

**ELECTRICAL ENGINEERING (EE) LABORATORIES AND RESEARCH OFFICES**  
**USER GUIDELINES**

**Date: Aug 29, 2020**

1. All students/staff should have completed the safety training and other proper trainings as required before they can use lab facilities/equipment.
2. You must act responsibly at all times for your own safety and the safety of others.
3. Eating, Drinking or Smoking is not permitted in Lab/Research Office.
4. Do not wear sandals/slippers in Lab.
5. No cooking is allowed on campus.
6. You should not stay in the Lab/Research Office after office hours. If you need to do your work after office hours with good reasons, you should seek advice from your supervisor and get approval from Head of Department.
7. Do not stay in the lab alone – at least two persons are needed in the buddy system.
8. Do not keep your luggage, large personal belongings, and sleeping facilities in the Lab/Research Office, which should be kept in your accommodation.
9. Always be considerate in the Lab/Research Office and do not make any annoying noise or rowdy actions to disturb others.
10. Chairs with wheels are provided as office furniture for your working only. Do not use it for fun or transportation of heavy objects in the Lab/Research Office.
11. Always keep the Lab/Research Office tidy and clean.
12. You should have the approval from the technical staff-in-charge before operating equipment/machines in the Lab.
13. Never leave an ongoing experiment unattended.
14. Equipment or furniture in the Lab/Research Office should not be relocated without permission.
15. After finishing your experiments/works in the Lab, you must tidy up the bench and return all the loan items to the technical staff-in-charge.
16. All items, which belong to the Lab such as equipment, tools and furniture, are not allowed to be taken away from the Lab.
17. When equipment has malfunctioned or not working properly, such as smell or burning parts, you should turn off the power and unplug the equipment if it is safe to do so. Immediately exit and report to the technical staff-in-charge and never fix the problems yourself.
18. Report all injuries and accidents to the staff-in-charge immediately.
19. In case of fire incident or other emergency situations, stop working and switch off equipment/devices if it is safe to do so . Follow the EXIT sign to find the nearest EXIT door to evacuate. Inform the staff-in-charge or security immediately.
20. If the Lab/Research Office has any facility related issues, such as water leak, soiled floor, unusual smell, or door lock not working, please inform staff-in-charge immediately.
21. No chemical is allowed to be brought into research offices. If you need to bring any chemical into the laboratory, you must consult the technical staff-in-charge for approval.
22. Purchase of controlled chemicals must ONLY be made via the Chemical Control System (CCS) of Facilities Management Office (FMO).