**Building Management & Property Service Manual of PHBS**

**PHBS students:**

Hello! Welcome to the PHBS Building. The Property Service Center will spare no efforts to provide you with a safe, comfortable and highly efficient teaching environment, hoping that every day you spend in here will be happy and great!

**First, facility that you can use:**

1. **Self-study rooms**

There are 6 self-study rooms on the second floor, 215, 217, 219 are weak cold/strong warm rooms, 221, 223, 225 are strong cold/weak warm rooms, , and 219 are silent study room. Please choose according to your needs. The self-study room is equipped with an electronic door lock, which is only for the use of PHBS students.

Users are not allowed to leave personal belongings (including books) in the study room or on the desks, nor occupy seats in any form. The administrator will clean the items on the basis of relevant provisions.

1. **Public seminar room**

The public seminar room 207 on the 2nd floor has 3 groups of 8 seats and is opened from 9:00am to 10:00pm. Please apply in the booking system (http://booking.phbs.pku.edu.cn/) if you would like to use it.

Users are not allowed to leave personal belongings (including books) in the study room or on the desks, nor occupy seats in any form. The administrator will clean the items on the basis of relevant provisions.

1. **Classroom, meeting room**

The use of classrooms and meeting rooms requires prior application and approval. Applicants must submit requests at least three days in advance through the following methods:

**Method 1:**

Visit https://yun.phbs.pku.edu.cn, log in with your PKU Main Campus IAAA account (User name: Student ID, Default Password: 8-digit birthdate). Approved applicants may use the facility.

**Method 2:**

Apply via http://booking.phbs.pku.edu.cn (Username: Student email, Default Password: 123456). Approved applicants may use the facility.Tips: Aforementioned reservation for association issue or activity with guests from all walks of life is also required to be approved by the Department of Associations (Office 102A in Building H) in written form.

1. **Locker rental**

Each student can apply for one locker, which will be used for 3 years for MA and 2 years for MBA/EMBA. The applicant must come to the Property Service Center at the specified time to apply for the locker, and the handling time will be notified by the Property Service Center separately.

Locker is used for free and 100 yuan is required as deposit. In case of loss of key, the user needs to pay 20 yuan to change a new lock and key.

1. **Noticeboard**

There are information release columns in the elevator hall from the first floor to the seventh floor of the teaching building, which can be used by teachers and students to publish and post non-profit, non-harmful, non-malicious content notices, announcements, posters, etc. Before Posting, registration should be made in the property service center.The information release column is equipped with thumbtacks for pasting paper. The use of glue or tape for pasting is strictly prohibited.

The property service center will clear the expired information in the information release board once every week. If there are any special requirements, please inform the property service center in advance for retention.

1. Self service

There are printer, souvenir and snack vending machines, umbrella renting machine and shared power bank on the ground floor. You can pay to use all the aforementioned facilities.

1. **Parking lot**

There are 180 basement parking spaces under the PHBS building (including 48 AC electric vehicle charging piles). If you would like to park in there, please go through relevant procedures at the Property Service Center office in person with your vehicle registration certificate, driving license and campus card. There are also open-air parking spaces on ground-floor walkway, north of the PHBS building. Bicycles, roller skates, balance cars or scooters are not allowed to enter the building.

1. **Mailbox**

Mailboxes are set in the West Gate hall on the ground floor, and every major gets one. The key will be kept by a certain student of each class.

Mailing address of this building:

Peking University HSBC Business School Class\*\*\* (or Room\*\*\* ), 2199 Lishui Rd, Nanshan District, Shenzhen, postal code: 518055.

Tips: Please come to 113 office in person to get your registered letter or remittance note (if any).

1. **Restaurant & Café**

The ground floor has a restaurant and a Starbucks. The restaurant is open from 11: 00a.m. to 8:00p.m., and Starbucks opens from 7: 30a.m. to 7:00p.m.

**Second, help that you can receive:**

**1. Lost and found**

General items (such as stationery, books, clothes, umbrellas, water cups, keys, daily necessities, medicines, etc., valued at less than 100 RMB) should be sent to the Lost and Found outside the self-study room 219. The owner can claim them by themselves.

Valuable items (such as jewelry, cameras, watches, mobile phones, credit cards, checks, cash, passports, ID cards, glasses, work permits, etc.) should be delivered to Office 113, and the owner should come in person to claim them.

