

HONG KONG BAPTIST UNIVERSITY
SCIENCE FACULTY WORKSHOP

Application for Using of Open-Area in Mechanical Workshop

Applicant's Information	
*Applicant must be skillful in using the mechanical and electrical tools that provided in the Open Area.	
Name :	Department :
Room No. :	Ext. :
Applicant's Signature :	Date :
Authorized Acct. Signature (must be signed if materials require)	Acct. Code :
General Description of the Works	
Reservation of the Open Area	
Date and time started :	Date and time completed :
Special Requirements (Special tools or materials require)	
Report (To be completed by Workshop Staff)	
Workbench Status :	Tools Status :
Materials Charge : HK\$	Tools Charge (broken) : HK\$
Total Charge : HK\$	
Checked by :	Accepted by :
Remarks	