Reset Form

The Hong Kong University of Science & Technology
Campus Management Office

Temporary Power Supply Request Form

Requesting Department: _____ Activity: _____

Contact Person 1: _____ Ext.: _____ Mobile: _____ E-mail: _____

Contact Person 2: _____ Ext.: _____ Mobile: _____ E-mail: _____

Temporary Power Supply Location: _____

Floor Layout Plan attached: Yes (Total Page) / No

Set Up Date: _____ Time: _____ (_____)

Removal Date: _____ Time: _____ (_____)

Temporary Power Supply Details:

13A power socket(s) for low power consumption equipment (such as computers and AV equipment etc.)	Total Nos. : _____
Other Equipment: _____ Total nos. _____ Power consumption: _____ Other Equipment: _____ Total nos. _____ Power consumption: _____	

This form and layout plan should be provided to Mr. Keith K S Cheng (chengkinsan@ust.hk, 2358 6459) / Mr. C H Lee (leech@ust.hk, 2358 6470) and Mr. K M Chui (eokmchui@ust.hk, 2358 6495) by e-mail **at least 3 working days** before set up date of temporary power supply. Please contact us if necessary.

Important Notes:

1. All the electrical equipment connected to the temporary power supply must comply with relevant safety standards.
2. For **outdoor activities**, the possibility of providing temporary power will depend on the actual site condition. Please note that temporary power will **not** be provided on a rainy day or the request will automatically become invalid. The following safety precautions shall be followed: -
   - The requesting department shall assign a responsible person for safety use of electrical equipment and looking after the temporary electrical installations during the activity in case of emergency such as raining.
   - When it rains or the activity finishes, the responsible person should switch off the power supply immediately, remove all outdoor electrical equipment and shelter all of temporary electrical installations. Most importantly, please inform our BS Duty Controller at 2358 6465.
3. User departments **are required to employ outside electrical contractor at their own cost** for carrying out temporary power supply works for the following cases:-
   - The temporary power is requested to set up out of Office Hours or Public Holiday. It will only be carried out by CMO during office hours from 9:00-17:00 (Mon-Fri);
   - Supply and installation of spot light(s) for standard display unit(s). Users shall be responsible for turning on/off the light switches during the event by themselves daily for energy saving. CMO can turn on extra permanent lights that are normally turn off at the daytime in the event venue instead of using spot lights during the event;
   - Medium to Large scale of temporary power supply such as **over 10 nos.** of 13A power sockets/power extension cords or power provisions other than 13A power sockets. Power provisions for large power consumption equipment i.e. **30A TPN or above shall be subject to our senior management's approval**.

   CMO can help to employ the outside contractor and monitor their works.