**2. Items to Borrow**

The Center offers sign board (A3 or 60\*80cm), laser pen, portable loudspeaker, wireless microphone and headset, trolley, hair dryer, tool kit and other items for students and teachers to borrow.

**3.** **Emergency Medicine**

The Center offers over-the-counter drugs (to alleviate small wounds, sprain, stomachache, throat discomfort, etc.), walking stick and wheelchair.

**4. Emergency Device**

Three automated external defibrillators (AED) are separately set in the West Gate Hall on the 1st floor, outside the self-study room 222 and in the elevator hall on 5th floor, which can be used by non-professionals to rescue those whom get hit by a cardiac arrest.

**Management regulations that you should abide by:**

**1. Security Management**

At night (from 7:30pm to 7:30am), entry and exit control will be executed in the building. During this term, both teachers and students need to enter and exit the teaching building with their campus cards or through face ID. And the security personnel will ask those who are not invited to stay to leave the 6th or 7th floor (administrative office).

**2. Food Management**

Except for assigned place, no one should have their meal in classroom, meeting room, seminar room or other public places. And security staff has the right to prevent take-out foods from entering the building. Neither colored drinks or foods are allowed to be brought in aforementioned places.

Assigned area for having foods: “special seat for take-out foods” beside the restaurant on the ground floor.

**3. No Smoking**

No smoking (including electronic cigarette) in the PHBS building, for any smoke will trigger the alarm.

**4. Tips**

The PHBS building is an open public place, so the security of your personal belongings can not be guaranteed absolutely even though we have security guards. So please take your valuables with you.

**5. Friendly Reminder**

When using electronic devices such as mobile phones, laptops, or speakers in public areas of the teaching building, please mute the external audio.

**An Introduction of the Property Management Service** **Center**

The Property Service Center is a service support department of PHBS, which is responsible for the management of this teaching building and the support of teaching auxiliary affairs.

**Major functions of the Center:**

* Guarantee normal operation and maintenance of facilities and equipment;
* Safeguard safety and public order of the building;
* Maintain sanitary environment of the building;
* Supervise teaching places and facilities and provide auxiliary service support for teaching activities.

**The location of Property Management Service Center:** Room 113 **Service Hotline:** (0755) 2603 4455 **E-mail:** psc@phbs.pku.edu.cn

Office hours: Monday to Friday 8:00a.m. to 9:00p.m.

 Saturday to Sunday 8:00a.m. to 12:00p.m. 1:30p.m. to 5:30p.m.

24 hours Security Support Tel: (0755) 2603 5110

**汇丰商学院教学楼管理与服务指南**

亲爱的同学们：

你好！欢迎你来到这座教学楼学习。在这里，我们将竭尽全力为大家提供一个安全、舒适、高效的教学环境，愿你在这里度过的每一天都很快乐！很美好！

**一、你可以使用的设施**

**1、自习室**

二层常设自习室6个，215、217、219为弱冷/强暖房间，221、223、225为强冷/弱暖房间，219为静音自习室，请根据需求自行选择。自习室安装有电子门锁，只限汇丰商学院学生使用。

