



MADERA RESIDENCES 木的地·R

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GUEST SERVICES 賓客服務

Check-in and Check-out Time 入住及退房時間

Check-in time 入住時間: 2pm | Check-out time 退房時間: 12nn

Should you request early check-out, extension or late check-out, please contact our Sales team at EXT. "2888" or Guest Services Officer at EXT. "0" or "2886".

如需提早或延遲退房，請致電內線「2888」與銷售團隊或「0」或「2886」與客戶服務主任聯絡。

Baggage Service 行李服務

For baggage pickup, delivery, collection or storage, please contact our Guest Services Officer.

如需行李提存，請與客戶服務主任聯絡。

Business Centre Service 商務中心

Printing, facsimile & photocopying service are available at the Business Centre.

商務中心提供列印、傳真及複印服務。

Newspapers & Publications 報紙及刊物

Complimentary newspapers and publications are located on G/F for your enjoyment.

免費報紙及刊物均放置於大堂供住戶翻閱。

Laundry, Dry-cleaning & Pressing Service 洗衣/ 乾洗/ 燙衣服務

Laundry room is located on 2/F. Token for the washer and dryer can be purchased at the Front Office. Laundry room has ironing equipment for use by the residents for free.

洗衣房位於二樓，住戶可於地下大堂購買代幣使用洗衣房內的洗衣及乾衣設施。洗衣房內附有燙衣設備供住戶免費使用。

Baby Cribs / Extra Beds 嬰兒床 / 加床租用

Baby Cribs and extra beds rentals are available. Please contact Guest Services Officer at EXT. "0" or "2886" for the arrangement.

如有需要租用嬰兒床或加床，請致電內線「0」或「2886」與客戶服務主任聯絡。



GUEST ROOM SERVICES 客房服務

Housekeeping Guideline 房間清潔指引

Daily household cleaning service 每日房間清潔時間: 10am-4pm

Frequency of changing bed linen 更換床單頻率 | Once a week 每星期更換 1 次

Frequency of changing towels 更換毛巾頻率 | Three times a week 每星期更換 3 次

Household cleaning service will be provided on daily basis, you are welcome to hang up the "Make Up Room" tag to indicate the room is unattended. If on day household cleaning service is not necessary, please hang up the "Do Not Disturb" tag and the service will be conducted on next day. 本寓將每天為住戶提供房間清潔服務，各住戶可於房門外掛上「清潔房間」掛牌以示房間可進行清潔。如住戶不需當天的清潔服務，請於房門外掛上「請勿打擾」掛牌以茲識別，清潔服務將延至翌日進行。

WiFi Internet Access Connection 無線上網連線

1. Ensure you have a WiFi compliant device 確定閣下的設備具無線上網功能
2. Switch on wireless network connection 開啟無線上網連結
3. Select wireless network (SSID) and enter password 選擇無線上網連結 (SSID)並輸入密碼
SSID: Your **room number** 你的房間號碼
Password: Your **Surname** 你的英文姓氏
4. Connect to the network 連結至網絡

Telephone Services 電話服務

Dialing Instruction 使用說明

Local Calls 本地電話 (Free of charge 免費) --- "9" + Number 本地號碼

General Inquiries or Assistance 協助及查詢

Guest Services Officer 客戶服務主任 | "0" or "2886"

Sales Team 銷售團隊 | "2888"

For International phone calls, you may purchase an International Phone Card from convenience stores or other major phone stores.

如需撥國際長途，可到便利店或電訊商店購買國際長途電話卡。

Operation of Air Conditioners 冷氣機操作

In support of environmental protection and energy saving, please switch off the air-conditioner while the room is unattended. Our Room Attendants will switch off the air-conditioner if the room is found unattended while cleaning in progress. Moreover, please do not open the window while the air-conditioner is in operation.

為響應環保及節省能源，請於離開房間前將冷氣機關上。如房間內沒有人，房務員亦會於清潔房間時將冷氣機關上。此外，切勿於冷氣運作期間打開窗戶。

*Smoking is strictly prohibited in the premises. 本寓範圍內全面禁煙。



Heat Mode of Air Conditioner 冷氣機暖風模式

The HEAT mode will be activated once the temperature falls to 12/14 degree Celsius or below, meanwhile COOL mode will be suspended and FAN mode will be maintain normal.

To activate HEAT mode, press the "Mode" button to and switch to "Sun" symbol.

