

**Environmental Central Facility**  
**Extended Working Hours Request Form**  
**(After 5:33 pm from Monday to Friday, all day in Saturday & Sunday)**

|   |           |            |
|---|-----------|------------|
| User Name :   |           |            |
| E-mail :  |           | Tel :      |
| Dept :  | HKUST ID: |            |
| Status : <input type="radio"/> PG Student <input type="radio"/> Staff   |           | Room No. : |
| Supervisor Name :   |           |            |
| Extended period:                      From    To  |           |            |
| <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 : \_\_\_\_\_