

國立中興大學社管大樓管理委員會設置辦法

Regulations for the Establishment of the Management Committee of the  
Social Management Building, National Chung Hsing University

97 年 9 月 9 日社管院院務會議通過訂定

Approved and established by the Social Administration Institute on September 9, 2008

98 年 4 月 23 日第一次社管院臨時院務會議修訂

Revised at the First Social Administration Institute Provisional Meeting on April 23, 1999

100 年 10 月 5 日社管大樓管委會會議修訂

Revised at the Social Affairs Building Management Committee Meeting on October 5, 2011

100 年 11 月 23 日社管大樓管委會會議修訂

Revised at the Social Affairs Building Management Committee Meeting on November 23, 2011

103 年 6 月 3 日社管大樓管委會會議修正（第 4 條）

Amendment made at the June 3, 2014 Social Affairs Building Management Committee Meeting (Article 4)

第一條 本委員會為偕同總務處妥善管理社管大樓(以下簡稱本大樓)，特設立「國立中興大學社管大樓管理委員會」(以下簡稱本會)。

**Article 1** In order to properly manage the Social Affairs Building (hereinafter referred to as the Building) in conjunction with the General Affairs Office, this Committee has established the "National Chung Hsing University Social Affairs Building Management Committee" (hereinafter referred to as the Committee).

第二條 本會職掌為議決、執行及監督本大樓之使用、管理、維護、場地借用之核准會簽、工程進行之擬定及其他有關事項，其辦法另訂之。

**Article 2** The duties of this association are to decide, implement and supervise the use, management, maintenance, approval and countersignature of the site borrowing, planning of project implementation and other related matters of this building. The regulations shall be formulated separately.

第三條 本會由下列委員組成之：

**Article 3** The Council shall be composed of the following members:

(一) 委員由管理學院院長、法政學院院長及本大樓各使用單位系所主管擔任。

(1) The committee members shall be composed of the Dean of the School of Management, the Dean of the School of Law and Politics, and the heads of departments and institutes of each unit using this building.

(二) 主任委員由管理學院院長、法政學院院長輪流擔任。

(2) The chairman shall be the dean of the School of Management and the dean of the School of Law and Politics in turn.

(三) 所有委員均為無給職。

(3) All members shall be unpaid positions.

第四條 主任委員之任期為管理學院院長二年，法政學院院長一年，推派委員隨主任委員任期。

**Article 4** The term of office of the chairman shall be two years for the dean of the School of Management and one year for the dean of the School of Law and Politics. The term of office of the nominated committee members shall be the same as that of the chairman.

第五條 開會時由主任委員擔任主席。

**Article 5** The Chairman shall preside over the meeting.

第六條 本會設總幹事一名，由輪值學院院長派員擔任，襄助主任委員執行本會各項工作。

**Article 6** The Association shall have a General Secretary, who shall be appointed by the rotating dean of the college, to assist the Chairman in carrying out the work of the Association. 第七條 本委員會之職權如下：

**Article 7** The powers of this committee are as follows:

1. 本大樓設施之安全管理、門禁管理與財產管理事項。  
1. Security management, access control management and property management of the building facilities.
2. 本大樓公共空間之利用與管理。  
2. Utilization and management of the public spaces in this building.
3. 本大樓設施之檢查、修繕與維護事項。  
3. Inspection, repair and maintenance of the building's facilities.
4. 本大樓之整潔、美化管理事宜。  
4. Maintaining the cleanliness and beautification of the building.
5. 針對與前述事項有關之政策建議與溝通協調事宜，研擬適當具體之管理辦法，並議決應辦之日常或偶發工作內容付諸執行。  
5. Formulate appropriate and specific management measures for policy recommendations and communication and coordination matters related to the aforementioned matters, and decide on the daily or occasional work content to be carried out.

第八條 電梯維護保養契約、高(低)壓設備、發電機及空調設備、由總務處辦理公開招標。

應督促承攬廠商殷實履約，並列具維護保養紀錄，遇有特殊狀況應立即向總務處營繕組反應處理。飲水機應定期清洗及更換濾心，並填具維護保養紀錄。

**Article 8** Elevator maintenance contracts, high (low) voltage equipment, generators and air-conditioning equipment shall be subject to public bidding by the General Affairs Office. Contractors should be urged to fulfill their contracts faithfully and keep maintenance records. In case of special circumstances, they should be reported to the Maintenance Group of the General Affairs Office immediately for handling. The water dispenser should be cleaned and the filter replaced regularly, and maintenance records should be filled out.