暖氣模式將會在氣溫低於攝氏 12 度或以下時啟動。屆時冷氣模式將會暫停運作，而風扇模式將維持服務。如需啟動暖氣模式可按「Mode」按鈕轉換到「太陽」圖示。

Uses of Electrical Appliances 電器操作

To avoid any risk occur and to prolong the life cycle of electrical appliances, any in-room electrical appliances such as Bathroom Hot Water Heater, Portable Heater and Induction Cooker must be switched off when not in use. Please do not leave your cooking unattended.

為避免意外發生及延長電器壽命，請將所有不需使用的電器關掉，包括熱水爐、電暖爐及電磁爐等。同時，請勿於離開房間後維持煮食。

Electricity Power Supply 電壓

Hong Kong electricity supply is 220 voltages (A.C.), please ensure your electrical appliance is applicable to local voltages before use. For adaptor or extension cord, please contact Guest Services Officers.

香港的電壓為 220 伏特，請確保所有電器均適用於本地電壓。如需借用轉換器或拖板，請與客戶服務主任聯絡。

Electronic-Safe 房間保險箱

An Electronic-Safe and its operation manual is equipped in the room. The Residences held no liabilities for any items lost from the guest rooms. For any assistance, please contact Guest Services Officer at EXT. "0" or "2886".

所有客房內均備有私人保險箱及操作說明，客人可免費使用。唯本寓將不會對閣下之財物負責，客人需自行承擔風險。如需協助，請致電內線「0」或「2886」與客戶服務主任聯絡。

Safe Box Operating Instruction 保險箱操作指南

To lock the safe 鎖上保險箱:

1. Close the door and press "Reset". 關上保險箱後按 "Reset" 按鈕。
2. Key in your 4-digit personal code. 請輸入您想設定的 4 位數密碼。
3. Press "Lock". 按 "Lock" 鍵確認。

To open the safe 開啟保險箱:

1. Key in your 4-digit personal code. 請直接輸入您所設定的 4 位數密碼。



TV Channel List 電視節目表

- | | | | |
|------|---------------------------|------|-----------------------------|
| 31. | RTHK31 | 113. | Life Time |
| 32. | RTHK32 | 114. | NHK World Premium |
| 33. | RTHK33 | 115. | Discovery Channel |
| 34. | RTHK34 | 116. | HBO |
| 76. | HKIBC | 117. | Now Baogu Superstars |
| 77. | HOYTV | 118. | Now Baogu Movie |
| 78. | HOYINFO | 119. | beIN SPORTS 1 |
| 81. | TVB Jade | 120. | beIN SPORTS 2 |
| 82. | TVB Plus | 121. | beIN SPORTS 3 |
| 83. | TVB I News | 122. | Now Sports Premier League 1 |
| 84. | TVB Pearl | 123. | Now Sports Premier League 2 |
| 85. | Phoenix Hong Kong | 124. | Now Sports Premier League 3 |
| 96. | Viu SIX | 125. | Now Sports Premier League 4 |
| 99. | Viu TV | 126. | Now Sports Premier League 5 |
| 101. | Hotel Channel | 127. | Now Sports Premier League 6 |
| 102. | CNBC. | 128. | Now Sports Prime |
| 103. | Phoenix InfoNews | 129. | Now Sports 1 |
| 104. | NHK World-TV | 130. | Now Sports 2 |
| 105. | Now News | 131. | Now Sports 3 |
| 106. | CTI Asia Channel | 132. | Now Sports 4 |
| 107. | Phoenix Chinese Channel | 133. | Now Sports 5 |
| 108. | Now Jelli | 134. | Now Sports 6 |
| 109. | Now Chinese Drama Channel | 135. | Now Sports 7 |
| 110. | ShenZhen TV | 136. | Now Sports Plus |
| 111. | Dragon TV | 137. | Now Golf 2 |
| 112. | AXN | 138. | Now Golf 3 |



LEISURE FACILITIES 休閒設施

Rooftop Bar 天際酒吧 - Horizonte Lounge

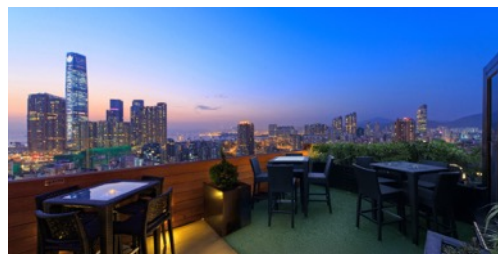
Location 位置: 29 & 30/F, Hotel Madera Hong Kong

