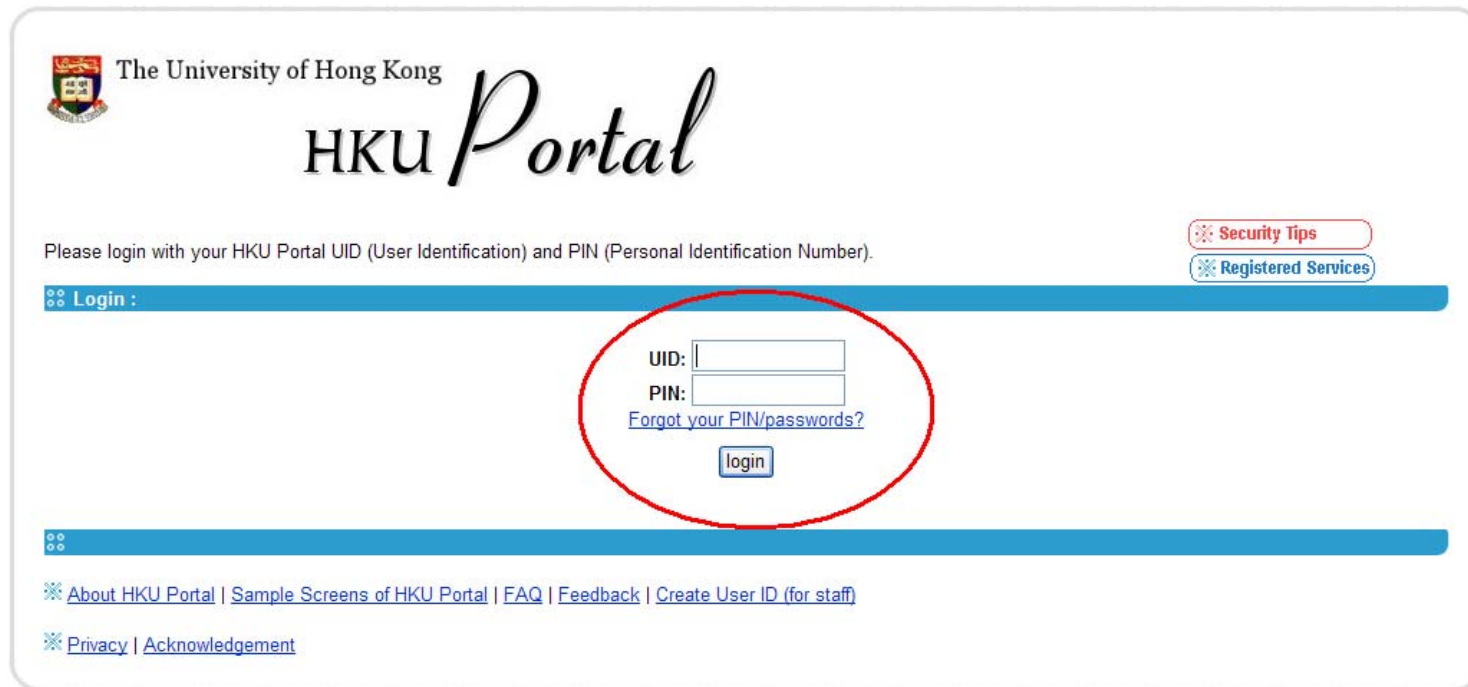


Procedures for placing an order for E&M maintenance

1st: Login your HKU Portal



The University of Hong Kong
HKU Portal

Please login with your HKU Portal UID (User Identification) and PIN (Personal Identification Number).

[Security Tips](#)
[Registered Services](#)

☰ Login :

UID:
PIN:
[Forgot your PIN/passwords?](#)


☰

[About HKU Portal](#) | [Sample Screens of HKU Portal](#) | [FAQ](#) | [Feedback](#) | [Create User ID \(for staff\)](#)
[Privacy](#) | [Acknowledgement](#)

Best viewed in 1024x768 display resolution and IE v6 or v7

Procedures for placing an order for E&M maintenance

2nd: Login your MyUIS

HKU Portal October 21, 2009 26°C 

HKU Today | MyEmail | MyWebCT | MyLibrary | **MyUIS** | MyDepartment | Services | MyFavourites


University Information System

**You are trying to access MyUIS.
UIS password is required as second login to proceed.**

Please enter **your UIS password** below

We recommend that you always access MyUIS with a second login step for added protection of your data on campus, you may choose to skip the second login step. [Click here](#) to skip the second login step. Second login is required if you access MyUIS from Internet.

If you have forgotten your UIS password, please [click here](#) to obtain the application form for changing the UIS password.

 Note: your password will be transmitted under secure mode.

