

Spray Room (213A, LSK Building) Regulation

The Spray Room environment may contain toxic substances. You must obtain proper instructions from the technician and follow all health and safety rules before working in the Spray Room. **If in doubt, consult the technician first.**

- Users are required to complete the **Current Year Workshop Safety Training** before entering the Workshop.
- Users are **not allowed to work alone** in the Workshop.
- **Cooking, eating, drinking (except water), smoking and gambling are strictly prohibited** in the Workshop.
- **Please keep the room door tightly closed to prevent odors from escaping.**
- **Please turn off the spray booth after use.**
- Users are required to return the work area and any furniture to their original positions.
- Users are required to maintain a clean work area at all times. All debris, waste, used cans, and other materials must be removed, and spray booth, floors and tables must be left clean and free of dust/materials after use.
- Upon leaving the Spray Room, users must remove all personal belongings and materials from the Workshop and must not leave any items unattended.
- Users are not allowed to store your model, materials or any personal belongings in the Workshop. Any belongings or remaining materials left unattended in the Workshop will be disposed of without notification.
- **Masks or respirators are self-prepared** and recommended to use when spraying.
- **Spraying activities are only allowed inside the Spray Booth.**
- All tools may only be used inside the spray room and may not be taken out of the room.
- Pay attention to the warning signs within the working area
- **Open flames and indoor fires are strictly prohibited.** Appropriate caution must be exercised when using heating tools. If an open flame is required for a project, prior approval must be obtained from the technician, and the activity must be conducted only in designated areas and in accordance with established safety procedures.

This building is under 24-hour CCTV surveillance. If any violation of regulation is detected, the School may investigate by reviewing CCTV recordings and Door Access control records. A warning will be issued for the first violation. Users who repeatedly violate the regulations may have their rights to access and use the facilities suspended or withdrawn.

The workshop will be cleaned regularly, including at the end of each term. Any items left in the workshop after the specified disposal date will be removed by the school. The school accepts no responsibility for any loss of property resulting from the removal of these items.

The School reserves the right to seek compensation for, and recover, any losses or damages arising from the improper use of the facilities. The School also reserves the right to amend these rules and regulations at any time and retains the right of final interpretation of all terms and conditions.

Emergency Contacts

Emergency	Call 999 for the police and call the Security Office for assistance in directing ambulance	999 (24hrs) / 2735 3355(24hrs)
Emergency	CUHK Security Office	3943 7999(24hrs)
Head of Workshop Head of Spray Room	Technician and First Aider - Henry Chang lg.workshop@eservices.cuhk.edu.hk ylchang@cuhk.edu.hk	3943 6585(Office-hr)
Safety Coordinator	Max Lee	3943 1027(Office-hr)
Emergency	School General Office	3943 6583(Office-hr)