

## PERSONAL BELONGINGS AND STORAGE POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy outlines guidelines for the safe storage, maintenance, and management of personal belongings by residents of S' Residences. The aim is to safeguard student property, ensure orderly living spaces, and minimize loss, damage, or liability.

### Storage Guidelines:

- 1.1. Each resident is provided with personal storage facilities including a cupboard, drawer, and permitted under-bed space.
- 1.2. Residents must use the locks provided or personal locks to secure cupboards and luggage, where applicable. Use of digital or coded locks is recommended.
- 1.3. Shared storage (if available) must be used with written permission and proper labelling of items.
- 1.4. Items must be arranged neatly to avoid clutter, damage, or safety risks, especially around windows, power points, or emergency exits.

### Prohibited Storage Items:

- 2.1. The following items are not permitted in personal or shared storage areas:
  - Flammable materials (candles, gas canisters, aerosol sprays)
  - Weapons or sharp instruments
  - Alcohol, tobacco products, or illicit substances
  - Perishable food not stored in sealed containers
  - Gas stoves, induction, kettles, iron box etc. are not permitted inside the rooms
- 2.2. Confiscation and disciplinary action may be taken upon discovery of prohibited items.

### Liability and Loss:

- 3.1. S' Residences will not be liable for any theft, loss, or damage to personal belongings, regardless of cause.
- 3.2. Residents are advised not to store cash, jewellery, or high-value electronics in their rooms without proper precautions.
- 3.3. For chronic risk or concern, students may consider personal insurance for valuable items.

### Storage During Leave or Checkout:

- 4.1. During semester breaks, storage facilities may be provided upon request and approval.
- 4.2. All items must be packed and labeled clearly with the resident's name, room number, and date.
- 4.3. Any unclaimed items will be held for 30 days after checkout and then donated or disposed of.

### Loss/Theft Reporting and Support:

- 5.1. In case of theft or loss, residents must report the incident to the Warden or Security Officer within 24 hours.
- 5.2. Investigation will be based on available evidence such as CCTV footage, if applicable.
- 5.3. Residents are encouraged to report any suspicious activity promptly for preventive action.



### **Compliance:**

- 6.1. Residents must ensure that their belongings do not obstruct shared pathways, fire exits, or cleaning schedules.
- 6.2. Unauthorized occupation of storage spaces outside one's assigned room is not permitted.
- 6.3. Repeated violations of this policy may lead to penalties, fines, or restriction of storage privileges.

### **Amendments:**

- 7.1. This policy may be reviewed and updated as needed to reflect institutional needs, safety standards, or resident feedback.

By adhering to the Personal Belongings and Storage Policy, residents of S' Residences contribute to a safer, cleaner, and more secure living environment that supports the well-being and peace of mind of all occupants.