Procedures for placing an order for E&M maintenance

3rd: Maintenance/moving/cleaning Request System

HKU Portal October 21, 2009 26°C

HKU Today MyEmail MyWebCT MyLibrary **MyUIS** MyDepartment Services MyFavourites

University Information System

Personalized Menu

Staff <ul style="list-style-type: none">Annual LeaveConfirmation of Start DateFinancial Clearance FormHeads of departmentHuman Resources Home PagePerformance Review and DevelopmentStaff Directory (for head/proxy)	Management Information <ul style="list-style-type: none">Request for StatisticsUser Account Application on MIU systems	Teaching and Learning <ul style="list-style-type: none">3-credit Broadening Course ApplicationCommon Core Course Application (Currently Suspended)
Student <ul style="list-style-type: none">Course Approval SystemCourse Database EnquiryDepartmental Student LoadEnrollment InformationMarks Entry SystemProvisional Class ListTranscript Data Entry SystemUG/TPG Graduate Statistics	Boards and Committees <ul style="list-style-type: none">Committee Membership	Estates <ul style="list-style-type: none">EQ IntranetFacilities and Space Management Information SystemMaintenance/moving/cleaning Request SystemProject Listing

Procedures for placing an order for E&M maintenance

4th: Make new maintenance and/or cleaning request



[Make new maintenance and/or cleaning request](#)

[Make new moving request](#)

[Enquire status of maintenance, cleaning and moving work orders \(from February 19, 2003 onwards\)](#)

[Enquire maintenance & cleaning work orders \(before February 19, 2003\)](#)

Please note that this is for maintenance, cleaning and moving requests only, any additional/alteration and improvement works should be raised by head of department to the Director of Estates in writing.

*For **urgent request** of maintenance services, please contact Estates Office at (852)2540-1999.*

For urgent request of cleaning services, please contact Customer Services Centre of the Estates Office at (852)2857-8282.

For request of cleaning and moving services for staff quarters, please contact the Housing Management Unit of the Estates Office at Tel: (852)2816-8299 /Fax: (852)2855-7109 for arrangement.

To cancel or amend orders, please contact the Estates Office during office hours as follows :-

For maintenance work orders : (852) 2547-9522

For cleaning work orders : (852) 2857-8282

For moving work orders : (852) 2859-8009

An auto email acknowledgement will be sent to the applicant when the request is acknowledged by Estates Office.

An auto email regarding electronic survey will be sent to the applicant when the work order is completed and closed.

Procedures for placing an order for E&M maintenance

5th: Details of location

The University of Hong Kong 香港大學

Maintenance and/or Cleaning Services Request Form Estates Maintenance

*The University of Hong Kong
Estates Office
Maintenance and/or Cleaning Services Request Form*

Staff number 54898 Name Mr Mak Chi Chuen 麥志全

Department

Applicant's Tel. No. Email

Personal Information
As your HKUPortal login information

Details of Request:

Building

Floor Room

Location

Contact person Tel

Details of location

Preferred date for the work to be done (if any) (dd/mm/yyyy)

Preferred time (if any) : (hh:mm) am pm

Appointments will be handled as soon as possible.

For urgent requests, please contact the Estates Office at (852)2540-1999 (Maintenance Services) or (852)2857-8282 (Cleaning Services).

No.	Services Unit	Type of Services	Problem Description	Qty.
1	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="clear"/>
2	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="clear"/>
3	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="clear"/>
4	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="clear"/>
5	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="list"/>	<input type="text"/> <input type="button" value="clear"/>

Procedures for placing an order for E&M maintenance

6th: Details of work (1)

The University of Hong Kong 香港大學

Maintenance and/or Cleaning Services Request Form Estates Maintenance Request System

The University of Hong Kong
Estates Office
Maintenance and/or Cleaning Services Request Form

Staff number: 54898 Name: Mr Mak Chi Chun
Department: Department of Chemistry
Applicant's Tel. No.: 28592151 Email: dccmak@hku.hk

Details of Request:

Building: Chong Yuet Ming Chemistry Building - 莊月明
Floor: G Room: G01A
Location:
Contact person: Donald Mak (Dept of Chemistry) Tel: 28592151

Preferred date for the work to be done (if any):
Preferred time (if any): : (hh:mm) am pm
Appointments will be handled as soon as possible.
For urgent requests, please contact the Estates Office at (852)2540-1999 (Maintenance Services) or (852)2857-8282 (Cleaning Services).

No.	Services Unit	Type of Services	Priority
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

List of services unit - Windows Internet Explorer
https://uis.hku.hk/uisauth/plsql/nemuisreq_list_service?whichRow=0

The University of Hong Kong 香港大學

List of services unit Estates Maintenance Request System

Please select services unit:

Building Maintenance 屋宇維修
Cleaning 清潔
Electrical and Mechanical 機電·冷氣
Gardening/Slope/Pest/Drainage(outdoor) 花園/斜坡/滅蟲/渠務(室外)

Procedures for placing an order for E&M maintenance

6th: Details of work (2)

The University of Hong Kong 香港大學

Maintenance and/or Cleaning Services Request Form

Estates Maintenance Request Sys

The University of Hong Kong
Estates Office
Maintenance and/or Cleaning Services Request Form

Staff number: 54898 Name: Mr Mak Chi Chue
Department: Department of Chemistry
Applicant's Tel. No.: 28592151 Email: dccmak@hkucc.edu.hk

Details of Request:
Building: Chong Yuet Ming Chemistry Building - 莊月明
Floor: G Room: G01A
Location:
Contact person: Donald Mak (Dept of Chemistry) Tel: 28592151
Preferred date for the work to be done (if any):
Preferred time (if any): (hh:mm) am pm
Appointments will be handled as soon as possible.
For urgent requests, please contact the Estates Office at (852)2540-1999 (Maintenance Services) or (852)2857-8282 (Cleaning Services).

