



Hong Kong Science Park Laboratory Facility Management Service Centre Transmittal Letter

| | | | | |
|-------------------|---|--|-------|---|
| Ref | : | Pre-Handover meeting | Date: | _____ |
| To | : | | | |
| Attention | : | | From: | Chelsie Yeung /Loby leong |
| Reference Project | : | Pre-Handover meeting of Room | | |

| | | | | | |
|-------------------------------------|---------------------------------|-------------------------------------|-------------------------|-------------------------------------|-------------|
| Dear Sirs / Madams, | | | | | |
| We transmit herewith : | | | | | |
| <input checked="" type="checkbox"/> | In accordance with your request | | | | |
| 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 | Technical gases and liquid service request form | LFMS-F-0010 | |
| 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 application form | - | |

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 isolation valve\(s\) should be provided at reachable level if addition of technical gas/ liquid when tee off from the gas pipe provision.](#)

[*Digreased pipe should be used if addition of technical gas.](#)

[*Emergency exhaust button should be provided if addition of fumehood.](#)

[*New fume exhaust system should be complied with international standard such as BSEN 14175.](#)

Any comment please contact [Chelsie Yeung](#) at [2639 8736](#) within 7 days.

Received by Customer :

Yours faithfully,
Lab. Facility Mgt Service Centre

Signature & Date

Name & Title

Signature & Date

