



Hong Kong Science Park – SPX1
Laboratory Facility Management Service Centre
Transmittal Letter

Ref:	SPX1-LFM-19-T00X	Date:	
To:			
Attention:		From:	
Reference Project:	Pre-Handover meeting of		

Dear Sirs / Madams,					
We Transmit herewith :					
<input checked="" type="checkbox"/>	In accordance with your request				
<input type="checkbox"/>					
For your :					
<input type="checkbox"/>	approval	<input checked="" type="checkbox"/>	Distribution to parties	<input checked="" type="checkbox"/>	Information
<input checked="" type="checkbox"/>	Record	<input type="checkbox"/>	Review & comment	<input checked="" type="checkbox"/>	reference
<input type="checkbox"/>	perusal	<input type="checkbox"/>	action	<input type="checkbox"/>	
The following:					

Qty	Description	Reference	Date
1 set	Laboratory service request form	LFMS-TN-001	
1 set	Technical gases and liquid Information	-	
1 set	FSD Chapter 295B	-	
1 set	Laboratory emergency contact numbers and general procedures	-	
1 set	Illustrative notice	LFMS-TN-002	
Remarks:	Lab. Chem Drain only discharge inorganic spent acid (Not containing heavy metals) and spent alkali (Not containing heavy metals) only. Lab area should be maintained slightly negative pressure relatively to the public corridor. *Main value should be provided if addition of technical gas / liquid pipes. *Degreased pipe should be used if addition of technical gas. *Emergency exhaust button should be provided if addition of fume hood. *New fume exhaust system should be complied with international standard such as BSEN 14175.		

Any comment please contact Ms. Sue Choi at 5547 5706 within 7 days.

Received by Customer :

Yours faithfully,
Lab. Facility Management Service
Centre (SPX1)

Signature & Date

Name & Title

Signature & Date