木的地酒店 29 及 30 樓

Tel 電話 : (852) 2121 9866

Operation Hours 開放時間:

Daily 每日: 4pm-12am Sun



Cafe Bonita

Location 位置: 3/F, Madera Residences 木的地 · R

Tel 電話 : (852) 2121 9866

Operation Hours 開放時間:

Daily 每日: 7:30am-6pm



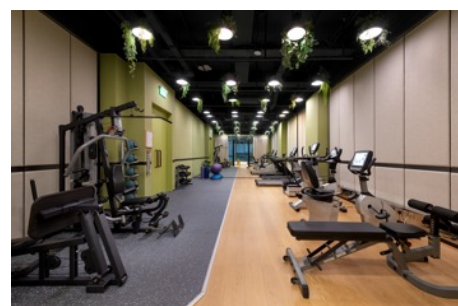
RECREATION & ENTERTAINMENT 娛樂及康體設施

Gymnasium 健身中心

Location 位置 : 1/F, Madera Residences 木的地 · R 一樓

Operation Hours 開放時間:

Daily 每日: 7:30am-9:30pm





SECURITY SYSTEM 保安系統

Room Number Security 房號保密

To avoid our residents from being disturbed, we keep all guests' information strictly confidential. Incoming phone calls will be connected upon prior approval from the resident.

為免住戶備受滋擾，所有住戶的資料將絕對保密，來電將在住戶同意後方代為接駁。

Visitors 訪客登記

All visitors are requested to have prior registration.

外來訪客必須辦理登記手續

CCTV 24 小時閉路電視

CCTV is operating round-the-clock.

閉路電視將 24 小時全天候運作。

Lost and Found 失物認領

For Lost and Found, please call Guest Services Officer at EXT. "0" or "2886".

有關任何失物認領，請致電內線「0」或「2886」與客戶服務主任聯絡。

Smart card 匙卡

Be sure to lock the door and keep the Smart card along when you are away from the room. Inform Front Office immediately if lost. Return the smart card to reception while checking out.

離開房間時請謹記將房門上鎖並隨身帶備匙卡。如有遺失，請即通知前堂部。退房時請將匙卡一併交還。

Fire/ Emergency 緊急火警指示

Please take a few moments to review our Fire Escape Route Plan posted at the backside of your room door. In case of fire, please keep calm and proceed to the nearest emergency exit. Do not use the lift.

請詳閱房間門後張貼的火警逃生路線圖。火警發生時，請保持冷靜並按圖上指示到就近的緊急出口離開，切勿乘搭電梯。



USEFUL INFORMATION 實用資訊

Transportation 交通

► **Airport 機場**

- | | |
|--------------------------------------|------------------------|
| 1. Taxi 的士 (45 mins 分鐘) | Approximate 大約 HK\$350 |
| 2. Airport Express 機場快線 (40 mins 分鐘) | Approximate 大約 HK\$105 |
| 3. Airport Bus 機場巴士 A22 (75 mins 分鐘) | Approximate 大約 HK\$39 |

► **ICC 環球貿易廣場**

- | | |
|-------------------------|-----------------------|
| 1. Taxi 的士 (10 mins 分鐘) | Approximate 大約 HK\$40 |
| 2. MTR 港鐵 (20 mins 分鐘) | Approximate 大約 HK\$5 |

► **Hong Kong Disneyland 香港迪士尼樂園**

- | | |
|-------------------------|------------------------|
| 1. Taxi 的士 (35 mins 分鐘) | Approximate 大約 HK\$300 |
| 2. MTR 港鐵 (40 mins 分鐘) | Approximate 大約 HK\$25 |

► **Ocean Park 海洋公園**

- | | |
|-------------------------|------------------------|
| 1. Taxi 的士 (30 mins 分鐘) | Approximate 大約 HK\$250 |
| 2. MTR 港鐵 (15 mins 分鐘) | Approximate 大約 HK\$15 |

► **Stanley 赤柱**

- | | |
|---|-------------------------|
| 1. Taxi 的士 (30 mins 分鐘) | Approximate 大約 HK\$150 |
| 2. MTR 港鐵 (8 mins 分鐘) | |
| Jordan to Admiralty Exit C1 佐敦至金鐘 C1 出口 | Approximate 大約 HK\$11.5 |
| Bus 巴士 6, 6A (45 mins 分鐘) | |
| Admiralty to Stanley 金鐘至赤柱 | Approximate 大約 HK\$10 |

