

Hall Living

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Admin Offices



Each hall is served by a Admin Office.



Operating hours of admin offices

Mon – Thu: 0830-1300, 1345-1745hrs

Fri: 0830-1300, 1345-1715hrs

Sat, Sun & Public Holidays: Closed

What to Bring

Here are some suggestions on what you might want to bring. Do remember that the space in your room is limited - we advise that you start off with the essentials. Clutter gets in the way and makes your room less comfortable. Travel light - many of these items, especially consumables and supplies are available at campus retail outlets, a nearby neighbourhood shopping area or mall.



Dining

No meals or meal plans are provided by the Halls. Residents may have their meals at any of the [food and beverage](#) establishments on campus or use the pantries to prepare their own meals.

If you have a specific diet or are abstaining from certain foods, do check out the [Food Courts](#) for stalls that cater to your needs.

Electricity Mains

The electricity mains supply in Singapore is 230V, 50Hz. Power plugs conform to the UK (BS1363) and SS145 specifications. For safety reasons, approved plugs bearing the Safety Mark are to be used.



1 2 3 4 5 6 - 0 0

Safety Mark



Network Connectivity

Connecting from your room

All rooms are equipped with network points connected to the university's computer network. There are two network points in a double room and one in a single room -- a network point for each resident. You will need a Cat 5 or 6 ethernet cable to get connected. Ethernet cables are carried by the campus computer store (eight flags), computer, electronics and selected hardware stores. Set your computer to **Obtain an IP Automatically** or **DHCP-enabled**.



Refer to the [Personal Wireless Router Setup Guide](#) to establish Wi-fi in your room. (You have to be a student to view the guide)

Wireless

Wi-fi is available at selected common areas of the halls and at the food courts.



Room Air-cons

Rooms at Halls 3, 4, 5, 8, 9, 10, 11, 12, 13, 14, 15 & 16 are fitted with air-conditioners. Selected rooms at Crescent, Pioneer, Binjai, Tanjong, Banyan, Saraca, Tamarind & Meranti Halls are fitted with air-conditioners.

There is a single PPC (Pre-Paid Card) reader in each room for a single PPC. You will be able to operate the air-conditioner when a PPC with stored value has been inserted into the PPC reader. If you are in a double room, discuss the use of the air-conditioner and the corresponding [charges](#) with your roommate. Any agreement made is between you and your roommate.

Familiarise yourself with the [Terms & Conditions governing PPCs](#) before you get one.

For Halls 3, 5, 8 to 16, Crescent & Pioneer Halls and Graduate Halls 1 & 2, the respective Hall Offices will issue a personal zero value air-con card upon check-in. This card must be returned to the admin office upon check-out.

For Hall 4, Binjai, Tanjong, Banyan, Saraca, Tamarind & Meranti Halls, zero value PPCs may be purchased from the respective Hall Offices. Only cards purchased from these halls and topped-up at a kiosk at these halls can be used.

Hall	Location of Top-Up kiosk
3	Com Blk L1
4	Blk 26 L3 (o/s Admin Office)
5	Com Blk L1
8	Com Blk L2
9	Com Blk L1 (beside Games Room)
10	Com Blk L1 (beside letter boxes)
11	Com Blk L1 (beside letter boxes)
12	Com Blk L1 (beside Function Hall)
13	Blk 63 L2 (beside letter boxes)
14	Com Blk L1 (beside letter boxes)
15	Blk 69A L1
16	Blk 16B L3 (beside letter boxes)
Crescent	Blk 17B L2
Pioneer	Blk 18B L2
Binjai	Blk 19A L3
Tanjong	Blk 20A L3
Banyan	Blk 21A L3
Saraca	Blk 22 L1 (o/s Lift Lobby 22-1)
Tamarind	<i>Use kiosks at Saraca/Meranti Halls</i>

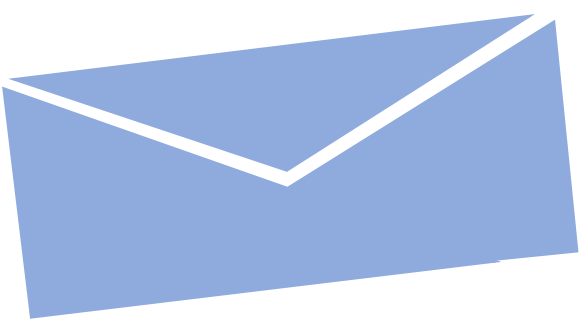
Laundry

Commercial coin-operated washers & dryers are located at the laundry rooms in each hall. It costs \$1 per wash cycle and \$1 to run the dryer for 30 minutes. Follow the operating instructions posted.

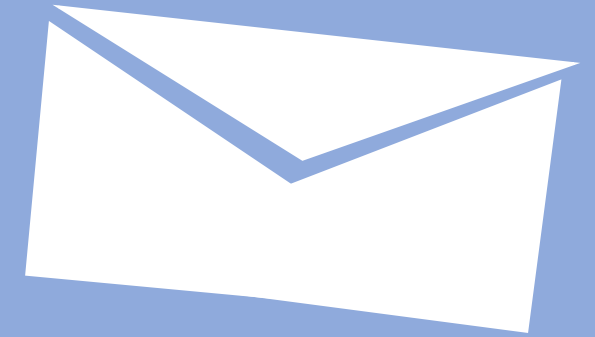
Instead of using the dryer, consider hanging your laundry to dry at the provided laundry lines or bars either outside your window, in front of your room or at designated drying lines.

Laundry detergent, fabric softener, and other supplies are not provided.





Mail



Receiving Mail - Halls 1 to 16

Regular mail received from [SingPost](#) will be delivered to your letter box by the Admin Office after the postman's visit. We recommend that you check your box daily.

Receiving Mail - Crescent, Pioneer, Binjai, Tanjong, Banyan, Saraca, Tamarind & Meranti Halls

Mail is delivered by [SingPost](#) to your letter box directly.

Sending mail

The postman comes to the Admin Office twice a day Monday - Friday (except public holidays). You can leave outgoing mail at the Admin Office for pick up or drop it into a [SingPost](#) post box.

Registered mail, Parcels & Packages

Registered mail, Parcels & Packages should be addressed to and picked up from the [POPSTATION](#) services on campus

Your Mailing Address

To facilitate prompt delivery, make sure you inform the sender to have it properly addressed.

They should use the following address format.

Full Name

Nanyang Technological University

Hall of Residence __ / __ Hall

Blk-Level-Room

[Insert address of hall here]

Please refer to the respective hall page for your hall address.



Bicycle Racks

Cycling is a great way to get around the campus. There are bicycle racks at every hall. Bicycles should be locked and are parked at your own risk.



Car Parking

Car Parking is available at the halls and around campus. Refer to our pages on [Car Parks](#) for information on parking zones and charges.

Do not park in reserved and handicapped lots or where your vehicle will obstruct Emergency Vehicle access to fire engine accessways or hard standing areas - your vehicle may be removed by force if it is in the way of emergency vehicles. Vehicles parked indiscriminately will be wheel-clamped - [a release fee applies](#).

Maintenance



Should repairs or maintenance work be required either in your room or elsewhere in the hall, please make a Work Request via [StudentLink](#).

The Admin Office will arrange for repairs to be carried out at no charge (unless the damage was caused by negligence or misuse on your part).

Security



Security matters should be referred to [Campus Security](#) located at NS1-B1-06 (use lift NS1-1). Staff are on duty 24hrs a day, seven days a week. (Tel: 67905200).