

Staff Quarters Work Request

**For emergency, please call
24 Hours Help Desk 2788 8833**

Section I (To be completed by requesting staff)

1. Name(Prof/Dr/Mr/Mrs/Ms/Miss*) _____ Dept _____ Ext _____
2. Person to contact (If different from 1 above) _____ Home Tel No _____
3. Address _____
4. Nature of work
- 4.1 **Building Fabric & Furniture Related** (eg lock, window, leakage, floor, wall, ceiling, etc)
 Building Services Related (eg air-conditioning, lighting and power, drainage, CCTV, intercom, etc)
 Others

4.2 Details of work

Item	Location	Description

5. Please circle the preferred day and time for carrying out the work.

(Note: Subject to confirmation by FMO)

Mon	Tue	Wed	Thur	Fri	Sat
am	am	am	am	am	am
pm	pm	pm	pm	pm	

Signature _____

Date _____

For FMO Use

Received	
DFM	
ADFM ()	
FM ()	
AM ()	
File No.	
Copy	

Remark _____

Section II (From Facilities Management Office to requesting staff)

1. Item _____ will be carried out on _____ (am/pm*) or during the period _____
2. Item _____ could only be carried out upon delivery of material/equipment. We will contact you in due course.
3. Item _____ will not be carried out because _____
4. Please provide detailed information regarding _____
5. Reimbursement of cost is necessary for item _____. Please let the worker / caretaker have a cheque of \$ _____ payable to "City University of Hong Kong" upon completion of work. Latest service charge list can be furnished upon request.
6. Others _____

Signature _____ Post _____ Date _____

* Circle as appropriate

All copies to be forwarded to Facilities Management Office for processing
Pink & Blue – FMO White – Requesting Staff