► **Peak 山頂**

- | | |
|---------------------------------------|-----------------------|
| 1. Taxi 的士 (30 mins 分鐘) | Approximate 大約 \$150 |
| 2. MTR 港鐵 (6 mins 分鐘) | |
| Jordan to Central Exit J2 佐敦至中環 J2 出口 | Approximate 大約 \$11.5 |
| Peak Tram 山頂纜車 (8 mins 分鐘) | Approximate 大約 \$88 |

Weather Warnings & Signals 天氣警告及信號

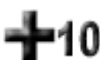
Typhoons 颱風

Residents who are unfamiliar with local typhoon conditions may find the following chart helpful:

住戶如遇上颱風，可參考以下指引：

Signal 信號		Meaning of Signal 信號的意義
Stand by 戒備		A tropical cyclone is centered within about 800 km of Hong Kong and may affect the territory. 有一熱帶氣旋集結於香港約 800 公里的範圍內，可能影響香港。
Strong Wind 強風		Strong wind is expected or blowing generally in Hong Kong near sea level, with a sustained speed of 41-62 km/h & gusts which may exceed 110 km/h, and the wind condition is expected to persist. 香港近海平面處現正或預料會普遍吹強風，持續風力達每小時 41 至 62 公里，陣風更可能超過每小時 110 公里，且風勢可能持續。

Gale or Storm Force 烈風或暴風	 NW 西北	Gale or storm force wind is expected or blowing generally in Hong Kong near sea level, with a sustained wind speed of 63-117 km/h from the quarter indicated and gusts which may exceed 180km/h, and the wind condition is expected to persist. 香港近海平面處現正或預料會普遍受烈風或暴風從信號所示方向吹襲，持續風力達每小時 63 至 117 公里，陣風更可能超過每小時 180 公里，且風勢可能持續。
	 SW 西南	
	 NE 東北	
	 SE 東南	

Gale or Storm Force Increasing 烈風或暴風加強		Gale or storm force wind is increasing or expected to increase significantly in strength. 烈風或暴風的風力現正或預料會顯著加強。
Hurricane 颶風		Hurricane force wind is expected or blowing with sustained speed reaching upwards from 118 km/h and gusts that may exceed 220 km/h. 風力現正或預料會達到颶風程度，持續風力達每小時 118 公里或以上，陣風更可能超過每小時 220 公里。

Rainstorm warnings 暴雨警告訊號

Residents who are unfamiliar with local rainstorm conditions may find the following chart helpful:

住戶如遇上暴雨情況，可參考以下指引：

Signal 信號	Meaning of Signal 信號的意義
	Heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 30 millimeters in an hour, and is likely to continue. 表示香港廣泛地區已錄得或預料會有每小時雨量超過30 毫米的大雨，且雨勢可能持續。
	Heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 50 millimeters in an hour, and is likely to continue. 表示香港廣泛地區已錄得或預料會有每小時雨量超過 50 毫米的大雨，且雨勢可能持續。
	Very heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 70 millimeters in an hour, and is likely to continue. 表示香港廣泛地區已錄得或預料會有每小時雨量超過 70 毫米的大雨，且雨勢可能持續。



PRICE LIST 價目表

BUSINESS CENTRE 商務中心

Photocopying /Printing Service 複印及打印服務

A4 (Black & White)(黑白) HK\$ 5 / Page 頁

A4 (Color)(彩色) HK\$10 / Page 頁

Photocopying on both sides of paper will be charged as two copies 雙面複印亦作兩頁計算

Scanning Service 掃描服務

A4 HK\$ 5 / Page 頁

Outgoing Facsimile Service 傳真服務

Local 本地 HK\$ 5 / Page 頁

ADD-VALUE SERVICES 額外服務收費

Self Service 自助服務

Laundry 洗衣/ 乾衣 HK\$50 / Service 每次

Ironing 熨衣 Free 免費

***Facilities are located on 2/F, please purchase token at reception 洗衣設備設於 2 樓，請先在前堂購買代幣。 ***

Bedding Rental 床上用品租用

Extra Bed 加床 HK\$150 / Day 每日

*** All prices are subject to change without prior notice 價錢如有變更，恕不另行通知***