans, lighting, cooker stoves (electrical only), water heaters and all other electrical appliances must be switched off when not in use. All tenants are responsible for proper and safe usage of these appliances. Any faulty appliances and / or equipment must be reported to the Management by email (or by telephone in case of emergency followed by an email) as soon as discovered. Usage of such appliances is to be discontinued immediately.

3.3 All student are required to dispose of their perishable food and rubbish every three days. A penalty of RM50.00 will be imposed for cleaning charges.

3.4 Over use of electricity that exceeds RM200.00 (air-conditioned unit) or RM150.00 (non-air-conditioned unit) and water that exceeds RM50.00 per unit will be charged equally to all tenants. Any excessive use of electricity or water must be reported to the OCA management through email: **feedback@ucsipeterson.com**

3.5 All furniture and properties allocated for the use of a particular OCA room / unit cannot be relocated into another OCA room / unit without prior written consent from the Management. A penalty of RM50.00 / day will be imposed for failure to comply.

3.6 Any damage to OCA's property must be reported immediately to the Accommodation Officer / Warden / Management by sending an email to: **feedback@ucsipeterson.com**. Tenants that are involved will be charged for all negligent damages except for damages caused by normal wear and tear or old damages before the tenants checked-in.

3.7 OCA's items / properties that have been damaged intentionally or due to negligence of the tenants will require the respective tenants to be subjected to reimbursements / replacement costs. See Section 9.

3.8 Tenants should not personalise their rooms by placing markings / stickers of any kind or with their name. Hammering nails into walls and using double-sided tapes for posters are prohibited. Any actions taken by tenants that may, in one way or another, cause damage to the features or appearance of the rooms / units of the OCA are forbidden. The tenant will be charged for repainting and repairing all damages.

3.9 Tenants shall not, **at any time**, install their own padlocks or other additional locks to the room / unit doors.

3.10 Tenants are **not allowed** to duplicate any of the keys assigned to them. If found guilty, the tenant will be subject to disciplinary action by the Management. The Management will not hesitate to evict any tenant from the premises who is found guilty of this violation.

3.11 For security reasons, tenants and their roommates should report to the Management immediately if they have lost their keys. To replace the key, tenants will be charged a nominal fee as stipulated in Section 9. If any unauthorised key is jammed inside or has caused damage to the door lock (including the padlock), tenants will be charged for the replacement of the key, door lock and padlock. If no one claims responsibility, cost of replacement shall be borne equally by all tenants in the OCA unit.

3.12 OCA is designated as a "halal area." Non- halal food / items are prohibited. Such items will be confiscated and disposed of by the Accommodation Officer / Warden / Management with no compensation to the tenant(s) involved.

3.13 The Management / Warden (or duly authorised staff) may conduct a periodic inspection of the rooms / OCA to ensure that all rules are observed. These inspections are not limited to office hours. From time to time, inspection of rooms may be conducted after office hours without prior notification to the tenants.

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3.14 In the event of investigations, the Management / Warden shall be authorised to search and inspect all rooms in the OCA, which shall not be limited to general search of common areas, but also specific areas, which are locked or keyed (e.g. wardrobe). This will be conducted in the presence of the tenant.

3.15 Tenants must allow the Management's maintenance personnel / handyman / contractor to enter their rooms for maintenance purposes and when necessary in the course of their duty at the discretion of the Management Officer. Tenants have the right to request for proof of permission granted by the Management to the maintenance staff. However, every effort will be made to respect the privacy and dignity of the tenants.

3.16 All complaints pertaining to maintenance / repairs should be directed to the Management via email at **feedback@ucsipeterson.com** for efficient action.

3.17 All complaints pertaining to maintenance / repairs are not available on between 10:00 pm to 8:00 am daily and other time including Sundays and Public Holidays.

3.18 Subletting is not allowed for all OCA.

3.19 For the wellbeing of all, tenants should adhere to the Rules and Regulations – especially those pertaining to residential life – at all times. Refusal to comply with the Rules and Regulations is a serious violation and strict disciplinary action will be meted out in relation to such behaviour.

