

## 1. **Welcome Address**

With its modern, state-of-the-art facilities, Hwa Chong Institution Boarding School is well-positioned to provide its boarders with a quality living environment. Beyond the excellent physical amenities, the Boarding School is committed to the holistic development of every boarder through a comprehensive pastoral care programme so that they :

- Develop a sense of responsibility for self, others and the environment
- Become independent and life-long learners
- Relate well and confidently with others in a culturally-diverse community
- Care and contribute to others within and beyond the boarding community
- Develop qualities of leadership and teamwork.

On behalf of the Management Committee, I would like to extend a warm welcome to all boarders. I believe that we can work closely together to make living at Hwa Chong Institution Boarding School an enjoyable and memorable “Living, Sharing and Growing” experience for all.

Your partner in educational excellence,

Dr Lee Khen Seng  
Director

## **2. About Us**

### **2.1 Vision**

A world-class boarding school of distinction.

### **2.2 Mission**

Developing leaders of tomorrow for the global community.

### **2.3 Corporate Values**

- Educational Excellence
- Customer Satisfaction
- People Development

### **2.4 Desired Outcomes**

Hwa Chong Institution Boarding School (HCIBS) is committed to the holistic development of its boarders in a stimulating and caring environment so that they:

- Develop a sense of responsibility for self, others and the environment.
- Become independent and life-long learners.
- Relate well and confidently with others in a culturally diverse community.
- Care and contribute to others within and beyond the boarding community.
- Develop qualities of leadership and teamwork.

### **2.5 Professional Membership**

HCIBS is a member of The Boarding Schools' Association, United Kingdom (BSA, U.K.) and Australian Boarding Staff Association (ABSA).

### **2.6 Award**

Hwa Chong Institution Boarding School was awarded the People Developer Standard in March 2005.

### **3. Facilities**

Hwa Chong Institution Boarding School consists of 7 six-storey Halls of Residence (Halls A-G), providing accommodation for 1,000 boarders and 54 Cluster Mentors and their families.

#### **3.1 Within Halls of Residence**

Each level of every hall consists of two clusters, where a Cluster Mentor acts as parent to a group of up to 18 boarders. Each cluster has 3 four-bedded rooms and 3 two-bedded rooms.

The creation of the clusters provides various levels of "community", starting from communication among individual boarders, to groups of 18 boarders and their hall mates, and to the entire boarding population of the Hall.

Communal facilities within each cluster include:

- Lift access on every level
- Air-conditioned study room
- Shower and rest rooms
- Pantry with water dispenser, microwave & refrigerator
- Ironing area with electric iron & board
- Television lounge

#### **3.2 Common Facilities**

The circular block located next to the curved block offers a multi-purpose and dining hall. The V-shaped courtyard between the curved block and the straight block enclose a recreation area and a festive garden with a koi pond for boarders to gather and to have social functions. A small amphitheatre is included in the garden, offering an open area for the boarders to organize activities.

The boarders share a variety of facilities like a music room, computer room, common area wireless facility, fitness centre, tuition centre, hair grooming centre, laundry facilities and a convenience store.

Usage of facilities can be arranged through a booking system.

All boarders are to attend the fitness centre accreditation session prior to the usage of the equipments in the fitness centre. This is to ensure safe usage of fitness equipment by every boarder.

Boarders are also encouraged to work out using the equipments located at the outdoor fitness centre.

In wireless facility, all boarders are to abide by the Boarding School's rules and regulations governing the wireless facility usage.

Wireless facility membership costs are incorporated in the boarding fee. More details can be obtained from our Boarding Staff at the Boarding Office.

### **3.3 Sporting Facilities**

All boarders may also make use of the recreational facilities within Hwa Chong Institution. These include an Olympic-sized swimming pool, gymnasium, running track, tennis, basketball and badminton courts.

Prior permission must be obtained for the use of all facilities.

### **3.4 Communication Facilities**

- Payphones are available outside the Boarding Office.
- Facsimile, printing and photocopying services are available at the Blue Tea Café. Charges are based on the number of pages faxed.
- Internet access is also available at the Computer Centre.
- Transportation to school  
One-way transportation will be provided from HCIBS to a secondary school in Singapore if there are 20 or more boarders studying there.
- Mail / Registered Mail at Boarding Office  
Cluster Mentors are to collect from their respective cluster pigeonholes at Boarding Office and distribute to their own boarders. Registered mail is to be collected by the owners themselves.

