

- Users are responsible for their personal property at all times and should never leave personal belongings unattended.
- Project/personal items left unattended for 30 minutes or longer may be removed by Innovation Wing staff as Lost and Found items to make the occupied space available to others.
- Innovation Wing Office and The University of Hong Kong shall not be responsible for any loss of or damage to their personal belongings and properties.

## **16. Surveillance system**

- The Innovation Wing is conscious of the expectations between security, personal liberty and privacy. The installation of the surveillance system is therefore meant for protecting community safety and only in the public area. Users will be forewarned of the presence of the surveillance system.

## **17. Lost and Found**

- Lost and Found items at the Innovation Wing are handled by the Innovation Wing Office in cooperation with the University's Security Office.

## **18. Chemical and hazardous items**

- Unless approved by the Innovation Wing Safety Officer, chemical and hazardous items should NOT be brought into the workspace.

## **19. Clothing**

- Users must wear proper attire at all times inside the Innovation Wing. DO NOT wear sandals or open-toed shoes.

## **20. Sleeping**

- Sleeping (including overnight sleeping) is strictly prohibited in the workspace.

## **21. Gambling**

- Gambling is strictly prohibited at all times in the Innovation Wing.

## **22. Smoking**

- Smoking is prohibited in the University campus including the Innovation Wing.

## **23. Soliciting**

- In order to respect the privacy, security and comfort of all Innovation Wing users, soliciting is not permitted unless prior approval from the Innovation Wing Office has been obtained. This applies to the request of money, services, favours, goods, opinions and signatures, petitioning, interviewing, and selling of any products or services.

## **24. Animals and guide dogs**