

REQUEST FOR IC FACILITIES / SERVICE

(For requests by individual R&D & postgraduate project support, please use the pink request form, IC-T02)

Please read the notes overleaf before completing this form.

I. PARTICULARS OF APPLICANTS (Students to complete)

Representative Name: _____ Student ID: _____ Signature: _____
 Name: _____ Student ID: _____ Signature: _____
 Name: _____ Student ID: _____ Signature: _____
 Name: _____ Student ID: _____ Signature: _____
 Name: _____ Student ID: _____ Signature: _____

Institution^: PolyU HKUST CUHK CityU others (pls specify) _____

Year of study^: HD DG Year _____ Department: _____

Contact Tel: _____ Contact Email: _____

Nature of Work: _____ For Subject: _____ (Subject code)

I/We* confirm that the particulars listed above are correct and I am/we are* familiar with the safe use of the facilities.

Signature: _____ Date: _____

II. DETAILS OF BOOKING (Technical Staff to complete)

Stream: _____ Facilities needed: _____

	SUPPORTS REQUIRED# ^					DATE	SESSION^		Group Session^		Group Size (B)	User-Session (A) x (B)	Supporting Staff
	P	A	T	D	U		AM	PM	(A)	(A)			
E.g.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16 March 2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	5	10	Chan Tai Man
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/> 2			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/> 2			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/> 2			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/> 2			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/> 2			

P: Hands-on practice outside class

A: Subject enquiry/advise

T: Subject tutorial

D: Technical demonstration

U: Use of facilities

Total:

Total:

Materials needed: _____

Remark, if any: _____

Agreed by: _____ (Name of Technical Staff) Signature: _____

Date: _____ Close attention to students needed? Y/N* _____

* Please delete as appropriate ^ Please check as appropriate

SUBMISSION OF APPLICATION

- Forms are obtainable from the Student Enquiry Counter (W309) and from our technical staff. It can also be downloaded at <https://www.polyu.edu.hk/ic/lt/olr.htm>.
- Approval is sought from Technical Staff in-charge of the facilities by the applicant in person. Immediate approval or advice on change of booking particulars is given.
- Normally, applications for using facilities should be made at least **THREE** working days before the date of use.

NOTES TO USERS

- SEPARATE** forms should be used for individual facilities and technical areas managed by different Streams:

Technical Areas	Main Location
A. Construction (includes Brickwork, Building, Concrete, Concrete & Reinforcement, Formwork, Scaffolding, Sitework, Structural Steel and Utility Survey)	U005, U006, U007
B. Building Services & Electrical, Plumbing	U301 U302
C. Electronics	W311
D. Digital Manufacturing (includes Non-conventional Machining & Computer-aided Manufacturing)	U004
E. Intelligent Automation (includes Programmable Logic Controller and Automation)	W402
F. Sheet Metal & Welding (includes Sheet Metal, Welding and Fabrication)	W001
G. Additive Manufacturing (includes Foundry, Plastics, Rapid Prototyping, 3D Printing)	W501 W002
H. Machining & Metrology	U401
J. Surface Finishing & Photochemical Machining	W401
K. Design Realization	W401j
L. Reverse Engineering / 3D Scanning	W503
M. Composites	W003 W004a
N. Engineering Design & Appreciation	U204

- Safety regulations must be **STRICTLY** observed at all time. Users are responsible for all the damages including those on personal and property if safety practices are not observed. If necessary users may consult our technical staff or IC Safety Officers for safety procedures.
- Users must inform our technical staff concerned as soon as possible if booking is to be rescheduled.
- Safety shoes, long trousers and other apparel items and accessories required by the facilities should be put on properly unless specific exemption is obtained from our technical staff in-charge.
- Cost of materials, tooling or labour may be charged according to usage. Please ask for Form IC-T21 and submit payment in the IC Student Enquiry Counter in Room W309 during counter opening hours (see below).
- This information you provide in this form, including any subsequent changes, will be used for purposes in relation to Request for IC Facilities / Service of the Industrial Centre.

Opening hours of IC Facilities*: (Mon – Fri) 8:30 a.m. – 12:15 p.m. and 1:15 p.m. – 5:00 p.m.

**For booking of facilities other than the normal opening days and hours, student could approach technical staff for special arrangement. Request will be considered case by case.*

Opening hours of IC Student Enquiry Counter: (Mon – Fri) 10:00 a.m. – 12:30 p.m. and 2:30 p.m. – 5:00 p.m.

IC Homepage: www.ic.polyu.edu.hk

Email: ic@polyu.edu.hk

Enquiry Tel: 2766-7585