

APPLICATION FOR OUTSIDE-NORMAL-HOUR LABORATORY WORK

Name of Laboratory: _____

Venue (Room no.): _____

APPLICANT

A. Name: _____ Position: _____ Staff/Student ID No.: (_____)

B. Name: _____ Position: _____ Staff/Student ID No.: (_____)

C. Name: _____ Position: _____ Staff/Student ID No.: (_____)

Mobile Phone No.: A. _____ B. _____ C. _____

(1) Assigned to Supervise/Accompany: _____ (must stay with the applicant for the whole period)

Mobile Phone No.: _____ Signature of Person Assigned: _____ Date: _____

LABORATORY WORK

(2) Period of Work: _____ (Maximum 1 month for each application)

Research Project: ☐ Consultancy Project: ☐ Others (please specify): ☐ _____

Nature of Work: _____

Justification: _____

Time of Work: _____

Including: Evening Time (not exceed 10:00 pm) Lunch Time Saturday Sunday Public Holiday

Please Tick: ☐ ☐ ☐ ☐ ☐

Date of Lunch Time Work, Saturday Work, Sunday Work and Public Holiday Work: _____

ENDORSEMENT

(3) Technical Staff: _____ Date: _____

(4) Project Supervisor: _____ Date: _____

(5) Lab-In-Charge: _____ Date: _____

APPROVAL

Yes: ☐ No: ☐

Laboratory Manager: _____ Date: _____

cc by email:

- Applicant(s) : **Must forward and present the approved form to the technical staff when using the relevant lab.**
- Departmental Health & Safety Officer (Ms. Nicole Yiu)
- Security Office, FMO (frankie.yee@polyu.edu.hk)

Emergency:
Campus Control Center 2766 7666

Remarks:

- 1) Person assigned agrees to supervise/accompany the applicant on the above mentioned laboratory work and must stay with the applicant for the whole period.
- 2) This form is for the application of permission to work outside the following normal laboratory hours:
Monday: 8:45am - 12:30pm & 1:30pm - 5:45pm, Tuesday to Friday: 8:45am - 12:30pm & 1:30pm - 5:30pm
- 3) Person on signature agrees with the need for outside-normal-hour laboratory work.
- 4) For booking cancellation, please notify all relevant parties in the email list at least 3 working days in advance. Otherwise, the Department will not consider the applicant's future request.
- 5) The form will be uploaded to the CEE Technical Staff e-filing system by GO.