

The Hong Kong University of Science & Technology

香港科技大學

Campus Management Office – Security Center

校園管理處 – 保安中心

To : Security Center

致 : 保安中心

DOB No:

檔案號碼:

Request For Accessing To Room/Office/Laboratory

要求開啟房門

I, (Name) _____ Staff / Student ID Card No. _____

Department of _____ request for opening Room / Office / Laboratory

No. _____. The reasons being that _____

本人 (姓名) _____ 職員証 / 學生証號碼 _____

部門 / 學系 _____ , 由於 _____

現要求開啟房間 / 寫字樓 / 實驗室號碼 _____。

Date 日期 : _____ Tel. No. 電話號碼 : _____

Time 時間 : _____ Signature 簽名 : _____

Remarks 備註 :

1. It is subject to the keys available in Security Center. 須視乎保安中心有否鎖匙。
2. It is purely for academic activities. 僅學術活動需要。
3. It is approved by Security Manager/Duty Security Controller whenever the key watcher safe/cabinet is required to be opened. 若須要開啟鎖匙夾萬，須經保安經理或當值保安主任批准。
4. Laboratories opening requests by students may require endorsement from relevant department staff. 學生申請開啟實驗室可能需要相關部門職員認可/同意。