3.20 Tenants found breaking the above-mentioned rules will be issued a warning letter and if the warning is ignored, the Management will take appropriate enforcement action.

#### **4. SECURITY & SAFETY**

4.1 All tenants are required to apply for a Resident Card from the Management Office.

4.2 All Resident Cards must be returned to the Angkasa Condominium Management Office during check-out.

4.3 All tenants are required to carry their Resident Cards at all times in OCA.

4.4 Tenants are required to show their Resident Cards to Angkasa Condominium Security upon entering the OCA (Angkasa Condominium).

4.5 All tenants are responsible for informing their roommates / housemates or the Management (via email at **feedback@ucsipeterson.com**) if they are going to be away from OCA for the next three (3) days or more.

4.6 To protect their personal belongings, all tenants are responsible to ensure that the unit door, room doors, windows and wardrobes of their room and the OCA unit are locked at all times, and when tenants are not in the unit.

4.7 Tenants are solely responsible for the safety of their own valuables (e.g. handphones, computers, watches, jewellery and money). All tenants are strongly advised to secure and lock their valuables at all times, and to deposit their excess money and valuables in the bank.

4.8 Tenants are not allowed to use gas stoves or gas cookers to ensure safety in the units.

4.9 The Management shall not, under any circumstance, be responsible for any damage, loss or theft of any property, money and other items belonging to the tenants and / or their visitors and any personal injuries suffered by the tenants or their visitors / guests howsoever caused.

4.10 Tenants found breaking the above-mentioned rules will be issued a warning letter and if the warning is ignored, the Management will take appropriate enforcement action.

#### **5. HOURS OF CURFEW**

5.1 The curfew period for the OCA is set at 12:00 AM (midnight) to 7:00 AM.

5.2 All tenants must return to the OCA no later than 12:00 AM (midnight) daily.

5.3 All tenants are to be in their own respective rooms by 12:00 AM (midnight) daily.

5.4 Any tenant who returns later than 12:00 AM (midnight) will be recorded and noted for further disciplinary action.

5.5 Any tenant who finds his / her roommate or housemate missing for more than 24 hours, must report to the Management unless the tenant concerned has made verbal and / or written indications of his / her intended absence. This is to enable the Management to take immediate action should any unforeseen incident occurs.

5.6 Tenants found breaking the above-mentioned rules will be issued a warning letter and if the warning is ignored, the Management will take appropriate enforcement action.

## **6. VISITORS**

6.1 No visitors are allowed in the Accommodation after 11:00 PM daily.

6.2 Visitors, including non-tenant friends, fellow students, family members and relatives are only allowed in the living hall area of the OCA. This is to prevent any loss of personal property or unwanted incidents.

6.3 Visitors, including non-tenant friends, fellow students, family members and relatives are not allowed to stay overnight in the OCA.

6.4 Visitors, including non-tenant friends, fellow students, family members and relatives are not allowed in OCA rooms that are designated for members of the **opposite gender**.

6.5 All tenants are strictly prohibited from bringing in strangers and / or persons of the opposite gender or the same gender into their respective rooms at any time for any reason.

6.6 Tenants found breaking the above-mentioned rules will be issued a warning letter and if the warning is ignored, the Management will take appropriate enforcement action.

## **7. AMENITIES & UTILITIES PROVIDED**

### **7.1 Living Hall**

7.1.1 All OCA units are equipped with a sofa (or study tables) and a dining table set complete with chairs in the living hall.

### **7.2 Kitchen**

7.2.1 All OCA units are equipped with a refrigerator, microwave and electric kettle.

### **7.3 Bathrooms/Toilets**

7.3.1 All bathrooms / toilets in the OCA units are equipped with a water heater.

### **7.4 Rooms**

7.4.1 All OCA units are equipped with a bed with mattress (we will not be providing new bed sheets & pillows), a study desk and chair, an air conditioner (for air-conditioned units) or ceiling / standing fan (for non-air-conditioned units) and a wardrobe / cupboard for each tenant in the bedroom.

