

The Hong Kong University of Science and Technology	
Nanosystem Fabrication Facility (CWB)	
NFF (CWB) User Locker Request Form	
<i>Please submit the completed form to P11 office to Henry Yeung or Sunny Lao every Mon & Wed @9:30am-12:00nn</i>	
Name of User:	Student/Staff I.D. No.:
Project No.:	E-mail Address:
Phone No.:	Department:
Name of Supervisor:	Affiliate institutions/organization:
NOTE TO USERS	
<p>1. Regulations for NFF (CWB) locker user:</p> <ul style="list-style-type: none"> a. All eligible NFF (CWB) users can apply for ONE locker at the NFF (CWB) Phase II or Enterprise Center. b. Locker is on a first-come-first-served basis. c. A locker is assigned to one particular NFF (CWB) user and the right of use of the locker is not transferable. d. Lockers are allocated to NFF (CWB) users for storing cleanroom notebooks, wafers, and photomasks and cleanroom related materials for the convenience of user's research. e. Users should not store any valuable items such as notebook, mobile phone, wallet in their lockers. NFF (CWB) will not be responsible for any loss or damage of any items stored inside the lockers. Users must take full responsibility for the items stored in their lockers. f. Storage of any items illegal nature or of which would cause or be likely to cause safety risk, physical danger or nuisance to the environment or other users (e.g., dangerous goods, liquid, and food) are prohibited. g. Lockers are the property of the NFF (CWB). Users should keep the lockers clean and tidy, and no stickers, posters or making any kind marks to the lockers. h. Users must use the NFF (CWB) issued locks and should keep the lockers securely locked. i. Users are responsible for the repair cost if the locker or lock damages are caused by themselves. Users need to pay HKD300 (subject to new lock price) if lock loss. j. Any violation of the locker regulations by the users may result in termination of the use of lockers. <p>2. Return of lockers:</p> <ul style="list-style-type: none"> a. Users are required to remove their belongings and clear the lockers when they are going to leave the HKUST or at the completion of the NFF (CWB) project or no access record for more than 6 months. b. If user fails to do so, the NFF (CWB) shall have authority to force open such lockers and dispose of all unattended materials inside the locker without further notice. <p>3. Enquiry:</p> <p>Contact Henry Yeung (cfyeung@ust.hk) or Sunny Lao (nfsylao@ust.hk) at 2358 7896.</p> <p>I have read and understood above regulations for the use of lockers, and hereby undertake to comply with them.</p> <p>User's signature: _____ Date: _____</p> <p>Supervisor's signature: _____ Date: _____</p>	
FOR NFF (CWB) USE ONLY	
Location: P2 / EC (<i>circle as appropriate</i>); Locker No.: _____; Lock No.: _____	
Handled by: _____; Staff's signature: _____; Date: _____	
FOR LOCKER RETURN (<i>Please check the boxes where appropriate.</i>)	
<input type="checkbox"/> My project in NFF (CWB) has completed	
<input type="checkbox"/> No NFF (CWB) access record for more than 6 months	
<input type="checkbox"/> Leave the HKUST	
<input type="checkbox"/> Others (please state) _____	
<input type="checkbox"/> Cleaned up the locker and returned the lock to the NFF (CWB)	
User's signature: _____	
Handled by: _____; Staff's signature: _____; Date: _____	