Mailing address should include name, hall & room number.

Example:

Tan Ling Ling  
Hall C2L/03A  
Hwa Chong Institution Boarding School  
673 Bukit Timah Road  
Singapore 269735

- Boarders are encouraged to register for paperless mails from the vendors, such as banks and mobile phone providers.
- Room change - to ensure that mail is distributed to your new cluster, do inform family / friends / service providers to use the new room number.

### **3.5 Boarders' Room**

Every boarder has a personal bed, desk, chair, bookshelf, notice board, wardrobe.

### 3.6 Dining

All meals are prepared by a reputable caterer. Meals on weekdays include breakfast and dinner. All three meals are served on weekends, public and MOE school holidays.

Dining times:

Weekdays:	Breakfast	0545hr ~ 0730hr
	Dinner	1745hr ~ 1945hr

Weekends, Public & MOE School Holidays:	Breakfast	0545hr ~ 0900hr
	Lunch	1200hr ~ 1330hr
	Dinner	1745hr ~ 1945hr

- Boarders must queue for Set A or Set B upon collecting the meals throughout the dining period.
- Boarders will swipe his / her student EZlink card or customized access card at the reader in the dining hall kitchen before collecting his / her meal portion.
- Boarders who need more than one helping should use the same serving tray and swipe his / her student EZlink card or customized access card 5 minutes after the 1<sup>st</sup> helping.
- As part of dining etiquette and safety, boarders are required to wear presentable clothing (no scanty or soiled attire) and footwear (no slippers, but sandals are permitted) during meal times.
- Arrangements can be made to cater for boarders with special dietary requirements. Dining hours can be extended for those who are late due to school activities. However, they must inform the Boarding School office in advance. Dinner can only be packed if boarders register in the registration book at the dining hall counter one day in advance to inform that they will be back late on the second day due to valid school sanctioned activities.
- The packed food collection time is between 1945 hr and 2045 hr only, and is to be collected and consumed at Blue Tea Café only.

### 3.7 Laundry

Professional laundry services are provided thrice weekly and boarders may send up to **22 pieces** of clothing each week. This excludes small items i.e. undergarments, socks, handkerchiefs etc. Laundry services include washing and pressing of linen.

Boarders are to mark their clothing with laundry numbers allocated during admission before sending them for washing. All clothing should be packed into the recycle bags as given by HCIBS. Each bag of laundry should be clearly labelled with name, contact number, room number, laundry number and quantity, using laundry chits provided.

Laundry drop-off and collection cycle are as follows:

- Centralised drop-off of soiled linen at HCIBS Launderette (between Hall B and Hall C).
- Every Monday, Wednesday and Friday from 1800hr ~ 2230hr.
- Drop-off cut-off time is **2230hr**.
- Turnaround time will be the next collection day i.e. collection of soiled laundry from HCIBS on Monday, return of cleaned laundry to HCIBS on Wednesday and so on. Should collection day fall on a public holiday, laundry will be collected / returned the next working day.
- Boarders have to collect their cleaned laundry at HCIBS' Launderette (between Hall B and Hall C) counter at the above-mentioned days and times.
- Boarders are advised to pass the white copy of the laundry chit to their roommates and seek their help to collect their cleaned laundry if they are unable to do so themselves at the above- mentioned times.
- The boarder's laundry will not be cleaned if there is a discrepancy between the quantity in the laundry chit and that in the laundry bag.
- Boarders should report at HCIBS General Office if their laundry is lost, torn or if there are discrepancies upon collection.

Other self-service laundry facilities such as washing and drying machines are available in the communal launderette. Each wash / dry takes approximately 30 minutes at additional prevailing reasonable rate imposed by the management.

### 3.8 Security

Access to the residential blocks and rooms is managed by an access card system (Student EZ link cards with boarders' photos as issued by the school). A team of full-time security professionals maintains round-the-clock security of the boarding complex.

The Management will not be responsible for the loss and damage to the boarders' personal belongings. Boarders are responsible for the safety of their personal belongings.

