

# Environmental Central Facility

## Extended Working Hours Request Form

(After 5:33 pm from Monday to Friday, all day in Saturday & Sunday)

User Name :	Tel :	E-mail :
Department :		
Status : <input type="checkbox"/> Staff <input type="checkbox"/> PG Student	Staff/Student ID No. :	
Supervisor Name :		
Extended period From : To :	Room No. :	
<p>I would like to extend the working hours in ENVF laboratory for the above said period. I understand that my Supervisor and I are responsible for complying with HSEO and ENVF safety requirements. I and my Supervisor are the sole responsible persons for my own safety during the non-office hours in ENVF. ENVF is not the accountable department for any safety claim during the said period.</p>		

User's Signature : \_\_\_\_\_

Supervisor's Signature : \_\_\_\_\_

Date : \_\_\_\_\_