

# Procedures for Concerning Application for Maintenance Work

Passed at Regulation Review Committee Meeting on April 24, 2009  
Revised and passed at the General Affairs Committee Meeting on November 29, 2010

- Article 1 These procedures have been established to maintain university buildings, to ensure the safety and soundness of facilities, and to make full use of all facilities.
- Article 2 All the university buildings, roads, fields, and facilities are checked, repaired and maintained by the General Affairs Division during winter and summer vacations.
- Article 3 Persons who discover problems with the facilities in regular classrooms and public restrooms, including problems with doors, windows, blinds, chairs, desks, lecterns, blackboards, water and electronic equipment should go to the General Affairs Division Construction and Buildings Section (Taoyuan General Affairs Section; Jihe Complex Administration Division Administrative Resources Section) during the day and the General Affairs Division Off-hours Duty Office (Taoyuan Evening Class Administration Section) during the evenings to make an entry in the Waterworks & Electrical Maintenance Logbook, the Maintenance Logbook, or the Building Maintenance Logbook, as the situation warrants. Please fill in Appendix I with the details.
- Article 4 The maintenance of special classrooms, offices, and dormitories will be conducted in accordance with the above. If the scale of the repair is large, the project must be reported to the president for approval.
- Article 5 Faculty members, staff members, and laborers should take care of the facilities and not purposefully damage them. If cases are found where purposeful damage has occurred, perpetrators will not only be required to provide compensation at current prices, but will also be punished.
- Article 6 Upon being passed at the General Affairs Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***

## Appendix I

Waterworks & Electrical Maintenance Logbook				
Date	Service or Repair Item	Registeree	Handling Procedures	Clerk
MM / DD				

Building Maintenance Logbook

Date	Service or Repair Item	Registeree	Handling Procedures	Category	Result
MM / DD					