No.	Services Unit	Type of Services	Pro
1	Electrical and Mechani		
2			
3			
4			
5			

Submit Reset

Type of Services - Windows Internet Explorer
https://uis.hku.hk/uisauth/plsql/nemuisreq_list_type?whichRow=0&srvNum=ELECT_MECH

The University of Hong Kong 香港大學

Type of Services Estates Maintenance Request System

Please select type of services:

OK Cancel

- Restaurant Kitchen Equipment 餐廳廚房設備 (only for University canteens)
- Lighting 燈
- Lift Maintenance
- Electrical 電器
- Air-conditioning 冷氣及抽氣

完成 網際網路 100%

Procedures for placing an order for E&M maintenance

6th: Details of work (3)

The University of Hong Kong 香港大學

Maintenance and/or Cleaning Services Request Form

The University of Hong Kong
Estates Office
Maintenance and/or Cleaning Services Request Form

Staff number 54898 Name Mr Mak Chi Chuen 麥志全
Department Department of Chemistry
Applicant's Tel. No. 28592151 Email dccmak@hkucc.hku.hk

Details of Request:
Building Chong Yuet Ming Chemistry Building - 莊月明化學樓
Floor G Room G01A
Location
Contact person Donald Mak (Dept of Chemistry) Tel 28592151
Preferred date for the work to be done (if any) (dd/mm/yyyy)
Preferred time (if any) (hh:mm) am pm
Appointments will be handled as soon as possible.
For urgent requests, please contact the Estates Office at (852)2540-1999 (Maintenance Services) or (852)2657-8282 (Cleaning Services)

No.	Services Unit	Type of Services	Problem Description
1	Electrical and Mechani list	Air-conditioning 冷氣及 list	list
2	list	list	list
3	list	list	list
4	list	list	list
5	list	list	list

Submit Reset

Problem Description - Windows Internet Explorer
https://uis.hku.hk/uisauth/plsql/nemuisreq_list_prob?whichRow=0&srvNum=EL

The University of Hong Kong 香港大學
Problem Description Estates Maintenance Request System

Please select a problem description:

OK Cancel

- Condenser unit cleaning 清洗冷氣冷凝器
- Dehumidifier leaking water 抽濕機漏水
- Dehumidifier not working 抽濕機壞
- Exhaust fan not working 抽氣扇壞
- Fume hood not working 抽氣櫃壞
- Gas equipment / piping to be repaired 煤氣修理
- Others 其他
- Refrigerator leaking water 雪櫃漏水
- Refrigerator noisy 雪櫃嘈
- Refrigerator not working 雪櫃壞

If you cannot find a suitable problem description, please enter the problem in the following field:

完成 網際網絡 100%

Procedures for placing an order for E&M maintenance

6th: Details of work (4)

The University of Hong Kong 香港大學

Maintenance and/or Cleaning Services Request Form

*The University of Hong Kong
Estates Office
Maintenance and/or Cleaning Services Request Form*

Staff number 54898 Name Mr Mak Chi Chuen 麥志全

Department Department of Chemistry

Applicant's Tel. No. 28592151 Email dccmak@hkucc.hku.hk

Details of Request:

Building Chong Yuet Ming Chemistry Building - 莊月明化學樓 list

Floor G list Room G01A list

Location

Contact person Donald Mak (Dept of Chemistry) Tel 28592151

Preferred date for the work to be done (if any) (dd/mm/yyyy)

Preferred time (if any) (hh:mm) am pm

Appointments will be handled as soon as possible.

For urgent requests, please contact the Estates Office at (852)2540-1999 (Maintenance Services) or (852)2857-8282 (Cleaning Services).

No.	Services Unit	Type of Services	Problem Description	Qty.	
1	Electrical and Mechani list	Air-conditioning 冷氣 list	Fume hood not working list	2	clear
2	list	list	list	list	clear
3	list	list	list	list	clear
4	list	list	list	list	clear
5	list	list	list	list	clear

Submit Reset

Procedures for placing an order for E&M maintenance

7th: Record the Work Order Number



The University of Hong Kong 香港大學

Estates Office - Submit Maintenance Request

Your Work Order Number is 391894
Please quote this number for enquiry and future reference. Thank you.

OK

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[Main Menu](#)

Procedures for placing an order for E&M maintenance

[http://chem.hku.hk/~chemhome/
download/maintenance_ordering_procedures.
pdf](http://chem.hku.hk/~chemhome/download/maintenance_ordering_procedures.pdf)