



**Application for Provision of Air-conditioning  
Outside Office Hours for Departmental Activities / Ad Hoc Activities**

Department : \_\_\_\_\_

Name of contact person : \_\_\_\_\_

Telephone number : \_\_\_\_\_

E-mail address <sup>(Note 1)</sup> : \_\_\_\_\_

Extended-hours air-conditioning service is required for :-

<b>Location</b>	<b>Date</b>	<b>Time</b> <sup>(Note 2)</sup>	<b>Justification for the request</b>

\_\_\_\_\_  
HoD / Delegate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chop

Notes:

- (1) Campus Facilities and Sustainability Office will notify applicant the outcome of the application through e-mail. Please do not leave it blank.
- (2) To ensure that necessary arrangement will be made as requested, the application form should reach Campus Facilities and Sustainability Office as soon as possible, say, 24 hours in advance.