

Regulations for the Hot-Desk Office in COB LG1-09

1. COB LG1-09 (“**this office**”) is operated in **hot-desk mode** by the Department of Mechanical Engineering (“**the Department**”) for work and study. If a user uses this office for other purposes, his/her privilege of entering/using this office may be revoked. If a user’s research project is mainly theoretical/computational, his/her supervisor may apply for a fixed desk for him/her in Graduate House or Robert Black College by emailing Samantha (cc Dr Scott Chan and Prof Yue Chen) subject to the availability of the fixed desk.
2. When fire alarms ring, you must leave this office immediately by following the fire escape route.
3. Academic and technical staff may lead other individuals into this office for academic and maintenance purposes. Other users should not bring any individual into the office.
4. Surveillance cameras are installed in this office. Staff authorized by the Department may check the video recording to search for improper act of the users. Video recording will normally be deleted after one month. Unless approved by the Head of Department, requests from other individuals to review the video recording will not be accommodated for privacy reasons.
5. Cubicles should be kept **clean, tidy, hygienic and odourless**. To keep this office **quiet**, speakers are prohibited, and voices should be kept low.
6. Only **plain water** and **plain tea in sealed or lidded containers** are allowed in this office. Food, snacks, coffee and other kinds of drink are not allowed.
7. Perishables such as used lunch boxes, fruit debris and wet tea leaves should not be kept inside this office. They should be put into rubbish tanks outside this office as soon as possible.
8. Chemicals, laboratory equipment, laboratory gowns, laboratory gloves, unhygienic items, hazardous items and illegal items should not be brought into this office. If the Department notes or is informed of hazardous or illegal items, it will remove them and seek help from the appropriate authority without prior notice.
9. Users should use the facilities provided in the office such as desks, chairs, monitors, photocopier and water dispenser with care.
10. Desks and partition panels should not be moved or shifted. Chairs should not be taken away from the designated cubicles. No furniture should be taken away from and into the office.
11. Before the closing hour of this office, users should either take the items they brought into this office (“**user items**”) out of this office or store them in lockers inside this office. User items removed by technical/housekeeping staff of the Department (“**removed user items**”) pursuant to Regulations 13 to 19 will be handled in accordance with Regulation 12.
12. Except for hazardous items and illegal items (see Regulation 8), other removed user items will be stored temporarily in COB LG1-09G and may be reclaimed between 3 pm and 4 pm on working weekdays. To reclaim them at another time, the user needs to ask his/her supervisor to send a request email to Samantha (cc Professor Yue Chen and Dr Scott Chan). Items unclaimed after two weeks will be either **disposed of** or donated to a **charity organization**. While the time at and location in which a user item is removed will be recorded, the user should realize that the item may be mis-claimed. The Department will not bear any responsibility and liability for any loss, destruction or damage of removed user items. If the removed user items are hazardous or illegal, the Department may seek help from an appropriate authority without prior notice.
13. Unattended user items inside/outside cubicles and on top of the locker cabinets (including desktop computers, workstations and extra monitors) will be removed between 9:00 am and 9:30 am every Tuesday & Friday. In the case of unattended computing equipment, the computational process will be terminated in the removal due to the loss of electric supply.
14. Each user can loan ONE **padlock** (with designation engraved) and ONE **locker** from the Department. The loaned locker must be locked by the loaned padlock. Items inside unsecured lockers will be removed.
15. Electricity supply is intended for computing and mobile communication devices only. Other electrical appliances not provided by the office will be removed without prior notice.
16. Electric adaptors and extension sockets to be used in this office are required to comply with local safety standards. They will also be removed without prior notice if (i) their socket holes are irregular, (ii) they do not have safety shutters, and they are plugged into another electric adaptor or extension socket.
17. If the Department needs to claim back a locker but fails to identify or contact the user for more than one month, the Department will open or break the padlock and remove all items inside the locker. If a user needs to be away from Hong Kong for more than a month, he/she should inform Samantha to avoid he/her items being removed.
18. The office is divided into Zone A (Cubicles 1-58), Zone B (Cubicles 59-107) and Zone C (Cubicles 108-154). They will be closed for **cleaning and sanitization** on the first, second and third working Tuesdays, respectively, from 9 :30 to 10 :30 am. All user items in the affected zone will be removed.
19. To maintain a safe and hygienic working environment to the user, lockers will be opened for inspection under two circumstances: (i) the regular inspection held starting from 2:30 pm on the last working weekday of every month, and (ii) the Department suspects with reason(s) that there are items in Regulation 8 stored inside the lockers. The inspection will be conducted by at least two technical/housekeeping staff together. If items in Regulation 8 are found, they will be removed and a label informing the user that there were items removed will be stuck on the locker.
20. Repeated violations of these regulations constitute sufficient ground for revoking your privilege of entering/using this office.
21. **The above regulations may be amended from time to time by the Department without prior notice.**

Remark: You may also find workspaces in Research Student Centre (on G/F Haking Wong Building, operated by the Faculty of Engineering), Chi Wah Learning Commons and most University libraries.