

# 國立中興大學學生宿舍修繕申請辦法

## National Chung Hsing University Application for Student Dormitory Maintenance Regulation

99年8月6日第0990300567號簽呈簽奉校長核定修正  
Amendments are approved by the President on August 6, 2010  
99年12月28日第0990301022號簽呈簽奉校長核定修正  
Amendments are approved by the President on December 28, 2010  
103年6月3日第1030300436號簽呈簽奉校長核定修正  
Amendments are approved by the President on June 3, 2014

第一條 為維護學生宿舍生活設施之完善，加強修繕速度及修繕品質，特訂本辦法。

Article 1 This regulation is established to enhance the speed and the quality of dormitory repair and to maintain the facility in the dormitory.

第二條 依據實際狀況需要及本校行政體系訂定之。

Article 2 This regulation can be adjusted according to different situations and the demands of the University.

第三條 總務處營繕組負責金額壹拾萬元以上之修繕事宜；學生事務處住宿輔導組負責修繕申請、彙整、協調聯繫及金額壹拾萬元以下之修繕事宜。

Article 3 Maintenance above NT 100,000 dollars will be handled by the Construction and Maintenance Section of the Office of General Affairs; application, management and contact of the maintenance under NT 100,000 dollars will be handled by the Students Housing Service Section of the Office of Students Affairs.

第四條 修繕申請：

Article 4 Maintenance application:

一、水電部份（包括公共區域電燈、抽水馬桶、水管漏水、飲水機、冷熱水、鍋爐、脫水機、車棚燈及寢室內插座、燈具、電話等）。

1. Plumbing, water and electricity supply (such as lights in public area, toilet, leaky pipe, hot and cold water supply, water cooler, boiler, clothes dryer, lights in carport, wall sockets, lights and telephones in the dormitory room)

二、土木部份（包括公共區域牆、地板、門窗、水溝及寢室內床、櫃子、桌子、門窗等）。

如需即時處理者，請向宿舍服務中心或宿舍值班人員報告；如為一般損壞請至學務處資訊系統學生宿舍線上報修，以便安排修繕。

2. Construction (such as the wall, floor, doors, windows, drainage system in the public area and beds, cabinets, doors and windows in the dormitory room)

Students who need immediate help shall report to the dormitory service center or the staff on duty. For general damages, students shall go to the website of the Students Affairs Information System to send a online application for repair.

第五條 線上填寫請修單後，三天未見修繕者，請於上班時間至服務中心查詢、登記，以便催修，否則視同已修復。(需辦請購手續者其修復時間不在此限)

Article 5 Students who fill out online application form but do to receive help within three days should go to the service center during office hours to check and register. If not, the maintenance application will be regarded as completed. (Application for procurement of new facility is not limited by this rule)

第六條 公共財產申請不易，請愛惜使用，若發現有使用不當、故意破壞或遺失情形，將依「學生宿舍公有財產物品保管辦法」要求照價賠償後再行修繕或補充。

Article 6 Students should maintain and use the public properties in the dormitory appropriately. Students who deliberately damage or throw away public properties in the dormitory will be asked to pay the maintenance and procurement expenses according to the “Dormitory Public Property Management Regulation.”

第七條 本辦法如有未盡事宜，經權責單位修正後，送請校長核定後，公告實施。

Article 7 The regulations shall be implemented after being approved by the president. Any amendments shall be processed accordingly.