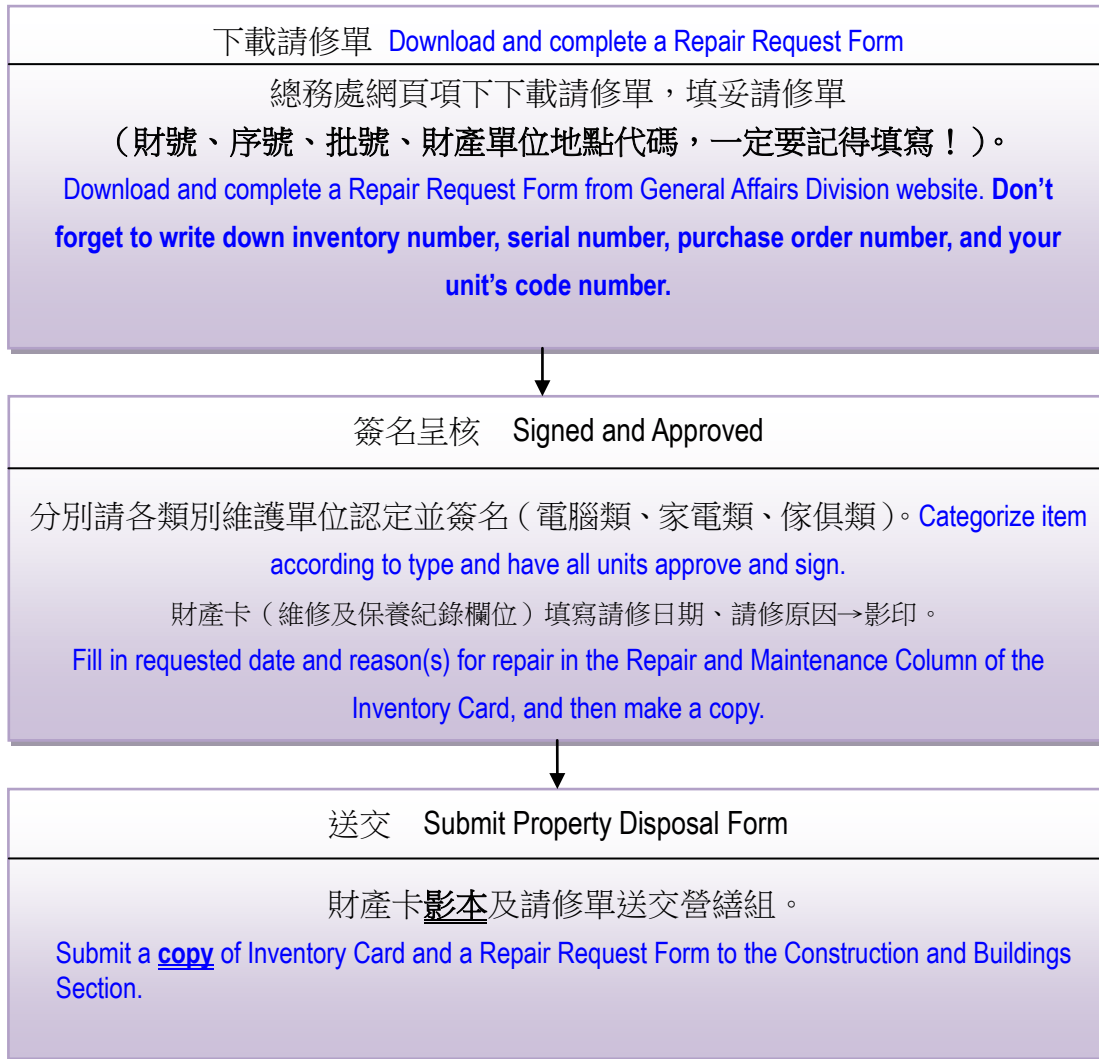


## 營繕組 - 財產請修流程表

### Construction and Buildings Section--Property Repair Procedures

#### 一、 流程圖 Flow Chart :



#### 二、 詳細說明 Explanation :

1. 部份財產請修時，須先交由各類別維護單位認定“損壞”，須送廠商修繕時，再填寫請修單分別由各檢驗單位同仁簽名，認定之。Some property must be declared as “damaged” before being repaired. If it is broken, fill out a Repair Request Form and have it signed. The Inventory Control Section will contact the vendor to have repairs made.
2. 請於財產卡的維修及保養紀錄欄處，填寫請修日期、原因後，將財產卡影印。Fill out the requested date and reason(s) for repair in the Repair and Maintenance Column of the Inventory Card, and then make a copy.
3. 將財產卡影本連同請修單一併送交營繕組處理，即完成單位請修手續。Submit a **copy of Inventory Card** and a Repair Request Form to the Construction and Buildings Section. This will complete the repair procedures.

#### 三、 請修財產類別 Category of equipment to be repaired :

1. 電腦類 Computer→資網處檢驗判定、簽名。(例：主機、螢幕、筆電、印表機、傳真機) Checked, approved, and signed by the Information and Network Division (for hosts, monitors, notebook computers,

printers, and fax machines).

2. 家電類 Appliances → 營繕組檢驗認定、簽名。(例：電扇、冷氣機、桌上型飲水機) Checked, approved, and signed by the Construction and Buildings Section (for fans, air conditioners, and small water dispensers).