

Policies on the Use of Office Space

Welcome to the HKUST Jockey Club Institute for Advanced Study (IAS)! To maintain a pleasant, comfortable and hospitable environment for every office space user, please observe the following policies during your use of office space in IAS.

Office Allocation

1. Office space is allocated to specific persons. You cannot transfer your space to another person.
2. IAS reserves the right to assign another office space to you by giving you one calendar week's notice.

Purpose of Use

3. Office space cannot be used for storage purposes. You shall not use the facilities to conduct or support commercial activities or personal social events. The designated office space shall not be used for the purposes of holding special events or activities. Appropriate facilities should be booked for these types of events.

Security

4. Neither HKUST nor IAS carries insurance to cover the loss of personal property and assumes no liability for the security of equipment, furnishings, documents or personal items. IAS strongly recommends that you do not leave personal items unattended.
5. To safeguard the security of all office users of the IAS Building, you shall not pass the office key(s) (if any) to other unauthorized people.
6. Lost or broken keys shall be charged at the cost of replacement. Individual key holders may not duplicate, lend or transfer keys to other persons. Office space users shall be charged for lock changes required to maintain security. If keys are lost, stolen or misplaced, a replacement fee will be assessed. Replacement or new keys will not be issued until all fees are paid. You shall report the loss or theft of a key to IAS immediately following the incident.
7. Please report to the IAS staff or the security guard on duty if you see suspicious people in the IAS Building. We all work together to make this a safe place to work.

Maintenance of Property

8. Please keep the premises neat and in as good repair and condition as at the start of your stay at IAS. You shall be held financially responsible for damages to the facilities and/or furnishings, beyond normal wear and tear.

9. You are responsible for basic sanitation in the assigned spaces. Offices shall not be used to serve or distribute food or beverages. Appropriate campus facilities should be booked for events where food will be served.
10. Offices must be kept orderly with work surfaces and floors cleared at the end of each day so that routine custodial services may be provided.
11. For reasons of ventilation and protection of furnishings, hazardous or flammable materials may not be used or stored in the IAS Building at anytime for any reason. Consistent with University policies, you must observe the no smoking policy on the whole campus.
12. You shall vacate the office and move out your belongings by the end date of the approved office space usage. Property remaining after the deadline may be recycled by IAS without prior notice or compensation.

Furnishings

13. IAS provides a reasonable complement of appropriate furnishings to each office. You, therefore, are not permitted to provide your own furnishings. Exceptions may be made for specialized equipment designed to assist the physically challenged or computing equipment required for research. Requests must be made in writing to IAS.
14. Furnishings may not be rearranged or removed. In exceptional cases, a request must be made in writing to IAS with an explanation as to why you deem this action necessary. You are responsible for restoring the furnishings to their original arrangement before you move out of your office space.
15. Please do not mount pictures, signage, and other decorative items in any space in the IAS Building. Requests for installation of such items are to be made in writing to IAS.
16. You shall not attach fixtures or decorative items to glass, walls, ceilings, floors, doors, exterior or interior windows, furnishings, or other surfaces and shall be held financially responsible for damage to facilities or furnishings. Requests for installation of such items are to be made in writing to IAS.
17. You are not permitted to engage in painting, physical renovations or changes of any kind to any facilities or furnishings. You shall be held financially responsible for damages resulting from such activity and for the cost of restoring facilities to their original condition.

Computer and Equipment

18. You may provide your own computer(s); however, HKUST and IAS shall not be responsible for their security. The installation of certain electrical equipment may create safety hazards and cause undue electrical interruptions. The installation of refrigerators, food and beverage preparation equipment, heaters, fans, water coolers, and all other high electrical consumption appliances for your personal use are strictly prohibited. A request for an exemption from this policy must be submitted in writing to IAS with an explanation as to why such an exemption should be made.
19. IAS is not responsible for losses incurred by you resulting from interruption to utilities (telephones, air conditioning, ventilation, and electrical). You should be aware that utility interruptions do occur occasionally and are beyond the control of HKUST and IAS. Multiple plug outlets and multiple plug extension cords may not be used without prior written authorization with the exception of a small power bar outlet for a personal computer.

Others

20. It is your responsibility to be knowledgeable of and to comply with all university policies, guidelines, and regulations which govern the general and specific use of campus facilities, in addition to laws of Hong Kong. Failure to abide by clearly stated policies, guidelines, regulations and the like may result in losing your allocated space.
21. Given the close proximity of office space, you shall use the allocated space in such a way that shall not disturb others. Persons sharing an office shall treat each other with the utmost respect and regard. You should endeavor to resolve disagreements through discussion and compromise. In the event that you are unable to settle a dispute, you should contact IAS to initiate the dispute resolution process.

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