### **7.5 Utilities**

7.5.1 All OCA units are covered with electricity bill charges of up to a maximum of RM 200.00 (for air-conditioned units) or RM150.00 (for non-air-conditioned units) per month / unit and water bill charges of up to RM 50.00 per month / unit.

7.5.2 Any amount of electricity or water bills that exceeds the maximum amount mentioned above will be borne equally by all tenants in the unit.

7.5.3 It is the duty of the unit's tenants to report to the Management via email in the event that a particular tenant is abusing the electricity / water usage.

7.5.4 The Management, at its discretion, will conduct an inspection of any room in the unit if the need arises.

## **8. ASTRO AND TELEPHONE LINE & INTERNET SERVICE INSTALLATION**

### **8.1 Astro Installation**

8.1.1 Tenants are not allowed to install Astro at their OCA unit without prior approval from the Management.

## 8.2 Telephone Line & Internet Service

8.2.1 Tenants are allowed to apply for telephone line and internet service, all at their own cost and responsibility. However, it is the responsibility of the tenants to inform the Management of the above-mentioned installations via email to: [feedback@ucsipeterson.com](mailto:feedback@ucsipeterson.com)

## 9. PENALTY CHARGES & REPLACEMENT COSTS

9.1 All tenants are to adhere to the following list of penalty charges if they commit the following offences:

NO	OFFENCE	PENALTY CHARGE (RM)
1	Locked out of the room/house unit (first offence is waived)	10.00
2	Loss or damage of room key	10.00
3	Loss or damage of house key	20.00
4	Loss or damage of padlock key	20.00
5	Loss or damage of resident pass	10.00
6	Installation of Astro (without prior permission)	250.00

9.2 All tenants are to adhere to the following list of replacement costs if they cause the following damages:

NO	DAMAGE	REPLACEMENT COST (RM)
1	Door (main door)	1000.00
2	Door (room door, laundry door, bathroom door)	250.00 per unit
3	Padlock	150.00per padlock
4	Door lock (main door, room door, laundry door, bathroom door)	150.00per lock
5	Grill door and window grills (repair or replacement)	500.00
6	Ceiling fan / Standing fan	300.00
7	Refrigerator	1000.00
8	Sofa set	1200.00
9	Dining table	600.00
10	Dining chairs	150.00 per chair
11	Study desk / Writing table	150.00
12	Study chairs	120.00 per chair
13	Air conditioning unit	1900.00
14	Remote control for air conditioner	100.00
15	Water heater	800.00
16	Walls - Repainting (hammering on walls, nailing on walls, irremovable stains and markings)	300.00 per wall
17	Windows (glass plane, and etc.)	500.00
18	One bed set with mattress	580.00
19	One wardrobe or cupboard	500.00
20	One kitchen cabinet or concrete top	500.00
21	One UCSI PETERSON PROPERTIES sticker on the main door	50.00
22	One stove	300.00
23	One dustbin	50.00
24	One microwave	400.00
25	One kettle	120.00
26	One washing machine	1000.00
27	One set of curtains	150.00
28	One stainless steel retractable clothes hanger	350.00
29	Light fitting	150.00 per set

9.3 Should any tenant deny responsibility for any penalty or damage to the furniture, fittings and electrical appliances in the OCA unit, all tenants in the unit will have to bear the penalty or replacement costs equally.

## 10. REVISION OF RULES AND REGULATIONS

10.1 The Management reserves the right to impose new rules and / or amend existing rules in relation to the rules and regulations governing the OCA from time to time, and such additions, omissions and amendments shall be posted in the OCA website. It is the responsibility of the tenants to keep abreast of such updates.

10.2 A tenant residing at the OCA under the purview of UCSI is governed by the Rules and Regulations herein mentioned.

10.3 Any tenant found breaking one or more of the above-mentioned Rules and Regulations are liable to be evicted from OCA within 24 hours and / or face disciplinary action.

\*\*The information contained herein is correct at the time of printing and the Management reserves the right to make any amendments without prior notice.