

Opening / Closing partition wall in LT1A/B, Room 203 and Room 209, Cheng Yun Ting Building

For opening / closing the partitions wall, please contact below EMO staff or our Front desk on 3943 6666 with 7 working days in advance notice.

Event Host	Contact person of EMO	Telephone / Mobile Number	E-mail address
Professional and Administration Services Units	Ms. So Tsz Shan	3943 6659 / 9551 8117	tssso@emo.cuhk.edu.hk
Colleges, Faculties or other Academic Units	Mr. Cheung Chi Chung Jonathan	3943 4074 / 6277 9500	jonathancheung@emo.cuhk.edu.hk

Price List – Fee for operating the partition wall every time (including open or close the partition wall and resume default setting afterwards)

Room	LT1 A/B	Room 203 or Room 209
Working time		
Within 8:00a.m. to 6:00p.m., Monday to Saturday	\$5,600	\$3,000
Within 7:00a.m. to 8:00a.m., or 6:00p.m. to 12:00 a.m., Monday to Saturday	\$8,400	\$4,500

- ❖ 15% additional charge for removing works scheduled on Sundays and public holidays
- ❖ Relevant fee can be waived if the request for open or close the partition wall is for accommodation of teaching activities (applicable to block grant funded programmes only). Hosting department should submit relevant documentation/information to the Director of Estates Management for approval via EMO's contact person.
- ❖ EMO will levy 3.5% of the unit prices for block grant funded projects as supervision fees from the hosting department, whereas for self-financed activities, 10% will be levied.
- ❖ Half working day before and after the event for operating the partition wall and resume default setting are both required.