

# HONG KONG BAPTIST UNIVERSITY

## Science Faculty Dean's Office Reservation of Room for VRS

Name of applicant: \_\_\_\_\_ Ext: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Date(s) of reservation: (from) \_\_\_\_\_ (to) \_\_\_\_\_ (DD/MM/YY)

Name of guest(s): \_\_\_\_\_ (Chinese) \_\_\_\_\_

\_\_\_\_\_ (Chinese) \_\_\_\_\_

\_\_\_\_\_ (Chinese) \_\_\_\_\_

Purpose: \_\_\_\_\_  
*All supporting document should be attached.*

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

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### For HOD

Noted by HOD: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

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

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

### For Dean's Office

( ) Room(s) approved: \_\_\_\_\_

( ) No room is available. Please check for another day/time.

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

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### Key Record

Key(s) check in by: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Key(s) check out by: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*This form should be submitted to the Dean's Office at least one week prior to reservation.*

**Hong Kong Baptist University  
Faculty of Science**

**Clearance Form for Staff Leaving the University**

Name: \_\_\_\_\_ ( \_\_\_\_\_ )

Department: \_\_\_\_\_

I. Computer to be Returned <u>direct</u> to Dean's Office.	
<ul style="list-style-type: none"> <li>• Computer acquired using RGC/FRG grant ?</li> <li>• If yes, please come to the Dean's Office <u>with</u> this clearance form.</li> <li>• "Computer re-deployment form" completed</li> </ul>	Yes / No  _____ Dean's Office

II. Keys to be Returned to Dean's Office <u>via</u> Department.				
	Room No.	Requested by / Date	Released by / Date	
• Room Key :	1. _____ 2. _____ 3. _____	_____ _____ _____	_____ _____ _____	All returned to Dept. Office     _____ Dept. Office
• Desk Key :	1. _____ 2. _____	_____ _____	_____ _____	
• Cabinet Key :	1. _____ 2. _____	_____ _____	_____ _____	

**Notes :**

- (1) All Science staff leaving the University should complete the form with his respective Department. Part I must be answered.
- (2) If keys have to be borrowed from the Dean's Office, apart from the regular recommendation sheet initiated by his Dept. Head, Dept. Secretary should also issue this form to the Dean's Office. Staff of the Dean's Office will confirm details of the keys released. This form together with the keys will be sent to the Dept. The form should be kept by Dept. for future clearance purpose.
- (3) One single form to be used throughout the staff's term of office with the University.
- (4) This form serves as a complete checklist that items borrowed from the Dean's Office have all been left behind by the staff.