



Date: _____

SERVICE REQUEST FORM
(Fume Cupboards, FC, Inspection)

For urgent requests, please contact Safety Office at 2859 2403

To: Safety Office (Fax:2559 5557 or email: twlam@hku.hk)

a. Service requested by:

Department: _____ *Name: _____

Email: _____ *Tel. No.: _____

Charges (if any) account code: _____

*Please see Personal Information Collection Statement overleaf

b. Details of request:

i. Details of FC:

Building: _____ Location: _____

Type: _____ Brand: _____

Model: _____ FC code/ Serial No.: _____

Contact Person: _____ Tel. No.: _____

Email: _____

ii. Type of services requested: (please tick the appropriate box)

Testing & commissioning after installation with local supplier
(Please also submit the **INVENTORY FORM** for FC)

Annual performance test (Last test date: _____)

Problem solving (problem description):

Others (please specify):

Preferred date(s) for the work (if any): _____

**Please complete the form and return to the Safety Office by fax (2559 5557) or email (twlam@hku.hk).*

The University of Hong Kong Safety Office Personal Information Collection Statement, Fume Cupboards. The personal data you may choose to provide in your request for service will be used solely members of the Safety Office EM Team to facilitate communication and arrangements for provision of Safety Office services in connection with Fume Cupboards. The personal data will not transferred and disclosed to the University's faculties/schools/departments/other offices and work units/staff members. It will not be transferred or disclosed to other organisations, agencies and persons in or outside Hong Kong (e.g. service providers engaged by the University). In handling the personal data provided, the requirements of the Personal Data (Privacy) Ordinance ("Ordinance") and other applicable legal requirements of other jurisdictions will be strictly complied with. You have the right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Please visit the University's Privacy Policy Statement for enquiries or further details. If you choose to provide personal data in connection with your request for service you will be agreeing to the above statements.