# Request for Machining Service

## Mechanical Engineering Department, The University of Hong Kong

**To be filled by Requester (ME's staff/student only)**

Name of Requester: _____ (UG / TPG / RPG / RA / PDF)

Contact Email: _____ Phone No.: _____

Name of Academic Supervisor: _____

Nature of the requested service ? Tick ONE only.

☐ Capstone Project ☐ MSc Project ☐ Other, pls specify
☐ Research Experience for UG ☐ Research Project _____

Number of parts to be machined : _____ Number of drawings attached : _____

Drawing No.'s of the attached drawings : _____

_____

(Pls designate your drawings with your surname & initials, e.g. ChanTM01, ChanTM02, etc.)

Account to be charged for materials & consumables, if required: _____

| **Signature of the Requester**<br><br>**Date:** | **Endorsement signature of Academic Supervisor**<br><br>**Date** |
|---|---|

**To be completed by ME Machine Shop**

| Job number: | TS-in-charge: |
|---|---|
| Date of job confirmed : | Other TS involved: |
| Number of man hours used: | |

Machining tools involved in this work:

☐ Band saw ☐ Metal sheet cutter ☐ Drilling machine
☐ Lathe machine ☐ Wire cutting machine ☐ Other, pls specify
☐ Milling machine ☐ Surface grinder _____

Raw material, special tools, consumable & etc, if needed to be specified:

**Remarks**

- Each Academic Supervisor is entitled to use up to 30 man-hours per year (from 1 Sept to 30 Aug).
- Each identical work piece to be machined is required to be depicted separately in ONE (or more) drawing sheet in the standard drawing box downloadable at http://www.mech.hku.hk/HKUME-drawbox.zip.
- Technical staff may revoke the request if insufficient information is provided.
- If Requester has any enquiry, please contact our Technical Staff or Engineering Manager.
- Please refer to the general arrangement at http://www.mech.hku.hk/igMCTeam.htm.

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To: ME Machine Shop

The part/parts for the machining work (Job no.: _____) has/have been received.

_____ Date: _____

Signature of Requester