

House Rules for Offices in Alice Cheng Hall

VERSION	ISSUE DATE
1.0 (first version)	April 2009

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Academic Exchange Building



AEB is located on the eastern side of the Campus at 81, Tat Chee Avenue. It is a low-rise building of composite usages. It contains the following:

- a. Jockey Club House (total GFA : 1,956m²)
This is for exchange students. There are in total 84 rooms providing 92 bed-study places.
- b. Alice Cheng Hall (total GFA : 1,522m²)
This is for temporary offices. There are in total 8 flats with 3 en-suite rooms each.
- c. Jockey Club Hall (total GFA : 1,850m²)
This is for long-stay visitors. There are in total 14 flats with 2 bedrooms each.
- d. Senior and Essential Staff Quarters (total GFA : 2,189m²)
There are 8 senior staff quarters and 6 essential staff quarters on different sections of the building.
- e. The School of Continuing and Professional Education (SCOPE) (total GFA : 2,183m²)
The SCOPE is located on Lower Ground Floor of the AEB, which consists of office space, one lecture theatre and 4 seminar rooms.

House Rules for Offices in Alice Cheng Hall

1. Anti-Smoking Law

- 1.1 The Smoking (Public Health) (Amendment) Ordinance 2006 has been enacted on 19 October 2006. As a result and with effect from 1 January 2007, total smoking ban has been imposed on campus within the boundary of the University.
- 1.2 Smoking or carrying a lighted cigarette, cigar or pipe in all rooms and common areas (both indoor and outdoor) such as lifts, lift lobbies, corridors, staircases, service roads, pavements, carparks, building roofs and landscape areas is prohibited.

2. Carparking

- 2.1 Limited parking spaces are available for offices on a first-come first-served basis.
- 2.2 Unauthorized parking is not allowed in the building. Vehicles parked unauthorizably may be towed away or impounded by the Management Services Counter. The car owners are required to pay for the associated fee for the release of their vehicles.
- 2.3 Due to limited parking spaces for visitors, visitors are required to register at the main entrance before parking at designated parking spaces under the instruction of security guards. Overnight parking is not allowed. Staff should contact the Management Services Counter in advance with reason if overnight parking is required.

3. Cleaning Services

Cleaning services are provided on daily basis except Sundays and General Holidays.

4. Common Areas

- 4.1 Be considerate and do not paint, write or paste posters on walls and floors in any common areas.
- 4.2 Do not do anything which may cause damage to building elements and common facilities. Office users will be held responsible for the repair costs of any wilful damage to any part of the building.
- 4.3 For the sake of safety and security, office users are not allowed to enter and use the roof areas for laundry and other activities.
- 4.4 In order to maintain a tidy appearance of the building, display or erection of such as radio or television aerials, awning, signs, flower boxes, etc. in any parts of the exterior of the building or common areas is strictly prohibited.
- 4.5 Do not place or store any goods in lift lobbies, staircases, landings or any other common areas. Blocking fire escape routes is an offence to law.

5. Fire and Safety

- 5.1 Do not keep or store hazardous, flammable or unlawful goods in the offices.
- 5.2 Do not overload individual socket outlet at any one time as fire can be caused by overloading electrical wiring and fittings.

- 5.3 Passageways, staircases, lift lobbies etc. must not be obstructed at any time.
- 5.4 Offices users should not jam open any fire doors or interfere with any fire services equipment and installation or impede their proper functioning.

6. Management Services Counter

The Management Services Counter located on Ground Floor of Alice Cheng Hall is responsible for daily management of the Estate. The duty staff at the Management Services Counter will offer assistance and deal with enquiries from staff during normal office hours from 08:20 to 17:00 hours, Mondays to Fridays and 09:00 to 12:00 hours on Saturdays. Staff may approach the Reception Counter of Jockey Club House at 2784-4510 beyond office hours.

7. Pest Control

A pest control specialist has been appointed to carry out regular pest control work in all common areas and the offices.

8. Recycling Practice

The University always endeavours to promote environmental protection. Nowadays, waste recycling has become a common practice of the University community. Staff are encouraged to participate in this meaningful activity. To facilitate the recycling practice, there are various sets of recycle bins available in carpark areas for recycling of plastic bottles, aluminium cans and waste paper. Staff are also welcome to make suggestions to the Management Services Counter on improving the recycling practice in the building.

9. Refuse Disposal

- 9.1 Be considerate and do not throw or drop any rubbish, waste and other articles out of the windows or in common areas.
- 9.2 Do always keep the office in good sanitary condition. All refuse should be disposed of into rubbish bins inside the office.

10. Repair and Maintenance

- 10.1 Staff are required to report any defects occurred within their offices to the Management Services Counter.
- 10.2 Any request for repair and maintenance work in offices should be forwarded to the Management Services Counter or duty guard. Staff are also encouraged to report to the Management Services Counter any damages at common areas.
- 10.3 To avoid blockage of soil pipes and drains, staff are reminded not to throw any refuse, leftovers, rags, sanitary towels or other insoluble articles into the water closets. It is extremely inconsiderate to flush sanitary towels into water closets as these towels will block the soil pipes and drains causing great inconvenience and hygiene hazards. Staff will be held responsible for the repair and all associated cost.
- 10.4 The Management Services Counter reserves the right to enter the offices for inspection and repair of building parts upon serving advance notice to the departments.

11. Security

- 11.1 For security concern, opening hours of the main entrance gate are from 07:00 to 23:00 hours.

- 11.2 For security reasons and to prevent trespassing, visitors, contractors, workers will be checked and registered by the security guards while entering the building. The University reserves the right not to allow any personnel from entering into the offices.
- 11.3 The Security House situated at the main entrance are opened from 07:00 to 01:00 daily. The security guards are responsible for the security and regular patrol of the building under the supervision of the Management Services Counter.
- 11.4 The building is installed with a doorphone system for security purpose which comprises an Entrance Panel at the entrance to each block and a doorphone in office of each floor to enable the office users to monitor visitors before granting them access to their building. Staff shall not disclose the entrance security codes to others.
- 11.5 An emergency button is provided on the doorphone inside the office. When pressed, a signal will be activated at the Reception Counter of Jockey Club House.
- 11.6 Each office is provided with window grilles. In the interest of safety, all window grilles are locked at all times.
- 11.7 Staff shall report to the Management Services Counter when they spot any suspicious persons around their office.

12. Working Environment

- 12.1 In order to preserve a pleasant environment to all, office users should be considerate and observe all statutory regulations. They should help keep the offices clean and refrain from making excessive noise and other noisy activities which may cause nuisance or annoyance to the neighbouring office users and residents.

USEFUL TELEPHONE NUMBERS

Emergency for Police, Ambulance and Fire Services	999
Academic Exchange Building Management Services Counter	2784 4509
Academic Exchange Building Reception Counter at Jockey Club House	2784 4510
Security House at Main Entrance	2784 7580
University Security Hotline	2788 8888

These House Rules are subject to continuous revision. The University reserves the right to review, update or amend the rules as she thinks appropriate without notice.
