

Ming Chuan University Campus Cleaning Competition Procedures

Passed at Regulation Review Committee Meeting on December 31, 2009

Revised and passed at the General Affairs Committee Meeting on November 29, 2010

Article 1 Purpose: for promoting environmental protection, nurturing environmental awareness and activity, and fostering good habits of cleanliness and high living standard among students and faculty and staff members, the university holds this regular cleaning competition.

Article 2 Basis: the university's plan to maintain a clean environment.

Article 3 Means: through a competition.

Article 4 Date: on the Friday of week 11 each semester from 12:00 pm to 14:00 pm.

Article 5 Areas: computer classroom, audiovisual language labs, library, research rooms, offices, meeting rooms, walkways, gutters, stairwells, gardens, and campus perimeter.

Article 6 Implementation:

1. Work distribution

(1) Administrative units: the offices, centers, restaurants or sections should work as a unit according to the tasks delegated by the unit director, staff members and school laborers.

(2) Academic units: the department, graduate school or division should work as a unit to clean up the campus environment.

(3) Class units: The class leader and Class Sanitation Coordinator should plan and delegate the work to classmates fairly and with a positive attitude. Each class will cast lots for the areas to be cleaned.

(4) School laborers: responsible for cleaning and distributing tools and supplies. Laborers are responsible for fair distribution of items to the classes, and collection of returned tools in good order, arranged neatly back into their proper places.

2. Distribution of the areas to be cleaned

(1) For fairness, classes will cast lots for the areas to be cleaned.

(2) The lots will be cast during the competition briefing held by the General Affairs Division (Each class must send a representative to draw lots).

(3) Lots will be drawn according to the numbered cards distributed during the competition briefing to determine the area each class is responsible for cleaning.

(4) Absence will count against points for the competition and any absent class officers will have their lots drawn by the General

Affairs Division staff.

3. Standards

(1) General classrooms

A. Inside classrooms: wash the floor and the platform, clean walls, window sills, blinds, doors, and window glass. Clean the podium, tables and chairs, and arrange them neatly; shine the black/white board and dust gutter; clean and wipe the ceiling fan, lights, air conditioner, TVs and e-classroom equipment.

B. Outside classrooms: Classes responsible for the walkway in front of classrooms should take the recyclables to the recycling bins and place them in the proper places. Clean the signs, replace the bags with new ones (colored bags available from the Transportation and Housekeeping Section) and neatly arrange the stands.

(2) Computer and digital classrooms, library, workshops, research rooms and storerooms: follow the same rules as (1) above.

(3) Offices: Mop the floor; wipe the desks, telephones, doors and curtains; shine the windows; wipe the computers and equipment around, lights and air conditioners. Place folders and papers in their proper places for a neat appearance.

(4) Meeting rooms: Wipe the lights and electronic equipment; mop the floor; clean the doors, windows and handles.

(5) Clear walkways, gutters, floor, walls, lights, railings, eraser cleaner, bulletin boards, mirrors, interior and exterior of the trashcans.

4. Cleaning tools and supplies

The General Affairs Division will purchase the supplies and distribute them along with the supplies during a stipulated period. Every Class Sanitation Coordinator should report to the General Affairs Division to collect the cleaning tools and supplies. If these are not sufficient, please collect additional ones from the storerooms on each floor. Additional tools may be borrowed from the storerooms around campus. Once cleaning is finished, the tools are to be washed and returned to the area beside the garbage collection area. Tools should be separated according to type.

5. Notices

(1) Coordinate with Curriculum Section and Extracurricular Activities Section that no make-up classes are to be scheduled on the competition day and all extracurricular activity will be suspended at this time.

(2) If some unavoidable circumstances dictates use of a classroom at this time, please notify General Affairs in advance, so the

classroom can be cleaned at another time, if possible.

6. Checking and Scoring

(1) Checking by groups:

- A. Supervision group: consists of staff from Student Affairs and General Affairs divisions who will check the cleanliness of every instructional and administrative unit.
- B. Scoring group: consists of Student Affairs and General Affairs division staff. They will score the cleanliness of every classroom and public area. See appended tables 4 and 5.

(2) Evaluation

- A. Supervising groups will give feedback to the administrative and instructional units regarding their cleanliness, and provide a copy of the feedback to the school for their reference.
- B. The scores for students' cleaning efforts will be compiled from the detailed list of items to be cleaned. Individual scorers marks will be averaged for the overall score. The highest score is 100.
- C. Students will compete within their year levels, with prizes for the top three classes at each level.

Article 7 Rewards and Punishments:

1. Reward

- (1) Administrative and instructional units: If the score is good, it will favorably influence the director's annual evaluation.
- (2) For classes in 1st or 2nd place, the Class Leader, Assistant Class Leader and Class Sanitation Coordinator will receive one 2nd level merit each. Aside from those absent from the cleaning, the whole class will receive two 3rd level merits each. For the class in 3rd place, the Class Leader, Assistant Class Leader and Class Sanitation Coordinator will receive one 2nd level merit. Aside from those absent from the cleaning, the whole class will receive one 3rd level merit each. Those classes in 1st place will each receive 4,000 NTD reward; 2nd place 3,000 NTD, and 3rd place 2,000 NTD. (For the class in 4th place on Taoyuan campus, the Class Leader, Assistant Class Leader and Class Sanitation Coordinator will receive one 2nd level merit. Aside from those absent from the cleaning, the whole class will receive one 3rd level merit each. For the class in 5th or 6th place on Taoyuan campus, the Class Leader, Assistant Class Leader and Class Sanitation Coordinator will receive two 3rd level merits. Aside from those absent from the cleaning, the whole class will receive one 3rd level merit each.)

2. Punishment

- (1) Administration and instructional units: Those with poor scores will be strongly urged to improve and a note will be made on the director's annual evaluation.
- (2) For any classes with scores below 70, or who don't participate in the cleaning competition, the health officer, class leader and assistant leader will each receive a 2nd level demerit and each classmates will receive two 3rd level demerits.

Article 8 Any matters not covered by these regulations may be proposed as amendments.

Article 9 Upon being passed at the General Affairs Committee Meeting and approved by the president, these procedures were 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.