

Repair Application Notice

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

1. To maintain the safety and good condition of the school buildings, facilities and environment, these notices have been formulated.
2. The General Affairs Division will check, fix and maintain the school buildings, roads, garden, and teaching equipment during every winter vacation and summer vacation.
3. Any problems regarding the general classrooms, toilets, doors, windows, desks, chairs, white/blackboards, water, electrical equipment, etc. should be brought promptly to the attention of the General Affairs Division staff at Construction and Buildings Section (Taoyuan General Affairs Section or Jihe Administration Section). During evening hours, go to the General Affairs Division and fill in the logbook regarding problems with things being broken or out of order along with details about the location provided in the Off-Duty Office (Taoyuan Evening Class Administration Section). The staff of the Construction and Buildings Section will follow up on these records.
4. The procedure to have things fixed in any of the specialized classrooms, offices or dormitories is the same as described in the item above. If the problem is more serious or expensive to repair, the responsible administrator will seek the president's approval before beginning the repair.
5. All faculty, staff and students should use the facilities and equipment provided for public use with care, not carelessly destroying them. Anyone found violating this will be punished and required to pay compensation for the damages.
6. 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.

Attachment (I)

Waterworks & Electrical Maintenance Logbook				
Date	Item	Person Registering Request	Progress Status	Maintenance Staff
MM/DD				

Repair Application Logbook					
Date	Repair Item	Person Registering Request	Progress Status	Type	Result
MM/DD					