

Ref. _____

THE CHINESE UNIVERSITY OF HONG KONG
ESTATES MANAGEMENT OFFICE
Application for Electrical Works in Switch Room

1. Purpose and details of work: _____

Initiating Co. / Office requesting the work: _____

2. Location of work : _____

3. Proposed period of work : _____

4. Details of Applicant: Company _____

Company name: _____

Name of Applicant _____

Contact Telephone No. _____

Registered Electrical Contractor and Worker No. _____

5. Contact Person of Initiating Co. / Office : _____

Telephone No.: _____

6. Responsible Department & Person : _____

Telephone No.: _____ Signed : _____

7. Precautionary measures pledged by applicant:

Rules of safety and practice in switch room of CUHK ascertained, (As attached).

Safety facilities provided

Stoppage of electricity supply required

8. Declaration by applicant:

I hereby apply for permission to undertake the subject work and pledge to diligently carry out the work under this permit in accordance with the proposal endorsed by the Estates management Office of the Chinese University of Hong Kong. I understand that failure to implement the above precautionary measures on my part will invalidate this permit immediately, in which case the University may carry out any remedial measures at my cost without further notice or consultation. I also pledge to indemnify and save harmless the University for any claim, damage, loss or expense in respect of injuries to persons or property arising out of and in the course of the execution of the work.

Signed _____

In block letters _____

For and on behalf of _____

(Company)

Date _____

Remarks : All application should reach this office at least seven (7) days in advance for consideration

9. Comments by supervisory staff of Estates Management Office :

_____	Signed	_____
_____	In block letter	_____
_____	Post	_____
_____	Date	_____

10. Approval / Disapproval:

a) Particular of approval:

Period of work : from _____ to _____

Other conditions imposed : _____

b) Reasons of disapproval : _____

For Director, Estates Management Office

Date: _____

11. Determination:

Work concluded satisfactorily on _____

Consequent to work having been carried out unsatisfactorily, the following services were incurred by the University at a charge of \$ _____

Precautionary measures in default of item 7 _____

Damaged condition _____

For Director, Estates Management Office

Date: _____

C.C. Campus Development Office