

Declaration on hot-desking work mode in Research Staff/Student Office

COBLG109 is a hot-desking office for all research staff and students in the department. Users are required to complete the "Declaration on hot-desking work mode in Research Staff/Student Office (COBLG109)" to declare that they will follow the regulations on using the office. This paper form is for temporary only. When you have your HKU Portal or Moodle guest account ready, you will be asked to retake the online version of this declaration.

Question #1

1

Response is required 


By selecting "Agree" below, I declare I will comply with the hot-desking office regulations.

- I have read and understood the regulations for Research Staff/Student Office.
- I understand the consequences of violating any of the regulations.
- I understand the principle of hot desking. I will not use my personal belongings to occupy the desk. The desk is not assigned to me but shared by all research staff and students. Other users have the right to use the desk when I am not using it.
- I am aware that CCTV is installed in the hot-desking office (like in the library). If I leave my personal belongings (in particular, food or beverage) on the desk, department may take photos and send to my supervisor.
- I noted that department may require us to retake declaration because of new regulation and/or because of refreshment of the regulation.

Agree

Question #2

2

Response is required 


By selecting "Agree" below, I declare I will follow the regulations about the office ethics.

- I will use the office facilities (e.g. desks, monitors, photocopier, drinking machine, etc.) carefully.
- I will not move the chairs out of the office or take away any properties of the department.
- I will turn off the speakers of my computer and keep my voice low in the office.
- I understand my access right will be revoked if there is evidence showing that I am not using the office for work and study.
- I will always take away my personal belongings, put them into my locker and let others use the seat when I leave.
- I understand the hot-desking practices and I will not occupy a seat by leaving any unattended personal belongings for a long time.
- I understand that any unattended personal items left in the office overnight will be removed without advanced notice.
- I understand that I am not allowed to stay behind in the office after the office opening hours.
- I understand that the department will not bear any responsibility nor liability for the unattended items left in the office.

Agree

Question #3

3

Response is required 


By selecting "Agree" below, I declare I will follow the regulations about the office hygiene.

- I will keep the office clean, tidy, hygienic and odourless.
- I will clean up the place immediately after use.
- I will not eat or drink any beverage in the office.
- I will throw away the perishable garbage (e.g. food residue, fruit debris, wet tea leaves) out of the office.
- I will not leave any perishable garbage in the office overnight.
- I will always dispose the rubbish in the rubbish bins outside the office.

Agree

Question #4

4

Response is required 


By selecting "Agree" below, I declare I will follow the regulations about the personal health.

- I will check my body temperature before entering the office.
- I will follow department's latest requirements of anti-pandemic measures to gain access to hot-desking office or use office facilities.
- I will leave the office and seek medical advice immediately if I have any symptoms of fever (e.g. cough, sore throat or runny nose).
- I will use the alcohol hand sanitizer before entering the office and wash my hands frequently.

Agree

Question #5

5

Response is required 

By selecting "Agree" below, I declare I will follow the regulations about the office safety.

- I am aware of the fire escape route posted near the entrance of the office.
- I am aware of the location of the first-aid box in the office.
- Apart from notebook computers, I will not connect any electrical appliances in the office.
- I will not use any electric adaptor that does not meet the reference standard of the Hong Kong Government.
- I will not bring any chemicals or dangerous items into the office.

Agree

By signing this form, I declare I will follow the regulations on using the hot-desking office. For enquiry, please contact Ms. Samantha Tsang (tsangs@hku.hk).

Name:		Email:	
Signature:		Date:	