

國立中興大學獸醫學院各建築及空間管理實施辦法

95年5月8日院務會議通過

91年1月23日院務會議修正

91年5月14日院務會議修正

91年7月29日院務會議修正

105年9月30日院務會修正議(第2條)

- 一、宗旨：本辦法係根據「國立中興大學獸醫學院各建築及空間管理委員會組織章程」第二條訂定。
- 二、管轄範圍：
 - (一)各系所及附屬單位(以下簡稱各單位)使用之空間由各單位自行管理，並由管理委員會依職掌監督各單位依相關法規進行管理，若有不當情事管理委員會得依法進行調配、考核、規劃及處理。
 - (二)公共使用之空間由學院辦公室管理，並由管理委員會依職掌監督、調配、考核、規劃及處理。
- 三、緊急事件處理人：
 - (一)各使用單位應推派緊急事件處理人，負責處理衛生安全相關之緊急事件。
 - (二)緊急事件處理人之聯絡辦法，應公佈於明顯之處。
- 四、消防安全：
 - (一)各樓層平面圖，應標明緊急逃生出口之位置。
 - (二)消防設備(包括：緊急逃生出口、緊急照明燈、煙霧感應器、火災警報系統、滅火器、消防栓及擴音系統)請總務處招商定期檢修。
 - (三)走廊及樓梯間不得堆置物品阻礙逃生通道。
 - (四)相關人員配合學校參加消防講習及演練。
- 五、重要公共設施之維修：
 - (一)電梯
 - 1、各電梯之保養及維修由校方負責統一招商簽訂維修合約。
 - 2、電梯內之緊急通話系統應與駐警室、營繕組、維修廠商連接以利緊急事故處理需要。
 - 3、各樓層電梯門外及內部應張貼緊急事件處理聯絡電話。
 - (二)緊急供電系統：
 - 1、各大樓之緊急供電系統保養及維修由學校負責統一招商簽訂維修合約。
 - 2、緊急供電系統由管理委員會指定相關人員定期檢視。
 - (三)空調系統：
 - 1、各大樓空調系統之保養及維修由各單位自行招商維修。
 - 2、空調系統由管理委員會指定相關人員定期檢視。
 - (四)污水給水馬達：
 - 1、由管理委員會指定人員定期檢視，維修費用由使用單位共同分擔，分擔比例由管理委員會決定。
- 六、實驗室安全：
 - (一)實驗室門口應標示實驗室負責人之姓名、聯絡辦法，以備緊急聯絡之用。
 - (二)實驗室門口應標示實驗中有潛在危險之物品及儀器，例如放射性物質、雷射、高壓設備、易燃物品、有毒藥品或易爆物等。

(三) 實驗之儀器設備裝置及保護措施，應符合相關法令規定並實施自動檢查與紀錄。

七、環境衛生：

(一) 環境衛生由各使用單位負責；公共空間之環境衛生則由共同使用單位協調共同負責。

(二) 各大樓之公共空間均列為禁煙區。

(三) 公共空間除佈告欄外不得隨意張貼廣告、海報及佈告。

(四) 實驗室物質排放應合乎政府規定。

八、共同使用空間規畫：

(一) 各大樓廣場由管理委員會規劃，經行政程序辦理執行。

(二) 大樓週邊應設汽、機車及腳踏車專用停放空間，專用空間外不得任意停放。

(三) 各重要公共設施應有明顯之標示，如廁所、殘障專用無障礙通道。

(四) 各大樓於下班及假日期間之門禁：

1、設置密碼刷卡監視系統等設施，以利人員進出管理。

2、一樓的安全門均應使用單向門以利緊急逃生，並設警報系統。

(五) 共同使用空間之外借需依會議場所使用辦法規定辦理。

九、相關經費之負擔：

(一) 共同使用空間清潔、維護及各種設施所需經費原則上由使用單位共同分擔，分擔比例由管理委員會決定。

(二) 獸醫學院各單位共同使用空間，包括教室及演講場所，清潔、維護及各種設施所需經費之分攤由管理委員會決定。

十、本辦法經院務會議通過報請校長核備後實施，修正時亦同。

**NATIONAL CHUNG HSING UNIVERSITY
COLLEGE OF VETERINARY MEDICINE**

Regulations for the Implementation of the Management of Buildings and Spaces

Amended by the College Affairs Meeting on September 30, 2016 (Article 2)

1. Purpose:

The Regulations are formulated in accordance with Article 2 of the *Organizational Charter of the Building and Space Management Committee of the College of Veterinary Medicine, National Chung Hsing University*.

