

國立陽明大學學生餐廳樓中樓簡易廚房管理要點

National Yang-Ming University Key Points Governing the Simple Kitchen on the Entresol of the Student Cafeteria

105 年 05 月 10 日學生事務會議修正過

Amended on May 10, 2016 by Student Affairs Meeting

一、依據：本校「學生宿舍管理辦法」第柒條第一項第三款辦理。

1. Legal Basis: Article 7.1.3. of NYMU Regulations for Students' Dormitories.

二、目的：

為維護學生餐廳樓中樓簡易廚房良好的環境與整潔，並確保安全，特訂定本管理要點。

2. Purpose:

The Key Points are resolved to keep the simple kitchen on the entresol of the student cafeteria clean, neat, and safe.

三、開放時間：

平常日 07:00~21:30、例假日 12:00~21:30(清明節、端午節、中秋節及春節假期恕不開放)。

3. Opening Hours:

Weekdays: 7:00-21:30; holidays: 12:00-21:30 (Closed during Tomb Sweeping Festival, Dragon Boat Festival, Mid-Autumn Festival, and Chinese New Year holidays).

四、使用資格:

本校學生宿舍住宿生，當學年度參加過相關防火防災演練課程，即可提出申請，並通過使用規則相關考試後始可設定門禁卡。

4. Using Eligibility:

Boarders of NYMU students' dormitories who have taken part in courses regarding fire and disaster prevention drills in the same academic year are eligible for the application. After passing the examination regarding the regulations for the use, they can have their access card set up for using the kitchen.

五、使用規則：

5. Using Regulations:

(1)每人使用時間以不超過一小時為原則。

1. In principle, each person can use the kitchen for no more than 1 hour.

(2)使用前應詳閱電器使用手冊，若因個人不當使用電器，而造成事故發生或電器損毀，使用者須賠償損壞之電器，並負相關之責任。

Before using the kitchen, please read the instruction manuals of the electric

appliances. If accidents happen or electric appliance is damaged due to improper use of the electric appliance, the user has to compensate for the broken electric appliance and take liabilities accordingly.

- (3)若發現電器設備故障，請務必通知宿舍管理人員處理，請勿自行修理、拆卸電器設備，以免發生意外

If you find the electric appliance out of order, please make sure to inform the dormitory administrator. To avoid accidents, please don't fix the appliance by yourself or disassemble the electric appliance.

- (4)使用電器期間不得離開廚房，電器使用後，請務必檢查電源是否確定關閉並清理電器整潔。

Don't leave the kitchen during the time period the electric appliance is working. After using the electric appliance, please make sure to check if it is turned off and kept clean.

- (5)使用完畢，個人物品、食物皆必須帶走，違者視同廢棄物。並且恢復廚房整潔，清洗所使用之公共鍋具(不鏽鋼炒菜鍋、湯鍋)並恢復原位。不得傾倒穢物於排水管，以免堵塞排水管；垃圾必須帶走，不得傾倒於學生餐廳任一場所，例如學生餐廳合約廠商之廚餘垃圾回收處。

After using the kitchen, please take away your personal belongings and food. Those left in the kitchen will be regarded as waste. Please clean up the kitchen, wash the public cookware (stainless steel wok, and pot) and put them away. To avoid the drainage pipe from blocking, please don't pour kitchen waste into the drainage pipe. Take away the garbage, and don't throw it away at anywhere in the student cafeteria, such as the kitchen waste and garbage recycling area of the contracted companies of the student cafeteria.

- (6)使用簡易廚房時須放低音量、保持安靜，以維護宿舍區安寧。

To avoid disturbing others in the dormitory area, please lower your voice and keep quiet when using the simple kitchen.

- (7)簡易廚房使用後，須填寫使用情形紀錄及檢查表。

After using the simple kitchen, please fill out the record and checklist.