使用人不得将个人物品（包括书籍）滞留在自习室内、课桌上，亦不得以任何形式进行占座，管理人员将根据学院相关规定对滞留物品、占座物品进行清理。

**2、公共研讨室**

二层207公共研讨室分别有3组24位研讨桌椅，开放时间为9时至23时，预订者通过教室预订系统（booking.phbs.pku.edu.cn）自主预订使用。

使用人不得将个人物品（包括书籍）滞留在研讨室内、课桌上，亦不得以任何形式进行占座，管理人员将根据学院相关规定对滞留物品、占座物品进行清理。

**3、教室、会议室**

教室、会议室使用实行申请审批制度，申请人需提前3天通过预定系统，申请方式如下：

方式一：https://yun.phbs.pku.edu.cn 云平台选择本部IAAA账号登录申请（用户名：学号，初始密码是生日八位），获得审批后即可使用。

方式二：http://booking.phbs.pku.edu.cn/进行申请（用户名：学号邮箱，初始密码：123456），获得审批后即可使用。

特别提示：涉外活动、社团活动预定需同时获得社团部（H栋102A）书面审批。

**4、储物柜**

在读生每人可以申请1个储物柜，使用期限为MA 3年、MBA/EMBA 2年，申请人须在指定时间亲临物业服务中心办理，办理时间由物业服务中心另行通知。

储物柜押金100元，不收取租金，如钥匙丢失，则需交纳20元/把锁具更换费用。

**5、公告栏**

教学楼一层至七层电梯厅均设有信息发布栏，可供师生发布、张贴非盈利、无危害、无恶意内容的通知、公告、海报等使用，张贴前需到物业服务中心进行登记。

信息发布栏配有图钉供张贴纸张使用，禁止使用胶水、胶带进行张贴。

物业服务中心每周清理一次信息发布栏内的过期信息，如有特殊要求，请提前告知物业服务中心予以保留。

**6、自助服务**

一层大堂设有自助打印机、自助纪念品和食品售卖机、共享充电宝，提供收费影印、纪念品和包装食品售卖及充电宝借用。

**7、停车场地**

教学楼设有180个地下小车停车位（含48个交流电动车充电桩），申请人须携带行驶证、驾驶证、校园卡亲临物业服务中心办理停车授权后可以进入停放。

教学楼一层北面行人道设有露天自行车停放位，禁止自行车、轮滑、平衡车、电动车等进入教学楼内。

**8、信报箱**

一层西门厅设有信报箱，每个专业1个，信报箱钥匙由该班级指定人员管理。

通邮地址：深圳市南山区丽水路2199号北京大学汇丰商学院\*\*\*\*班（或\*\*\*室），邮编518055

特别提示：挂号信、汇款单需本人亲自到113物业服务中心领取（邮件通知时）。

**9、餐饮**

教学楼一层设有餐厅和咖啡厅，餐厅营业时间11:00—20:00，咖啡厅营业时间7:30—19:00。

**二、你可以获得的帮助**

**1、失物认领**

一般物品（如文具、书籍、衣服、雨伞、水杯、钥匙、日常用品、药物等估价100人民币以下的物品）送至219遗留物品存放点，失主自行认领。

贵重物品（珠宝饰品、相机、手表、手机、信用卡、支票、现金、护照、身份证、眼镜、工作证等）送至113办公室，失主亲临认领。

**2、物品借用**

提供水牌（A3、60\*80cm）、翻页笔、移动式扩音器、无线话筒及耳麦、推车、工具箱、吹风机等物品借用。

**3、应急药品**

物业服务中心提供非处方应急药品（轻微创伤、扭伤、肠胃不适等），以及拐杖、轮椅借用。

**4、急救设施**

1层西门厅、222自习室门口、5层电梯厅分别设置有3台自动体外除颤器（AED），可被非专业人员用于抢救心脏骤停患者。

**三、你需遵守的管理规约**

**1、安全管制**

教学楼在夜间（19时30分至次日7时30分）时段，实行出入管控措施，师生需持校园卡或通过人脸识别进出教学楼；6-7层（办公层）实行滞留管控措施，安保人员有权劝留非受邀请人士离开该楼层。

**2、餐饮管控**

除指定用餐点外，教室、会议室、研讨室、自习室、公共休息区禁止用餐，安保人员有权制止快餐进入教学楼内食用。禁止有色饮料、食品进入教室、会议室、研讨室食用。

指定用餐点：一层餐厅旁“外卖专用座席”。

**3、禁止吸烟**

教学楼内禁止吸烟（含电子烟），任何烟雾均可能触发报警设备。

**4、安全提示**

教学楼是开放的公共场所，尽管教学楼配备有安保人员，但也不能保证个人物品的绝对安全，个人贵重物品，请随身携带。

**5、温馨提示**

在教学楼公共空间，使用手机、电脑、语音设备等电子产品时，请关闭外放声音。

**四、了解物业服务中心**

物业服务中心是汇丰商学院设立的一个服务支持性部门，负责教学楼的管理和教学辅助性事务支持。

物业服务中心职能：

维持教学楼设施、设备的正常运行与维护

维持正常的教学楼安全防范与公共秩序

维持教学楼室内外环境的清洁

教学场地与设施的管理，并提供教学活动所需要的辅助服务支持。

物业服务中心地点：113办公室 电话：（0755）2603 4455

邮箱:psc@phbs.pku.edu.cn

办公时间：星期一至星期五8:00-21:00

 星期六至星期天8:00-12:00 13:30-17:30

**24小时紧急求助电话（0755）2603 5110**