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To   :   All HKCC Students
From :   Hong Kong Community College
Date   :   23 Apr 2019
Re   :   Study Rooms/Areas for Revision/Exam Period for Semester Two 2018/19
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Dear Students

We are pleased to inform you that the following rooms/areas are available for students' use during 29 Apr – 26 May.

No prior reservation is required. Users should leave the room with their personal belongings during the cleaning sessions. Unattended items will be collected by CFM without prior notice. Kindly refer to the following table and the attached guideline for more information.

Campus	Study Rooms/Areas	Opening Hours	Cleaning Schedule
HHB	Interactive Classrooms UG12 and UG13 (with built-in power outlets)	Mondays to Sundays (including public holidays): 24 hours **Important Note:** The Study Rooms/Areas will also open on the two public holidays, Labour Day (1 May) and The Birthday of the Buddha (13 May), on an exceptional basis. However, NO air-conditioning will be provided for the whole day on the said two days. Thank you for your understanding!	8:30 am – 9:30 am
	Communal Areas on UG/F – 4/F		
	General Classroom UG10 (Quiet Zone)		
WK	Interactive Classrooms S203 and S204 (with built-in power outlets)		
	Communal Areas on UG/F – 2/F South Tower		
	General Classrooms S114 and S115 (Quiet Zone)		

Quiet Zones

Talking and telephone use is not allowed in areas designated as Quiet Zone. Please be quiet, and turn your mobile phones into silent or vibrate mode in Quiet Zone.

Energy Conservation

The two campuses are closed on Public Holidays. For energy conservation, only lighting and ventilation (viz. fresh air supply) systems will be operated from 11:00 pm to 8:00 am (Monday – Saturday). Air-conditioning will only be provided on exceptional hot nights (subject to review). Thanks for helping us save the Earth!

Computers Access and Charging Facility

Overnight computer access is available in express printing areas on HHB and WK campuses. Time limit of the computers at the express printing areas outside HHB-107 and HHB-321 is specifically extended to 1 hour (Standard setting: 15 minutes) after the service hours of the Student Computer Centre. For details, please refer to ITU website (http://www.cpce-polyu.edu.hk/itu/index.php).

Courtesy and Security

To safeguard the use of the Study Rooms/Areas to legitimate users only, users should carry their student identity card at all times and present it to our staff for identity verification when requested.

For security reasons, the staff of CFM will record users' name, student identity number and contact number from 11:00 pm to 8:00 am. When users enter or leave the campus premise, they should report to the CFM Security Control Room on LG/F, Hung Hom Bay Campus or SLG/F, West Kowloon Campus.

In case of enquiries, you are welcome to contact us at 3746-0123 (tel.), ccoffice@hkcc-polyu.edu.hk (email), 2994-8721 (fax-Hung Hom Bay Campus), 2625-4159 (fax-West Kowloon Campus), or visit our Information Kiosk on UG/F, PolyU Hung Hom Bay Campus or 2/F, North Tower, PolyU West Kowloon Campus.

Regards
Hong Kong Community College

KCE

Green Tips: Please think before you print.