#### Access cards

- All new boarders who have just checked in will be issued temporary smartcards for door accessibility and meal takings.
- Boarders will need to return these temporary smartcards when their schools issue personalized EZ link cards to them. These EZ cards will be subsequently programmed for boarders' door accessibility and meal takings.
- These access cards (both temporary and EZ-link) are non-transferable and should under no circumstances be lent to anyone else. Boarders caught doing so will face serious disciplinary consequences.
- Boarders must swipe the access card reader each time they enter / leave the campus.
- In the event of loss / damage, please report to the Boarding Office immediately.
- Should a boarder lose his/her temporary smartcard, the cost of replacement is **S\$20.00** (subject to prevailing GST).

#### Personal Lockers

- Every boarder has access to a secured personal locker in each of their wardrobe. Boarders to provide locks for own use.

#### Door Locks

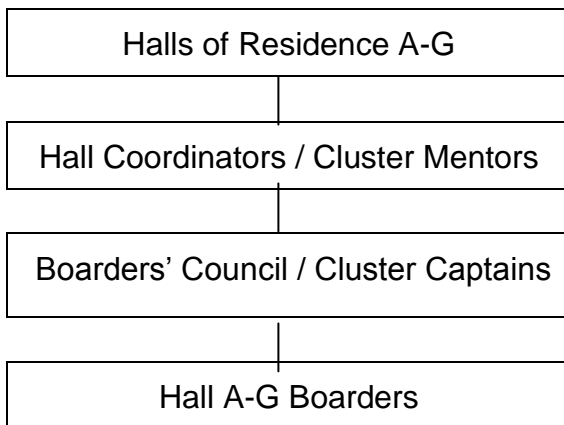
- Every room door is installed with a staple and hasp. Boarders in the same room are to coordinate and provide a padlock with a key for each roommate.
- On occasions whereby the Management notifies the boarders in advance not to lock the room door, the boarders must adhere to the requirement and safe keep their valuables in their personal lockers.

### **3.9 Finance Matters**

- All fee-paying boarders are required to put up a refundable security deposit of S\$1,000.00 by cheque or bank draft and to be made payable to “Hwa Chong Institution Boarding School” upon admission.
- This security deposit will be forfeited if the boarder withdraws from the Boarding School without giving three months written notice.
- Charges for damages or loss of HCIBS property and clearing of unwanted items (if any) will be deducted from the deposit.
- All fee-paying boarders are required to make the payment of boarding fees by cheque or bank draft or telegraphic transfer upon admission (to be made payable to “Hwa Chong Institution Boarding School”). Those who fail to do so will have their names cancelled from the Boarding School’s register.
- Boarders should refer to the latest Boarding Application Form for the latest updates on finance and boarding fees matters.

## 4 Boarders' Management System

### 4.1 Hall System



### 4.2 Hall Coordinators / Cluster Mentors

HCIBS is staffed by a caring, supportive and well-qualified team of Boarding Staff.

Each group of 18 boarders is assigned with a Cluster Mentor (CM), who provides a link between boarding, school, parents and the Ministry of Education (MOE) and is concerned with all aspects of his / her education, personal development and welfare. Living closely with the boarders enables the boarding staff to identify talents early, support and help them develop that potential.

Together with the Hall Coordinators, Cluster Mentors, Boarders' Council and the Cluster Captains, strong ties are fostered among the Hall community through participation in common cluster and hall activities with ample opportunities for boarding school-wide activities for the whole boarding population.

Regular dialogue sessions are held among the boarders and the Cluster Mentors, Hall Coordinators / Boarding Staff for the useful exchange of constructive feedback and ideas.

### **4.3 Boarders' Council / Cluster Captains**

HCIBS believes in nurturing leaders of tomorrow for the global community.

Each cluster appoints a Cluster Captain and Vice-Captain to assist the Cluster Mentor in the cluster's management.

The Boarders' Council consists of boarders from diverse boarding community. All councilors are voted or selected by the boarders. As student leaders of the boarding school, the Boarders' Council is committed in serving the boarding community. The Boarders' Council aims to represent issues faced by the boarders to the Boarding School Management. Also, they will involve in various boarding initiatives actively and harness a stimulating and caring environment for the community.

