

Procedures for Cleaning and Maintaining Classrooms

Passed at Regulation Review Committee Meeting on December 31, 2009
Revised and passed at the General Affairs Committee Meeting on November 29, 2010
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- Article 1 Purpose: To develop environmental consciousness in our students, elevate our citizens' living quality and to nurture good habits among our students, these regulations have been established.
- Article 2 Means: the university's plan to maintain a clean environment by students and work-study students from day to night.
- Article 3 Duties:
1. Academic Affairs Division
 - (1) Send a copy of classroom distribution chart, course schedule, and 1st-year class seating charts for each academic year to General Affairs Division for arrangement.
 2. Student Affairs Division
 - (1) Hold regular seminars and distribute timely propaganda to encourage students not to accept fliers at campus entrances, not to carelessly dispose of garbage, bottles, and cans, rather to place all miscellaneous trash in garbage or recycling receptacles.
 - (2) Student club activities: Send a copy of the detailed activity form to the General Affairs Division when classrooms or public facilities are needed to hold student club activities; students are required to tidy the venue after the activity is completed.
 - (3) Consult with advisors about using some of the class meeting time to promote sanitation.
 3. General Affairs Division
 - (1) Classroom cleaning: Take responsibility for planning, coordination, inspection, supervision, follow-up, records, evaluation, Reward/Punishment related to classroom sanitation.
 - (2) Oversee matters related to application, distribution, return, sorting, and storage of sanitation tools.
 - (3) Hold regular seminars chaired by the Class Sanitation Coordinator, during which planning, supervision, assistance, inspection, and evaluation matters related to the Cleaning Competition may be carried out mid-semester.
 - (4) Apply for work-study funds, compile and report the budget of work-study funds.
 - (5) Assign classrooms for which first-year students are responsible. (Classroom assignment will be distributed by others.)
 - (6) Inspect the assigned area of each class or individual every day and inform class advisors for supervision and improvement.
 4. Departments, graduate programs, University Extension Division, and Information and Network Division

- (1) Assist in matters involving implementation, inspection, supervision, communication; transfers necessary documentation.
- (2) Each graduate program will manage its own graduate students' use of research rooms.
- (3) Special classrooms belonging to Information and Network Division will be managed in accordance with regulations.
- (4) All academic administrators are requested to ask each faculty member to supervise students prior to beginning class to follow the policy of "One Minute for the Environment". Students are requested to spend a minute before and after class cleaning up the trash around them. If the trash can is full, the student on duty must put the trash bag in the designated spot after the class (including day and night division, and Work-experience Completion Programs).

Article 4 Implementation:

1. The responsibility for cleaning regular classrooms used by each department and program will rest on first-year classes. The General Affairs Division Operations Section (Taoyuan General Affairs Section) will assign students to be on cleaning duty, and post a notice of the arrangement in the classroom. Students on duty should take the trash bags from the receptacles and place them at the rubbish collecting point at 14:10.
2. Work-study students will be divided into morning and evening shifts. Morning duty will be from 7 am to 8 am, and students will be responsible for wiping down the lecterns and white boards, sweeping the floors, and delivering the trash to the rubbish collection points by the given time. Evening shift for work-study students is from 6 pm to 6:30 pm, and students are responsible for tidying the classrooms and depositing trash bags at the rubbish collection points. If students are not conscientious about their work, they may have their work-study positions cancelled. If students are unable to perform their duties, they must submit their resignation one week in advance. Only after permission is granted may they leave their positions. If students take leave, they must find another student who will take over their cleaning position while they are absent.
3. General Laborers will be responsible for cleaning the multimedia classrooms and storing and tidying tools. They will also be responsible for cleaning regular classrooms, water machines, and public garbage receptacles during summer and winter vacations and during examination periods.

Article 5 Regulations:

1. All members of each class should participate in keeping the classrooms clean.
2. All students who eat, rest, or study in classrooms should help maintain the tidiness of the classrooms.
3. When classrooms are used temporarily for activities such as class meetings or extracurricular activities, the rooms should be tidied and returned to their original condition when the activity is over.
4. All classroom garbage must be delivered to the rubbish collection points by

work-study students and students on duty. Garbage may not be casually tossed away.

Article 6 Guidance and Inspection: The person in charge in the General Affairs Division should make an inspection once in the morning, once at midday, and once in the evening, and record the results. Results should be processed, submitted for evaluation, and sent to departments and graduate programs. Each unit is requested to help maintain quality guidance, and make improvements. These results should also be used in the class advisor evaluations conducted at the end of the semester.

Article 7 Reward and punishment:

1. Rewards

(1) Students on duty who have been awarded high scores for their work will be given one Recognition.

(2) The Class Representative and the Class Sanitation Coordinator for classes which have been awarded high scores for their performance at the end of the semester will receive 2nd Level Merits.

2. Punishment

(1) On-duty students who are not conscientious about their work will receive a Reprimand.

(2) The Class Representative and the Class Sanitation Coordinator for classes which have been judged to have the worst cleaning record for a semester will be given a 2nd Level Demerit.

(3) The person in charge of student clubs that have the worst record for not tidying up activity venues after use will be given a Reprimand.

Article 8 Upon being passed at the General Affairs Meeting, these procedures were implemented and approved by the president. 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.