

Safety Arrangements of Tam Wing Fan Innovation Wing

- Users should take note of the fire evacuation plan and assembly point of the Innovation Wing (G/F and LG/F of the Hui Oi Chow Building) as designated in the following website.

http://www.safety.hku.hk/homepage/manual_Floorplan.html

9. Cleanliness and tidiness

- Users should clean and tidy up the workplace at the end of every session/after use.
- Users should return the workplace to its original settings at the end of every session/after use.

10. Food and cooking

- Food and beverages are allowed only in areas designated by signage.
- Alcoholic beverages are not allowed in the Innovation Wing.
- Cooking or heating is strictly prohibited.

11. Posters

- Posting of posters inside or at the exterior glass façade of the Innovation Wing is strictly forbidden unless prior approval has been given by the Innovation Wing Office.

12. Shipping/delivery of items

- Users are NOT allowed to use the Innovation Wing as the shipping/delivery address of items.

13. Project items

- Users should obtain the approval from the Innovation Wing Office before moving in any project items (including but not limited to project equipment, tools, materials and storage boxes) into Innovation Wing.

14. Project storage

- Users should NOT leave any project items (including but not limited to project equipment, tools, materials and storage boxes) in Innovation Wing unless prior approval has been given by the Innovation Wing Office.
- Supervisor of Innovation Wing affiliated Student Interest Groups (SIGs) can request for storage space such as cabinets and temporary storage area. Innovation Wing Office shall make the best effort to accommodate the request.
- The Innovation Wing Office has the right to allocate/relocate/revoke the storage space for the SIG teams.
- When storage space becomes inadequate, the Innovation Wing Office has the right to request the SIG team to relocate its project items back to their host department.

15. Personal property