## 4.4 A Typical Day in HCIBS

### Monday to Friday

Time	Event
0545 ~ 0730 hr	Tidying Up and Breakfast
0700 ~ 1800 hr	Day School (Return to boarding school by study time / SDLS at <b>2000 hr</b> )
1745 ~ 1945 hr	Dinner
2000 ~ 2130 hr	Supervised Academic Tutorial / Study Session (except Friday)
2230 hr	Roll Call & Contact Time with Cluster Mentor / Lights Out

### Saturday / Eve of Public Holiday / Gazetted School Holidays

Time	Event
0545 ~ 0830 hr	Tidying Up and Breakfast
0830 ~ 1200 hr	Day School (If applicable)
1200 ~ 1330 hr	Lunch
1400 ~ 1800 hr	Free Time
1745 ~ 1945 hr	Dinner
2230 hr	Roll Call & Contact Time with Cluster Mentor / Lights Out

### Sunday / Public Holiday (or day before school day)

Time	Event
0545 ~ 0900 hr	Tidying Up and Breakfast
0830 ~ 1030 hr	Cluster Cleaning Session
1030 ~ 1200 hr	Free Time
1200 ~ 1330 hr	Lunch
1330 ~ 1800 hr	Free Time (Return to boarding school by study time / SDLS at <b>2000 hr</b> )
1745 ~ 1945 hr	Dinner
2000 ~ 2200 hr	Study Time / SDLS
2230 hrs	Roll Call & Contact Time with Cluster Mentor / Lights Out

#### **4.5 Curfew**

All boarders should return to the Boarding School by **2000hr** from Sundays to Thursdays for (study time / SDLS) and **2230hr** on Fridays, Saturdays, Eve of Public Holiday and School Holidays. Boarders who need to come back after lights out must apply leave at least 3 days in advance from the Boarding School Office.

Cluster Mentors should be kept informed.

#### **4.6 Study Time**

Academic achievement is an integral part of a total educational experience. Study sessions are compulsory on each weekday evening as part of HCIBS's academic programme.

In-house tuition sessions can be arranged with additional costs. External private tutors are not permitted into HCIBS compound.

All boarders are to observe study hours from **2000hr to 2130hr** daily (except Fridays, Saturdays, Eve of Public Holidays and School Holidays).

Secondary 1 – 3 boarders are to attend a centralized Self-Directed Learning Session (SDLS) to inculcate good study discipline. Boarders at the SDLS will be supervised by the Boarding Staff on duty. Boarders with valid reasons to be excused from SDLS must inform the Boarding Staff on duty at least 15 min prior to the beginning of the daily SDLS.

Secondary 4 and Pre-university boarders are to observe independent study time in boarders' rooms or in the study rooms. Their movements during study time should be kept to a minimum and they are not allowed to leave the Hall of Residence for any purpose unless prior permission of the Cluster Mentor has been obtained

Boarders should remove their personal belongings / books / etc in the common study rooms after use. They are also to ensure that lights / air-conditioners are switched off when not in use.

#### **4.7 Roll call & Lights-out**

A bell chime will be sounded at **2230hr** daily to indicate roll call / attendance taking by respective Cluster Mentors. All boarders should be in their own clusters by this time. The ceiling lights in the boarders' rooms will be auto-switched off at 2230 hr. The ceiling lights can be switched on again from 0500 hr the next morning.

Use of study rooms after lights-out time is subjected to the approval of the respective Cluster Mentors.

#### **4.8 Health & Hygiene**

Each boarder will take responsibility for the regular maintenance of cleanliness of his / her own room as well as the exercising of term effort within each cluster. Rosters may be planned by each Cluster Mentor to ensure good hygiene practice.

Room cleanliness guidelines:

- Bed: blanket to be folded neatly; bed sheet, mattress protector and pillow to be arranged properly
- Bookshelf and desk: books to be arranged neatly
- Chairs: to be pushed in partially under the desk
- Clothes: to be hung/folded properly in the wardrobe
- Curtains: to be drawn/tied properly
- Dustbin: to be emptied daily and free of food
- Floor: to be clean and free of dirt/hair/stains
- Shoes and slippers: to be arranged neatly on the shoe rack
- Wardrobe: to be arranged neatly

Common Areas:

- Study room: to be kept clean and tidy; personal belongings should not be left behind when you leave the study room
- Toilets: to be kept clean, dry and tidy; girls should throw used sanitary pads into the sanitary bins provided
- T.V. area: sofa and coffee table to be arranged neatly; floor to be kept clean
- Corridor area: to be kept clean: do not hang clothes on the railing or place mops and brooms against it; do not leave footwear lying all over the corridor
- Pantry: to be kept clean, tidy and dry
- Staircase door: to be kept closed at all times; do not wedge it open with shoes/slippers/paper/T.V. remote controller etc.