- (8)嚴禁攜帶個人炊煮電器用品進入廚房，但可自備鍋具。

Your own electric appliance is forbidden in the kitchen, but you can bring your own cookware.

- (9)非學生餐廳營業時間只能進入簡易廚房。

Only the simple kitchen is accessible during the closing hours of the student cafeteria.

- (10)違反廚房使用規則第1~8款者，扣學生宿舍點數四點並禁止使用簡易廚房一個月。

Those violating any of the using regulation items 1-8 will be deducted with

four students' dormitory points and be forbidden to use the simple kitchen for a month.

(11) 違反使用規則第 9 款者，扣學生宿舍點數八點並終止使用學生餐廳樓中樓簡易廚房權利。

Those violating the using regulation item 9 will be deducted with eight students' dormitory points and be deprived of their right to use the simple kitchen on the entresol of the student cafeteria.

六、本管理要點經宿舍管理委員會議通過後，送學生事務會議核備後公佈實施，修正時亦同。

6. The Key Points and its amendment shall be submitted to the Student Affairs Meeting for review and approval before announcement for implementation, after being adopted by the dormitory management committee meeting.

國立陽明大學學生餐廳樓中樓簡易廚房門禁通行申請表

National Yang-Ming University the Simple Kitchen on the Entresol of the Student Cafeteria Access Application Form

姓名 NAME		卡號 CARD NUMBER	學生證背面 10 碼 TEN DIGITS AT THE BACK OF THE STUDENT CARD
寢室號碼 ROOM NO.		聯絡電話 MOBILE PHONE	
申請簡易廚房資格 ELIGIBILITY FOR THE APPLICATION FOR THE SIMPLE KITCHEN	<input type="checkbox"/> 當學年度參加過學校舉辦相關防火防災演練課程， 日期： 年 月 日 Having joined in the courses regarding fire and disaster prevention drills held by NYMU in the same academic year. Date: YYMMDD <input type="checkbox"/> 當學年度參加過消防單位相關防火防災演練課程(附相關研習證書) Having joined in the courses regarding fire and disaster prevention drills held by a fire department (with a certificate) <input type="checkbox"/> 預計參加近期學校或消防單位相關防火防災演練課程 Planning to join a course regarding fire and disaster prevention drills held by NYMU or a fire department recently. 日期： 年 月 日 Date: YYMMDD		
	<input type="checkbox"/> 我已詳讀學生餐廳樓中樓簡易廚房管理要點，並願意遵守。 I have read the Key Points Governing the Simple Kitchen on the Entresol of the Student Cafeteria and am willing to abide by the Key Points.		
申請日期 APPLICATION DATE	年 月 日 YYMMDD		
管理員室 ADMINISTRATOR ROOM	(簽章) Signature		
住輔組 STUDENT HOUSING GUIDANCE SECTION			

批 示 RATIFICATION	
<p>學校取得以上個人資料，目的在於辦理相關工作，依個人資料保護法及相關法令之規範使用資料，本人已瞭解並同意學校蒐集、處理或利用本人個人資料之目的及用途。</p> <p>The collection of the abovementioned personal information by NYMU is to handle related procedures and will be used in accordance with Personal Information Protection Act and related laws. I have understood and agree NYMU to collect, handle, or use my personal information regarding its purpose and usage.</p>	<p>(申請人簽章) (Applicant's Signature)</p>

學生餐廳樓中樓簡易廚房門禁通行核定通知

Ratified Notice for Applying for the Access to the Simple Kitchen on the Entresol of the Student Cafeteria

同學: Student:

台端申請學生餐廳樓中樓簡易廚房門禁登錄，審核結果如下：

The result of the ratification of your application for the access to the simple kitchen on the Entresol of the Student Cafeteria is as follows:

業於 年 月 日審核通過，請即日起啟用。

The application is approved on YYMMD and you are eligible to use the kitchen from the same date on.

未獲核准，原因如下：

The application is declined because:

