

Classroom Services and Contact Information

A. Supporting Units and Contact Numbers

- (1) **IT Equipment (Computers, Projectors, Interactive Panels, Microphones and Amplifiers, etc.) Maintenance:**

Information Technology Services Centre (ITSC): 3620315

- (2) **Electric Power, Lights and Air Conditioning Maintenance:**

Property Management: T1-T8, CCC: 3620557; T29: 3639157

- (3) **Room Opening/Locking:**

Property Management:

T1-T3: 13620460278; T4-T8: 13622963567;

CCC: 13620460178; T29: 18023028369

- (4) **Room Cleaning, Furniture, White Board Markers, Dusters:**

Property Management: T1-8, CCC: 3620557; T29: 3639236

- (5) **Classroom Booking:**

Academic Registry (AR): 3620329, 3677221 or 3620303

- (6) **Lost and Found:**

Estates Management Office (EMO): 3620106

- (7) **Security:**

Estates Management Office (EMO): 13697774141

B. Service Hours of Supporting Units

- (1) **AR:** 8:30 am - 12:00 pm, 1:30 pm - 5:00 pm (Mon - Fri)

- (2) **ITSC:** 8:00 am - 9:00 pm (Mon - Fri)

- (3) **EMO:** 8:30 am - 12:00 pm, 1:30 pm - 5:00 pm (Mon - Fri)

- (4) **Property Management:** 24 hours, 365 days

Please use the classroom/lab in accordance with

“Regulations on Classroom/Lab Usage”!

Academic Registry

Estates Management Office

Information Technology Services Centre

1 September 2025