#### **4.9 Medical Assistance**

A PA announcement is made daily at **0920hr** for boarders who feel unwell to report to the boarding office for medical attention. Thereafter, our boarding staff will accompany these boarders for medical consultation at a nearby clinic.

Lunch is provided for all unwell boarders with medical certificate (including weekdays).

In the event of emergencies, our Duty Boarding Staff may be contacted at **6469 3007**.

Respective Cluster Mentor should be kept informed.

#### **4.10 Overnight Leave Application**

Boarders may apply for overnight leave by observing the following procedures:

- Submit Parent / Guardian's written letter of request to boarding office via fax / email / hand delivery. Departure / return dates to be specified clearly.
- Boarder to apply for overnight leave from the boarding office at least 3 days before his or her departure.
- Boarder must inform his / her Cluster Mentor of his absence. A copy of his official leave form to be given to his / her Cluster Mentor.
- In the event of changes, boarder should amend his / her leave record at the boarding office.
- For scholars who are applying leaving Singapore, approval from the school or MOE is needed.

AWOL (Absence Without Official Leave) is a serious offence and will warrant disciplinary action.

#### 4.11 Year-end Check-out Procedures / Withdrawal of Boarding

- Scholars are to ensure that application for leave has been approved by MOE Scholarships Branch / School Principal.
- For all boarders (including MOE scholars), the following are applicable:
  - o Apply for overnight leave from the Boarding School office.
  - o Pack all belongings (from room/pantry/toilet/locker) in boxes and store them in the Study Room. The bedroom, including the bed linen, should be empty to facilitate cleaning. Lockers must be unlocked and food in the fridge should be thrown away. Valuables should not be left in the Boarding School.
  - o For MOE scholars, passports should be drawn out during office hours 1 day before departure. Boarders are to sign-out at the boarding office on departure date and return the temporary smartcard (if any).
  - o Upon return, boarder will sign-in at the boarding office.
- Pre-U 2 boarders and those withdrawing from boarding must:-
  - o Move out all their belongings, including bed linen. Anything left behind will be thrown away.
  - o Return the HSBC Insurance Clinicare card upon check out.
  - o Submit the Withdrawal Form during check out together with
    - a) parent/guardian's letter (for non-scholars)
    - b) temporary access card (if any)

#### 4.12 Visitor Policy

HCIBS will be the boarders' second home. Just like parents at home, the staff at HCIBS will be assuming responsibility for the safety and well-being of the boarders.

Only parents and legal guardians of boarders are allowed to visit boarders in the Boarding School premises and they should leave by **2230hr**. Except for parents and guardians, and during Open House, visitors are not permitted access to the boarders' rooms without prior official approval.

Our security personnel are empowered to summon either boarder or staff to establish the identity of any visitor.

#### **4.13 Fire Drills / Emergency Evacuation**

Fire drills will be held at least once yearly to heighten the level of preparation in the event of emergency.

The procedure is as follows:

- 1) Upon hearing the alarm bell, switch off all electrical appliances and evacuate by the staircase. **DO NOT USE THE LIFT.** If the alarm goes off at night, rouse all your roommates.
- 2) Cluster Mentors will ensure that everyone has left his / her room / cluster and all lights and fans are switched off.
- 3) Make your way towards the boarding office, out of the Boarding School to the Assembly Area (see map in Appendix III).
- 4) Attendance will be taken according to clusters.
- 5) Speed is critical - move quickly, orderly and do not panic.
- 6) Be mindful of all safety and security matters.

#### **4.14 Conduct**

To ensure that all boarders are guaranteed a pleasurable, safe and rewarding stay at HCIBS, we must ensure that appropriate guidelines are in place. HCIBS will work collaboratively with parents / guardians / school / Ministry of Education in the pastoral care of our boarders.