2. Scope of Authority:

- (1) Spaces used by each academic and affiliated unit (the Units) shall be managed by the respective units themselves. The Building and Space Management Committee (the Committee) shall oversee the management of these units in compliance with relevant regulations. If any improper management issues arise, the Committee is authorized to reallocate, evaluate, plan, and resolve such matters as needed.
- (2) Public spaces shall be managed by the College Office. The Committee shall oversee, reallocate, assess, plan, and address these spaces as necessary.

3. Emergency Incident Response:

- (1) Each using unit shall designate an emergency incident responder, responsible for handling emergency incidents related to health and safety.
- (2) Contact information for the emergency incident responder shall be publicly displayed in a visible location.

4. Fire Safety Measures:

- (1) Floor plans for each building shall indicate the locations of emergency exits.
- (2) Fire safety equipment (including emergency exits, emergency lighting, smoke detectors, fire alarm systems, fire extinguishers, fire hydrants, and public address systems) shall be regularly inspected by the General Affairs Office.
- (3) Hallways and staircases must be free from obstructions to ensure clear escape routes.
- (4) Relevant personnel must participate in fire safety training and drills organized by the university.

5. Maintenance of Essential Public Facilities:

(1) Elevators:

- a. The university is responsible for contracting elevators maintenance services.
- b. The elevator emergency communication system should be connected to the Campus

Security Office, Division of Construction and Maintenance, the maintenance team, and the service provider to facilitate emergency response.

- c. Emergency contact numbers for incidents should be displayed near the elevator doors on each floor.

(2) Emergency Power Supply System:

- a. The university is responsible for contracting maintenance services for the emergency power supply system.
- b. The Committee shall designate personnel to regularly inspect the emergency power supply system.

(3) Air Conditioning System:

- a. The maintenance of air conditioning systems in each building shall be handled by each unit.
- b. The Committee shall designate personnel to inspect the air conditioning system regularly.

(4) Water and Sewage Pumps:

- a. The Committee shall designate personnel for regular inspections. The maintenance costs shall be shared by the using units, with the allocation proportion determined by the Committee.

6. Laboratory Safety Requirements:

- (1) The name and contact details of the laboratory supervisor shall be posted at the entrance for emergency contact purposes.
- (2) The laboratory entrance shall indicate any hazardous materials and equipment, such as radioactive substances, lasers, high-pressure equipment, flammable materials, toxic substances, or explosives.
- (3) Laboratory equipment and protective measures must comply with relevant laws and regulations, and regular automatic inspections and record-keeping must be implemented.

7. Environmental Hygiene:

- (1) Each unit is responsible for maintaining the hygiene of its allocated spaces, while shared public spaces are managed collaboratively by the relevant units.
- (2) All public spaces in buildings are designated as non-smoking areas.
- (3) Advertisements, posters, or notices, other than bulletin board items, are not allowed to be posted in public spaces.
- (4) Laboratory waste must comply with governmental regulations.

8. Planning of Shared Spaces:

- (1) The Committee shall plan the shared spaces in each building, and implementation shall follow the administrative procedures.
- (2) Parking spaces for cars, motorcycles, and bicycles should be provided around each building. Parking outside designated areas is prohibited.
- (3) Important public facilities, such as toilets and accessible routes for disabled persons, must be

clearly marked.

- (4) Access control for each building after working hours or on holidays:
 - a. A password card system and surveillance system should be installed to manage personnel entry and exit.
 - b. Safety doors on the first floor should be one-way doors to facilitate emergency evacuation, equipped with an alarm system.
- (5) The borrowing of shared spaces must comply with the regulations for meeting room usage.

9. Cost Sharing:

- (1) The cleaning, maintenance, and associated costs for shared spaces shall generally be shared by the using units, with the distribution of costs determined by the Committee.
- (2) The cost distribution for the cleaning, maintenance, and associated facilities of shared spaces, including classrooms and lecture halls, shall be determined by the Committee.

10. Implementation:

The Regulations shall be implemented upon approval by the College Affairs Meeting and the President. Any amendments shall follow the same procedure.

(updated 2024/12/13)