

# 國立中興大學生命科學系地下室空間使用及管理辦法

## Basement Space Usage and Management Regulation in Department of Life Sciences at National Chung Hsing University

93 年 12 月 16 日系務會議通過訂定  
94 年 3 月 22 日系務會議通過修訂  
107 年 3 月 13 日系務會議通過修訂  
114 年 2 月 18 日系務會議通過修訂

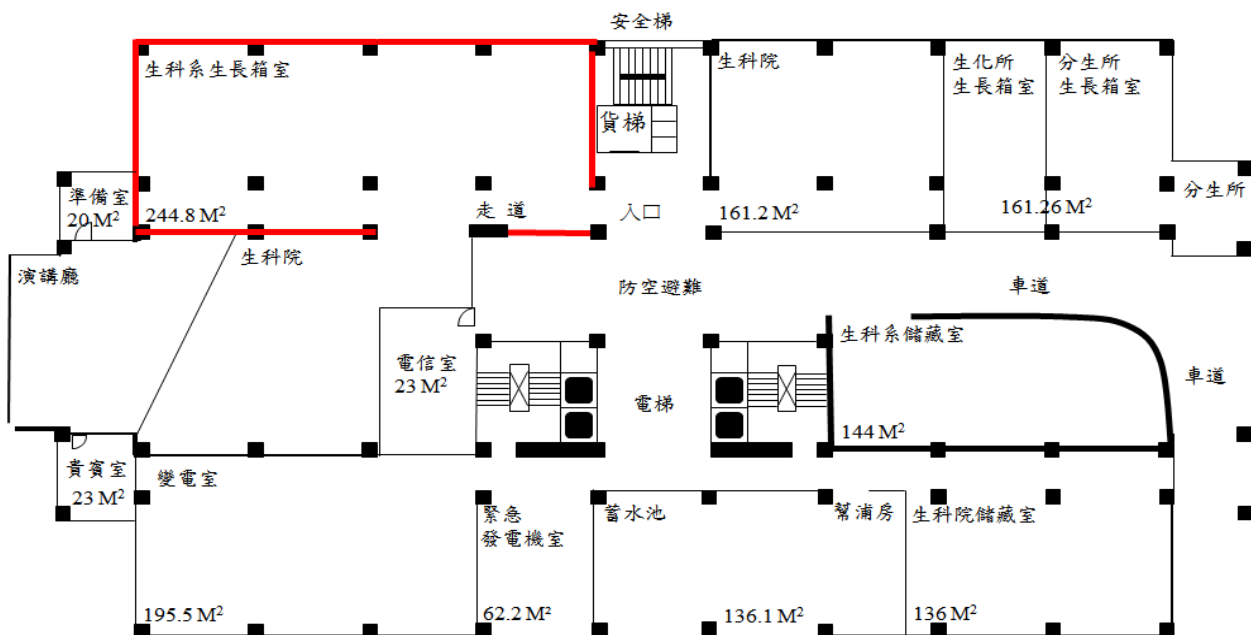
Approved by the Department Affairs Meeting on Dec. 16, 2004  
Amended by the Department Affairs Meeting on Mar. 22, 2005  
Amended by the Department Affairs Meeting on Mar. 13, 2018  
Amended by the Department Affairs Meeting on Feb. 18, 2025

第一條 為有效使用地下室空間，本空間設置管理人一名由使用者推舉，負責本系地下室空間使用狀況監督及其他管理事宜；本系空間與設備小組負責本系地下室空間使用申請之審核。

Article 1 To ensure the effective utilization of the basement space, a manager shall be appointed by the users to oversee its usage and management matters. The space and equipment committee of the department is responsible for reviewing applications for the use of the basement space.

第二條 本系地下室空間使用範圍如圖(紅色標示)。

Article 2 The scope of the basement space usage for the department is indicated in the diagram (highlighted in red).



第三條 本空間僅供放置生長箱、定溫培養箱、走入式冷藏庫設備。地下室不通風及易淹水，基於勞工安全衛生法令規定，禁止貯存化學藥品，且不得任意堆放閒置或遺棄物品。

Article 3 This space is designated solely for the placement of growth chambers, temperature-controlled incubators, and walk-in cold storage equipment. Due to poor ventilation and the risk of flooding, the storage of chemical substances is strictly prohibited in accordance with Labor Safety and Health Regulations, and the arbitrary stacking of idle or abandoned items is not permitted.

第四條 各實驗室需使用此空間時應先向空間與設備小組會議提案申請，經空間與設備小組會議核准後才能使用。

Article 4 Laboratories wishing to use this space must submit a proposal to the Space and Equipment Committee for approval before usage

第五條 使用人在使用期間應經常維持所使用空間及設備的整齊清潔。

Article 5 Users are required to maintain the cleanliness and orderliness of the space and equipment they utilize throughout the usage period.

第六條 使用人在退休或離職前三個月內須先處理所使用之設備，並將所使用空間歸還系。

Article 6 Users must manage any equipment they have used and return the space to the department at least three months before retirement or departure.

第七條 若有使用不當或違規使用情事，由管理人報請空間與設備小組委員處理。

Article 7 In the event of improper or non-compliant usage, the manager shall report the matter to the Space and Equipment Committee for appropriate handling.

第八條 本辦法經系務會議通過後實施，修改時亦同。

Article 9 These regulations shall take effect upon approval by the Department Affairs Meeting, and the same process apply to any amendments.

若中文版本與英文翻譯版本有任何差異，以中文版本為準。

In the event of any discrepancies between the Chinese version and its English translation, the Chinese version shall prevail.