Offences will be dealt with in relation to their severity. For instance:

- ~ Misuse of mobile phones / access card / internet services
- ~ Trespassing
- ~ Inappropriate attire
- ~ Disorderly conduct
- ~ Unauthorized absence
- ~ Destruction / misappropriation of property
- ~ Bullying / fighting
- ~ Vandalism
- ~ Stealing
- ~ Smoking / consumption of alcohol
- ~ Gambling
- ~ Illegal activities
- ~ Breaching of any safety and security procedures
- ~ Entry into Halls of Residence of the opposite gender

Disciplinary actions may include:

- ~ Counselling
- ~ Community service duties
- ~ Restriction of privileges
- ~ Demerit points

Serious offences will warrant a letter of warning from the Boarding School. Any repeat violations of the regulations will bring about serious consequences, including expulsion from the Boarding School.

#### **4.15 Boarders' Progress**

Progress within school and boarding school will be monitored closely with the Cluster Mentors reviewing and accessing boarders' progress in the boarding school periodically.

#### **4.16 General**

- Boarders' rooms are allocated on a yearly basis.
- Boys and girls can under no circumstances enter each other's halls.
- Windows must be shut when one is outside the room; electrical appliances and lights must be switched off.
- Any damage to the room or equipment must be reported to the Cluster Mentor and Boarding Office immediately.
- Housekeeping requests may be made at the Boarding Office.
- Estate defects should be reported to the Boarding Office.  
Rectification works/ repairs are carried out during office hours every Monday , Wednesday and Friday. Boarders are to leave doors unlocked on the day rectification works / repairs are expected.

## **5 Boarders' Programmes**

### **5.1 Programmes**

Our boarding staff together with the Boarders' Council constantly coordinates various activities to add life and vibrancy.

The buffet of activities at HCIBS includes academic and career talks, interest groups, arts and culture, local festive and cultural celebrations, community service initiatives, environmental awareness activities, social etiquette workshops, formal dinners, sporting competitions as well as leadership, teambuilding and experiential programmes which cater to the personal, social and cultural development of each boarder. Some of the past programmes include:

- Fire Safety Awareness / Fire Drill
- Boarders' Council Campaign
- Boarders' Council Investiture Formal Dinner
- Racial Harmony Day Dinner
- Singapore National Day Dinner
- Chinese New Year Celebration
- Eco-friendly Week
- Visits to Local Places of Interest
- Community Projects
- Workshops for PA, Photography and Videography
- Barbecue Gatherings
- Mid-Autumn Festival Celebration
- Movie Screenings
- Life Skills Workshop

It is HCIBS's policy to find a good balance between organised activities and leisure time for the boarders to rest, reflect and recreate after a busy week in school.

While HCIBS will take all necessary precautions to ensure the safety of the participating boarders, it is the duties of the boarders to seek approval from their parents / guardians for their participation in any of the boarding programmes. If necessary, overnight leave application for the programmes will still apply.

## 6. Website

Boarders may gather more information from the official HCI Boarding School website [www.hcibs.edu.sg](http://www.hcibs.edu.sg).

## 7. Neighbourhood Guide

### Dial a Cab

Comfort and City Cab: Tel: +65 6552 1111

SMRT Taxis: Tel: +65 6555 8888

SMRT Cabs: Tel +65 6485 7777

Transcab: Tel: +65 6555 3333

Premier Taxis: Tel +65 363 6888

Prime Taxi: Tel +65 778 0808

Yellow-Top Taxi: Tel: +65 6293 5545

### Bus Services outside HCIBS

No. 66, No. 67, No. 170, No. 171, No. 852, No. 961,  
No. 154, No. 157 & No. 174

### Nearby MRT Station

N12 Newton MRT Station

### Neighbourhood Police Centre

Bukit Timah NPC

1 Duke's Road, Singapore 268914, Tel: +65 6462 9999

### Nearby Clinics

#### PolyClinics

Queenstown Polyclinic

51 Margaret Drive, Singapore 149692, Tel: +65 6471 9530

Clementi Polyclinic

Blk 451 Clementi Ave 3 #02-307, Singapore 120451

Tel: +65 6777 5051

#### Private Clinics

The Coronation Clinic

587 Bukit Timah Road #02-01, Coronation Shopping Plaza,  
Singapore 269707 Tel: +65 6468 6768

Chang Clinic

1 Jalan Anak Bukit, Bukit Timah plaza, #B108-10

Tel: +65 64663811

Chungkiaw Clinic  
118 Upper Timah Rd, Goh & Goh Building  
Tel: +65 64662255

Prohealth 24 Hour Medical Clinic  
Blk 259 Bukit Panjang Ring Road, #01-18  
Tel: +65 6765 2115