第九條 大樓之進駐單位應派員共同負責設施維護管理工作，其工作項目由各使用單位輪流負責，經本會分配後公告施行。

**Article 9** The units occupying the building shall send personnel to jointly be responsible for the maintenance and management of the facilities. The work items shall be rotated among the user units and announced and implemented after being allocated by this association.

(一)其重要工作項目包括：

(1) Its important work items include:

1. 公共空間清潔管理：地下室、一樓大廳、側廳、交誼廳、佈告欄、中庭、四周庭院、教師休息室及一、二樓教室等公共空間之清潔維護與管理。  
1. Public space cleaning management: cleaning, maintenance and management of public spaces such as the basement, first floor lobby, side hall, social hall, bulletin board, atrium, surrounding courtyards, teacher lounge and first and second floor classrooms.
2. 門禁管理：卡片申請、登錄、核發及臨時卡借用，刷卡機、監視器之維修。  
2. Access control management: card application, registration, issuance and temporary card borrowing, and maintenance of card machines and monitors.
3. 共用場地及器材借用。

3. Shared venues and equipment rental.
4. 公共空間財產管理。
4. Public space property management.
5. 電梯：包括客梯 3 台及其內之電話系統維護、叫修。(由總務處營繕組處理保養維護工作)。
5. Elevator: including 3 passenger elevators and their telephone systems for maintenance and repair. (Maintenance and repair work will be handled by the General Affairs Office's Maintenance Group).
6. 其他公共空間之清潔維護與管理。
6. Cleaning, maintenance and management of other public spaces.
- (二)消防安全：包括廣播系統、緊急發電機、逃生等消防相關設備之維護。
- (2) Fire safety: including the maintenance of broadcasting systems, emergency generators, escape and other fire-related equipment.
- (三)水電：包括自來水、地下水、蓄水池及水塔定期清潔維護。
- (3) Water and electricity: including regular cleaning and maintenance of tap water, groundwater, reservoirs and water towers.
- (四)本大樓外觀及結構：包括冷氣安裝、漏水等工程監督。
- (4) Appearance and structure of the building: including supervision of air-conditioning installation, water leakage, etc.
- (五)一樓周邊環境：包括庭院綠美化及養護、水溝疏通等。
- (5) Surrounding environment of the first floor: including greening and maintenance of the courtyard, dredging of drains, etc.
- (六)地下室：包括停車場停車位之分配、公共空間清潔維護、化糞池等。
- (6) Basement: including allocation of parking spaces, cleaning and maintenance of public spaces, septic tanks, etc.
- (七)網路：設備維護、流量管制。
- (7) Network: equipment maintenance and traffic control.
- (八)其他需由管委會管理之項目。
- (8) Other projects that need to be managed by the Management Committee.

第十條 本會開會時應有委員二分之一(含)以上出席始得開議，議案之通過應出席委員二分之一(含)以上之同意。

**Article 10** When the Association convenes a meeting, more than half of the members must be present before the meeting can begin. The passage of a proposal requires the consent of more than half of the members present.

第十一條 本會開會時得邀請有關人員列席。

**Article 11** The Association may invite relevant persons to attend its meetings.

第十二條 本會之經費來源由本大樓各使用單位依使用空間比例分攤。

**Article 12** The funding source of this association shall be shared by each user of this building according to the proportion of space used.

- 第十三條 本會以每學期召開一次會議為原則。若有二分之一(含)以上委員連署時，主任委員需於一周內召開臨時會議。
- Article 13** The Association shall hold a meeting once every semester as a principle. If more than half of the members sign the petition, the chairman must convene an extraordinary meeting within one week.
- 第十四條 本會決議事項，得送請各使用單位及相關單位配合執行。
- Article 14** Matters resolved by this Association may be sent to all user units and related units for cooperation and implementation.
- 第十五條 本大樓對外行文及公共區域設施之保養、檢修、清潔及其他相關公共業務之簽約，以本會為權責單位。
- Article 15** The Association shall be responsible for external correspondence of the building and the contract signing for the maintenance, inspection, cleaning of public area facilities and other related public business.
- 第十六條 本辦法經本會會議通過，並報校核備後實施，修正時亦同。
- Article 16** This regulation shall be adopted at the meeting of this association and implemented after being submitted for review and approval. The same applies to amendments.