

# National Taiwan Normal University Student Self-Evaluation/Visiting for Off-Campus Housing Safety

Department:

Student ID:

Student's Name:

Phone:

Date:

Address of Residence:

Landlord's Name and Phone:

Visiting Counselor:

Gp.	No.	Content	Result		Details
			Y	N	
Required Items	1	It is a room/suite with a timber partition wall or metal roof.			*Checking "Y" indicates that the building is poor at fire prevention. 1. Timber partition wall <input type="checkbox"/> Metal roof <input type="checkbox"/> 2. Inform the student/parents to move out immediately and notify the landlord for improvements. Keep a record for tracking.
	2	There are energy-intensive products (e.g., electric heater) or more than one appliance connected to an extension cord.			*Checking "Y" indicates that the student should better the use of an extension cord to prevent fire. 1. More than one appliance or energy-intensive product are connected to an extension cord. Yes <input type="checkbox"/> No <input type="checkbox"/> 2. The extension cord is dirty, worn or tied-up. Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Indoor wires (extension cord) meet the safety requirements. Yes <input type="checkbox"/> No <input type="checkbox"/>
	3	There is a functioning fire alarm or smoke detector.			* Checking "Y" indicates that the building is equipped with fire alarms. 1. Fire alarm location: living room <input type="checkbox"/> bedroom <input type="checkbox"/> corridor <input type="checkbox"/>
	4	There are functioning fire extinguishers or other fire-fighting equipment.			* Checking "Y" indicates that fire extinguishers are not past its expiry date (pointer points to the green area). 1. Functioning? Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Dry-powder extinguisher <input type="checkbox"/> Foam extinguisher <input type="checkbox"/> carbon dioxide fire extinguisher <input type="checkbox"/> fire-hydrant cabinet <input type="checkbox"/> 3. Equipment location: living room <input type="checkbox"/> corridor <input type="checkbox"/> doorway <input type="checkbox"/> 4. Expiry date:     /     /     (DD/MM/ YYYY)
	5	The escape route is unblocked and the exit sign is clear.			* Checking "Y" indicates that the corridor is more than 75cm in width and unblocked. 1. The corridor is more than 75cm in width. Yes <input type="checkbox"/> No <input type="checkbox"/> 2. The corridor and staircase are unblocked. Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Single doorway. Yes <input type="checkbox"/> No <input type="checkbox"/> 4. Barred windows can be open for escape. Yes <input type="checkbox"/> No <input type="checkbox"/> 5. With escape sling. Yes <input type="checkbox"/> No <input type="checkbox"/>
	6	There is an electric water heater or a forced exhaust type gas water heater.			* Checking "Y" indicates that the house is free from carbon monoxide poisoning. 1. The forced exhaust type gas water heater is functioning. Yes <input type="checkbox"/> No <input type="checkbox"/> 2. The gas water heater is well-ventilated. Yes <input type="checkbox"/> No <input type="checkbox"/>
	7	The building is under access control.			* Checking "Y" indicates that the building has access control measures. Gateway <input type="checkbox"/> Security Guard <input type="checkbox"/> Access Card <input type="checkbox"/>
Optional Items	8	There are more than 6 rooms/compartments or 10 beds on any floor. (H1, a "high-density tenement building") (April 24th, 2008 by Ministry of the Interior Order Tai-Nei-Yin-Tzu No. 10708039692)			*Checking "Y" indicates that the landlord should report the building's public security. Report frequency: Total floor area > 300m <sup>2</sup> : Once every 2 years Total floor area ≤ 300m <sup>2</sup> : Once every 4 years 1. The landlord complies with the order. Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Ask the student/parents to notify the landlord of the regular report. Yes <input type="checkbox"/> No <input type="checkbox"/>
	9	The building has a property-wide surveillance system.			* Checking "Y" indicates good housing safety. Gateway <input type="checkbox"/> Staircase <input type="checkbox"/> Corridor <input type="checkbox"/> Others: _____
	10	Emergency lights are set inside/outside (parking area) the building.			*Checking "Y" indicates good housing safety. Gateway <input type="checkbox"/> Corridor <input type="checkbox"/> Others: _____
Recommended Items	11	The landlord uses the standard form contract for leasing by the Ministry of the Interior.			*Checking "Y" indicates that the student's leasehold interest is assured. The landlord didn't use the standard form contract for leasing by the Ministry of the Interior. <input type="checkbox"/> The landlord didn't enter a contract. <input type="checkbox"/>
	12	The student knows the escape routes and how to make a safe exit.			*Checking "Y" indicates that the housing safety is proved. 1. The student knows how to use a fire extinguisher. Yes <input type="checkbox"/> No <input type="checkbox"/> 2. The student knows the escape routes and understands the instructions for the escape sling. Yes <input type="checkbox"/> No <input type="checkbox"/>
	13	The student has the common sense of electrical safety.			*Checking "Y" indicates that the housing safety is proved. 1. The student knows how to use an extension cord. Yes <input type="checkbox"/> No <input type="checkbox"/> 2. The student knows how to safely use energy-intensive products like heaters. Yes <input type="checkbox"/> No <input type="checkbox"/>
	14	The student knows how to reach nearby police station, fire brigade, hospital and NTNU campus security office.			*Checking "Y" indicates that the student knows how to reach out for help under emergency conditions.

### Checking Result

(For case officer only. Fill out the form based on the student's self-evaluation.)

<input type="checkbox"/> The student's self-evaluation meets the requirements. Keep a record for tracking.	
<input type="checkbox"/> There's still room for improvement. The school will make arrangements after interviewing the student. Keep a record for tracking.	After interviewing, giving the advice: (multiple selection) <input type="checkbox"/> Item 1-7: With one or more safety concerns, please send a counselor to take a care visit. <input type="checkbox"/> Please remind the student/parents to notify the landlord to improve the items with safety concerns. <input type="checkbox"/> Item 8-14: With one or more "N"(s), provide safety information to the student.
<input type="checkbox"/> On-site visit <input type="checkbox"/> Telephone interview <input type="checkbox"/> In-person interview <input type="checkbox"/> Reject to interview <input type="checkbox"/> No response	Visiting Date:     /     /     (DD/MM/ YYYY)

Signature	Landlord		Student	
	Representative of School		Accompanying Personnel (Please note the identity, e.g., Firemen Mr. OOO Huang from Taipei City Jinhua fire brigade)	

Photos of Off-Campus House Visiting	
Photo here.	Photo here.
Photo here.	Photo here.

Visiting Result	
<input type="checkbox"/> Requirements met	<input type="checkbox"/> Track for improvements
<input type="checkbox"/> Keep caring about the student and their off-campus housing safety. <input type="checkbox"/> Others:	<input type="checkbox"/> Inform the student and parent(s) of the situation and move out if necessary. <input type="checkbox"/> Keep on track and keep a record for tracking. <input type="checkbox"/> Others:
Scheduled rechecking date:     /     /     (DD/MM/ YYYY)	