

THE UNIVERSITY OF HONG KONG
DEPARTMENT OF MECHANICAL ENGINEERING
REGULATIONS FOR RPG OFFICE

1. Your cubicle should be kept clean, tidy, hygienic and odourless.
2. Items put outside any cubicle would be treated as garbage and may be disposed of without notice.
3. Desk and partition panels should not be moved or shifted. Chairs should not be taken out of the cubicle.
4. Large or high power electrical appliances such as cooking appliance, refrigerator and hair blower, shall not be used. Electric kettle should only be used for boiling plain water (no soup, no noodles).
5. Speakers for computer are not allowed and your voice should be kept low.
6. Any person, who is not a member of the Department or not related to your work, should not be accompanied in this office unless prior approval has been sought from Head of Department.
7. Electric adaptor should meet the reference standard of Hong Kong Government and should not be plug into another electric adaptor.
8. Chemicals and other dangerous items should not be brought into this office.
9. Perishables such as used lunch boxes, fruit debris and wet tea leaves should not be kept inside this office. They should be trashed into the rubbish tank inside the washroom.
10. If the Department needs to claim back a drawer/locker but fails to identify or contact the drawer/locker user, the Department will break the padlock open and dispose of all the items inside. The Department will not bear any responsibility nor liability for the disposed items.
11. If there is evidence showing that you are not using your cubicle for work and study, you will be asked to return your cubicle for redeployment.
12. When the fire alarm rings, you must leave your office immediately by following the fire escape route which is posted in this office.