#### Nearby Banks

DBS Bukit Timah Plaza Branch  
OCBC Sixth Avenue Branch  
UOB Coronation Plaza Branch  
Standard Chartered Bank Sixth Avenue Branch

#### Nearby ATM

POSB / DBS – located in Cheers Store, Esso Station  
(near Second Avenue)  
UOB – located in Coronation Plaza

#### Nearby Supermarket and Eateries

Within walking distance: On the same side of the road as  
HCIBS, turn right (towards town)  
10 minutes walk to Coronation Plaza, Crown Centre,  
Serene Centre  
15 minutes walk to Adam Road Food Centre  
On the same side of the road as HCIBS, turn left  
(towards Upper Bukit Timah Road)  
15 minutes walk to Sixth Avenue

## Water Conservation

Water is scarce. Every drop of it is precious. So be mindful of how you use it. You'd be surprised how much you can save just by turning off the tap.



### **1. Shower**

10-minute shower with the tap running = 90 litres

10-minute shower with the tap off while soaping up = 30 litres

**Total Savings = 60 litres**

By turning off the tap while you soap up or shampoo, you can save as much as 60 litres of water every time you shower.



### **2. Brushing Your Teeth**

Tap running for 5 minutes = 45.0 litres

Glass = 0.5 litres

**Total Savings = 44.5 litres**

By using a glass to rinse your mouth, you can save up to 44.5 litres of water.



### **3. Flushing Toilet**

Full flush = 9.0 litres

Half flush = 4.5 litres

**Total Savings = 4.5 litres**

By using a half flush for flushing liquid waste instead of a full flush, you can save 4.5 litres of water each time. For half flush, pull the lever and release immediately.



### **4. Dish Washing**

Washing under a running tap for 5 minutes = 60 litres

Filled sink = 12 litres

**Total Savings = 48 litres**

Simply by washing your dishes or vegetables in a filled sink, you can save up to 48 litres of water.

## Energy Conservation

All boarders should cultivate a good habit of energy conservation.

Please switch-off the following equipment when you are the last person to leave the premise:

- Room Light;
- Radio set;
- Computer/Laptop;
- Printers/Scanners;
- Table Lamp;
- Floor/Table/Ceiling Fan;
- Hand-phone Charger;
- Air-Conditioner.

## Approved & Tested Appliances

Boarders should observe all safety measures while operating electrical appliances. You should only use approved and tested appliances and equipment at all times. All approved appliances should bear the following safety mark.



List of Controlled Goods under Consumer Protection (Safety Requirements) Registration Scheme:

1. Cooking range
2. Hairdryer
3. Electric iron
4. Microwave oven
5. Television/video display unit
6. Videocassette recorder
7. Table or standing fan
8. High-fidelity set
9. Rice cooker
10. Refrigerator
11. Vacuum cleaner
12. Kettle
13. Table lamp/standing lamp
14. Toaster, grill, roaster, hot plate, deep fryer and wok
15. Any other audio products
16. Wall fan/ceiling fan
17. Adapter
18. Coffeemaker, slow cooker and steamboat
19. Mixer, blender, mincer and similar appliances
20. Aircooler
21. Gas canister

22. 3-pin rectangular type 13-amp mains plug
23. Fuse (less than or equal to 13-amp) for use in mains plug
24. 3-pin round type 15-amp mains plug
25. Multi-way adapter
26. 3-pin portable socket-outlet
27. Portable cable reel
28. 3-pin 13-amp socket-outlet
29. 3-pin 15-amp round type socket-outlet
30. Domestic electric wall switch

## Fire Emergency

In case of a fire emergency, please

- Do not panic.
- Evacuate along the evacuation route in an orderly and safe manner.
- Proceed quickly to the designated Assembly Area in shown the evacuation route map.

