

User Manual

E-Form:
Request for A Minor Work Project



THE HONG KONG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY

E-Form: Request For A Minor Works Request

Submit | Save as Draft | Save as Template | Flowchart | Forecast | Print | Refresh | Comments

Post



The Hong Kong University of Science and Technology
Campus Development Office
Request for A Minor Works Project

Project Information

Request ID:

Requesting Department/Center :

ISO

Date of Request :

04/12/2020

Contact Person/PIC Name :

IS IS User Acceptance

E-mail :

istest171@ust.hk

Telephone No :

Area / Room No. :

Floor :

Nearest Lift No. :

Building Name :

Department Approver :

Select

Brief Description of Work :

Reason of Request :

Attach sketch as appropriate

Add Attachment

Relative priority of this project among all service requests by Department/Center : of (eg. 1 of 3)

(rank this project in numerical order with respect to all requests by this unit; do not use the same number twice)

Desirable Completion Date :

2022 Summer Break

(Submit by 15 October 2021 annually)

2021 Winter Break

(Submit by 15 April 2021 annually)

Others

(Specify with reasons:)

Funding Source:

Department

(Only applicable when the works related to Health / Safety, at public area, frequent use by student etc. Funding subject to MW Committee approval).

CDO

Other

(Please Specify Account Code:)

School Approver :

Select

School/Branch Priority :

of

Comments

Approval Information

No.	Step Name	Sign	Action	Date	Comments
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Minor Works Request E-form - Path

Item	Path
Minor Works Request E-form	https://admms66.ust.hk/YZSoft/forms/Post.aspx?pn=Request%20for%20A%20Minor%20Works%20Project



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[Forgot Password](#)
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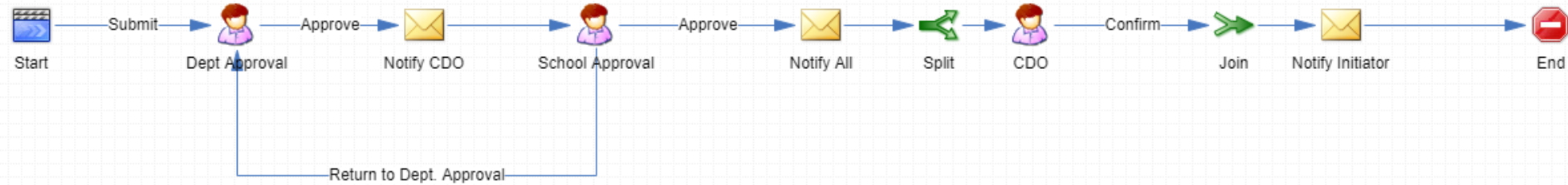
1

1) Login with own ITSC account

HKUST Authentication Service
(via CAS)



Workflow



Step No	Step Description	Process By	Action	Remarks
1	Start	Requestor	Submit	Submit E-Form to <u>Department Approver</u> .
2	Dept Approval	Department Approver (Selected in form)	Approve	Approve the request and submit to <u>School Approver</u> .
			<u>or</u> Return to Requestor	Return back to the <u>Requestor</u> to update information.
3	School Approval	School Approval (Selected in form)	Approve	Approve the request and submit to <u>CDO</u>
			<u>or</u> Return to Dept. Approval	Return back to <u>Department Approver</u> to update information.
4	CDO	CDO Admin	Reply – (Confirm or Reject)	CDO's replies will be based on Minor Works Committee (MWC) comment. CDO will pass to MWC in Mid-October and Mid-April annually; to assess, prioritize and approve all Minor Works requests, irrespective of funding source. For details, please refer to CDO website: - https://cdo.ust.hk/minor-works



Step (1) – Complete by Requestor

1. Fill up and submit
by Requestor

Submit | Save as Draft | Save as Template | Flowchart | Forecast | Print | Refresh | Comments | Post

 **The Hong Kong University of Science and Technology**
Campus Development Office
Request for A Minor Works Project

Project Information

Request ID:
Requesting Department/Center: Date of Request:
Contact Person/PIC Name: E-mail:
Telephone No: Area / Room No.:
Floor: Nearest Lift No.:
Building Name:
Department Approver:

Brief Description of Work :

Reason of Request :

Attach sketch as appropriate

Relative priority of this project among all service requests by Department/Center: of (eg. 1 of 3)
(rank this project in numerical order with respect to all requests by this unit; do not use the same number twice)

Desirable Completion Date :
☐ 2022 Summer Break (Submit by 15 October 2021 annually)
☐ 2021 Winter Break (Submit by 15 April 2021 annually)
☐ Others (Specify with reasons:)

Funding Source:
☐ Department
☐ CDO (Only applicable when the works related to Health / Safety, at public area, frequent use by student etc. Funding subject to MW Committee approval).
☐ Other (Please Specify Account Code:)

School Approver:
School/Branch Priority: of
Comments:

Approval Information

No.	Step Name	Sign	Action	Date	Comments
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Step (2) – Complete by Department Approver

2.1) Need to select the “School Approver”, if “Department Approver” approve the works request

2.2) Department Approver to review the content input by Requestor, either “Approve” or “Return to initiator” for further modification.

Approve

Reject

Return to Initiator

Task Trace

More

Refresh



The Hong Kong University of Science and Technology

Campus Development Office

Request for A Minor Works Project

Dept Approval

Project Information

Requesting Department/Center : CDO

Date of Request : 16/04/2021

Contact Person/PI Name : LEE, Simon

E-mail : leesimon@ust.hk

Telephone No : testing

Area / Room No. : testing

Floor : testing

Nearest Lift No. : testing

Building Name : testing

Department Approver : LEE, Wai Shing Simon

Brief Description of Work : testing

Reason of Request : testing

Attach sketch as appropriate :  Removing Concrete Ballast.jpeg (111 KB)

Relative priority of this project among all service requests by Department/Center : 1 of 1 (eg. 1 of 3)
(rank this project in numerical order with respect to all requests by this unit; do not use the same number twice)

Desirable Completion Date : ☒ 2022 Summer Break (Submit by 15 October 2021 annually)

☐ 2022 Winter Break (Submit by 15 April 2022 annually)

☐ Others (Specify with reason:)

Funding Source : ☒ I understand the latest procedure is outlined on the <https://cdo.ust.hk/minor-works>. The Minor Works Application will be vetted by the Minor Works Committee which will assess, prioritize and approve your request October / April annually. This is irrespective of funding source. Any Minor Works Request that are required due to Health and Safety issues will be followed up by CDO as soon as possible.

☐ Department

☒ CDO (Only applicable when the works related to Health / Safety, at public area, frequent use by student etc. Funding subject to MW Committee approval).

☐ Other (Please Specify Account Code:)

School Approver :

Select

School/Branch Priority : of

Comments :

Approval Information

No.	Step Name	Sign	Action	Date	Comments
1	Start	LEE, Simon	Submit	2021-04-16 12:16	
2	Dept Approval	LEE, Simon	Running		



3.1) School Approver shall fill in these boxes if approve the works request .

3.2) School Approver to review the content either “Approve” or “Return to Dept Approver” for further modification.

End