Classroom Services & Contact Information

A. Supporting Units & Contact

(1) Room Booking Inquiry
   Academic Registry (AR): 3620019, Ms. Alice Kuang

(2) IT Equipment Maintenance: Computers, Projectors, Microphones & Amplifiers, etc.
   Information Technology Services Centre (ITSC): 3620315

(3) White Board Markers, Dusters, Venues Booking
   Integrated Services Office (ISO): 3620139, Ms. Sylvia Chen / 3620103, Mr. Tom Wu

(4) Whiteboard & Room Cleaning and Security
   Hai Meng Estate Agent: 3620110

(5) Lost and Found
   Integrated Services Office (ISO): 3620106, Mr. Yu

(6) Security
   Integrated Services Office (ISO): 3620053, Mr. Tony Xu/ Mr. Lebron Liu

(7) Furniture, Lights & Air-condition
   Integrated Services Office (ISO): 3620109, Ms Vivian Yuan

B. Service Hours of Supporting Units

(1) 7:30am -12:00pm, 1:00pm- 5:30pm (Monday through Friday), AR
(2) 7:30am – 9:00pm (Monday through Friday), ITSC
(3) 8:30am - 5:30pm (Monday through Friday), ISO
(4) 24 hours (365 days), Hai Meng Estate Agent

PLEASE USE THE CLASSROOM/LAB IN ACCORDANCE WITH
“REGULATIONS ON CLASSROOM/LAB USAGE”!

Academic Registry
Information Technology Services Centre
Integrated Services Office
5th September 2011
Regulations on Classroom/Lab Usage

In order to maintain a pleasant environment for indoor lectures or other activities, the college community requests that all room users observe and comply with the following regulations on classroom/lab usage:

1. Classrooms/labs are UIC properties. Please keep them in good order;
2. Eating is not allowed in the room;
3. Room applicants are responsible for the security of public properties and personal belongings in the venue during the entire duration of the use of the venue;
4. Hai Meng Estate Agent has the right to lock the room when the scheduled room usage time is up or the room user is not present 15 minutes after the time booked. Extension of usage time may be allowed unless no following lecture/activity by others is pre-scheduled. An undertaking must be signed for the extended time period;
5. After finishing the lectures/activities, please
   a. turn off the electrical equipment, such as computer, projector, air conditioner, ventilator, light, etc. Or, you may hand over the use of the equipment to the next user.
   b. put any moved tables and chairs back to their normal arrangement in rows (you may ask other lecture/activity participants for helping hands);
   c. clean the used whiteboard and gather your garbage to remove it from the venue when leaving, or call Hai Meng Estate Agent (Tel: 3620110) for cleaning if you can’t take the garbage away.

For the various classroom services, please refer to the “Classroom Services & Contact Information” posted together with the regulations.

MANY THANKS FOR YOUR SUPPORT!
IN RETURN YOU GET OTHERS’ SUPPORT!

Academic Registry
Information Technology Services Centre
Integrated Services Office
29 March 2011