

**國立中興大學醫學院公共空間暨公用儀器管理委員會設置辦法**  
**National Chung Hsing University College of Medicine Public Space  
and Shared Equipment Management Committee Guidelines**

民國113年11月8日院系所主管會議通過

Approved at the College and Department Administrators Meeting on November 8, 2024.

第一條 本委員會定名為「國立中興大學醫學院公共空間暨公用儀器管理委員會」，以下簡稱本會。

Artical 1 This committee shall be named the "College of Medicine Public Space and Shared Equipment Management Committee of National Chung Hsing University" (hereinafter referred to as "the Committee").

第二條 本會職掌為執行及監督院內公共空間暨公用儀器之使用、管理、維護、安全衛生、場地借用之核准會簽、工程進行之擬定及其他有關事項，並得依需要另訂相關辦法。

Artical 2 The Committee is responsible for overseeing the use, management, maintenance, safety, sanitation, approval of venue reservations, planning of engineering projects, and other related matters concerning public spaces and shared equipment within the College. Additional regulations may be established as necessary.

第三條 本會委員由醫學院(以下簡稱本院)院長、副院長及各系所主管擔任之。如因故不能出席時，得委託職務代理人出席，並於會議中行使應有之權利。

Artical 3 Committee members shall consist of the Dean, Vice Dean, and heads of departments within the College of Medicine (hereinafter referred to as "the College"). If a member is unable to attend a meeting, a designated representative may attend and exercise the member's rights.

第四條 提案依程序送本會討論，並得邀請相關單位或人員列席，決議事項得送請各使用單位及相關單位配合執行。

Artical 4 Proposals shall be submitted following the prescribed procedures for discussion

by the Committee. Relevant units or personnel may be invited to attend meetings, and resolutions shall be forwarded to the respective user units and relevant departments for implementation.

第五條 本會之重要工作項目如下，原則由醫學院負責。

- (一)公共空間清潔管理：門廳(含門窗玻璃、電梯間)、佈告欄、會議室及廁所等公共空間之清潔維護與管理。
- (二)門禁管理：臨時卡申請、登錄、核發及回收等，自動門、刷卡機、監視器之維修，錄影監視系統建置、維護、調閱及複製等管理相關事宜。
- (三)公共空間財產管理、共用場地及器材借用，維護醫學院儀器室空間貴重儀器之保管與正常使用。
- (四)消防安全：包括偵煙器、廣播系統、逃生等消防相關設備之維護。
- (五)職業安全衛生：督導研究場所運作管理系統、化學品管理系統事宜。
- (六)網路：設備維護、流量管制，由各系所自行負責。
- (七)節能減碳：商討並落實本院節能減碳政策，以及訂定各單位用電攤比例。

Artical 5 The key tasks of the Committee shall, in principle, be carried out by the College of Medicine:

1. Public Space Cleaning Management: Maintenance and management of public spaces such as lobbies (including windows and doors), bulletin boards, meeting rooms, and restrooms.
2. Access Control Management: Includes temporary card applications, registration, issuance, and collection, as well as the maintenance of automatic doors, card readers, and surveillance cameras, and the setup, maintenance, review, and copying of the video surveillance system.
3. Public Space Property Management: Management of shared spaces and equipment usage, including the safekeeping and proper use of valuable instruments in the College's equipment rooms.

4. Fire Safety: Maintenance of fire-related equipment such as smoke detectors, broadcasting systems, and emergency escape systems.
5. Occupational Safety and Health: Supervision of the operational management systems for research facilities and chemical management systems.
6. Network Management: Maintenance of equipment and flow control, which is the responsibility of each department.
7. Energy Conservation and Carbon Reduction: Discussion and implementation of energy conservation and carbon reduction policies, as well as the establishment of electricity usage sharing proportions among departments.

第六條 本會之經費來源由本院各使用單位分攤，於年度經費分配時由本院系所主管會議訂定之。

Artical 6 The Committee's funding shall be shared among the user units within the College, with allocation determined during the annual budget meeting of the College's department administrators.

第七條 本院公共區域設施之保養、檢修、清潔及其他相關公共業務之簽約，以本會為權責單位。

Artical 7 The Committee shall be the responsible unit for contracts related to the maintenance, inspection, cleaning, and other public affairs of the College's public facilities.

第八條 本辦法經本院系所主管會議通過後施行，修正時亦同。

Artical 8 These regulations shall take effect upon approval by the College's department administrators meeting, with amendments following the same procedure.