

Date: _____

NOTICE OF WORKS

1. The Office of Estate & Development had approved the following works between _____ hours to _____ hours, from _____ (date) to _____ (date) :

Location	Description of work	Remarks

2. Noisy Works such as cutting the tiles, demolition of walls, hacking of roads and removing floor/ wall finishes are prohibited _____ weeks before the commencement of examinations stated in Registrar's Office circular "Dates of Semesters and University Holidays".
- before 8:00 am or after 6:00 pm during weekdays within the vicinity of students residences.
 - during library operating hours within the vicinity of libraries in term time.
3. Noisy Works within the vicinity of student residences during term time are restricted from 9:00 am to 5:00 pm during weekdays. Such works are not allowed on Saturdays, Sundays and Public Holidays.
4. The particulars of the contractor who is authorised by OED to carry out the renovation works is as follows:

Name of Company	
Address	
Contact No.	
Person in-charge	
Hand-phone No.	
Pager No.	

5. This notice is issued by:

 Signature of Approving Officer, *for*
SENIOR MANAGER, FACILITIES MANAGEMENT DIVISION