

THE CHINESE UNIVERSITY OF HONG KONG

Campus Planning Committee

Guidelines on the Installation of Containers on Campus as Temporary Storage Space

Preamble

As the University undergoes rapid development, some units are experiencing space shortage problems, to which the installation of modified containers as storage space provides a temporary yet viable solution. This approach can alleviate immediate space shortage and enable units to use space more efficiently while planning for long-term solutions.

Principles

1. University units are strongly encouraged to explore alternative arrangements for keeping records (e.g. digitalization), and reorganize items to maximize space efficiency, instead of resorting to creating additional storage space to meet limitless needs.
2. The installation of container(s) as storage space is a temporary solution of up to three years. No extension is allowed.
3. It is the unit's responsibility to restore the space to its original condition upon expiry of the approved installation.
4. The number and location of containers installed will be subject to careful control by the Campus Planning Committee, to avoid a proliferation of containers across campus and conflicts with future university-wide development plans.

Approval Criteria

1. The unit has demonstrated a genuine need for additional / temporary space, in accordance with the prevailing space norm.
2. The request is consistent with the unit's development plan, as endorsed by the supervising authority.
3. The request is verified as technically feasible by the works units (Campus Development Office / Estates Management Office).
4. The request must satisfy other conditions and requirements, including but not limited to safety and environmental considerations, approval of the Buildings Department and funding availability.
5. The unit has pledged to cover by its own means the full cost of the installation and removal of the containers upon expiry of the approved installation.

Application and Enquiries

Applications for approval of the installation of container(s) to create temporary storage space must be endorsed by the supervising authority before submission to the Secretariat of the Campus Planning Committee by email to srsdo@cuhk.edu.hk. Enquiries should be directed to the same email address.

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