

# 國立中山大學機械與機電工程學系實驗室衛生安全、清潔比賽辦法

Department of Mechanical and Electro-Mechanical Engineering, National Sun Yat-sen University  
Instructions for the Health, Safety, and Cleanliness Competition of the Department Laboratories

中華民國九十三年九月一日九十三學年度第一次系務會議通過

Approved at the 1<sup>st</sup> Department Council in the 2004 academic year on September 1, 2004

一、活動宗旨：為提昇實驗室環境安全、衛生與美化，特舉辦此活動。

1. Purpose: This competition is held to improve environmental safety, sanitation, and beauty of the laboratories.

二、活動對象：本系各研究實驗室。

2. Eligibility: All of the Department's research laboratories

三、活動日期：每學年上、下學期（開學後第四週星期五下午二點）。

3. Date: First and second semesters of every academic year (The 4<sup>th</sup> Friday after the start of school, at 2:00 p.m.)

四、評審委員：由系主任、各組召集人及相關職員組成評分小組參與評審。

4. Panel of judges: A judging panel is formed by the Department head, all division conveners, and related staff members to perform judging.

五、評分方式：由評分小組至每間實驗室評分，但對自己所屬實驗室勿需評分。評分表如附件一。

5. Judging criteria: Members of the judging panel visit the laboratories one by one for judging, but should recuse oneself for the laboratory under his/her own supervision. The evaluation form is enclosed in Appendix 1.

六、比賽項目及標準：

6. Items of competition and standards:

1. 櫃子上是否堆放雜物。

A. Are there miscellaneous items piled up on the cabinets?

2. 插頭、延長線之安全負荷是否過量。

B. Are plugs and extension cords over their safety working load?

3. 窗簾、窗戶是否清潔。

C. Are the curtains and windows clean?

4. 地板、天花板是否清潔。

D. Are the floor and ceiling clean?

5. 實驗室內走道是否通暢。

E. Are the walkways in the laboratory free from obstruction?

6. 桌面、文件及資料是否收納整齊。

F. Are the desktops, documents, and information neatly organized and stored?

7. 冷氣機排水管路是否發揮功能。

G. Are the air conditioner drain pipes working properly?

8. 實驗室內之滅火器是否過期。

H. Are the fire extinguishers in the laboratory expired?

9. 實驗室內之照明燈功能是否失效。

I. Has lighting in the laboratory become defective?

10. 實驗室外面走廊上為淨空狀態，不得放置實驗室物品。

J. The corridors outside the laboratory is cleared. No laboratory item is placed in the corridors.

七、獎勵辦法：取前三名，第一名獎牌乙面及獎金 5,000 元、第二名獎牌乙面及獎金 3,000 元、第三名獎牌乙面及獎金 2,000 元（獎金以材料費報支，亦可扣抵電話費）。總分低於 60 分者，二個月

後覆檢。

7. Awards: Top three winners will be awarded, with a medal and cash prize of \$5,000 for the champion, a medal and cash prize of \$3,000 for the first runner-up, and a medal and cash prize of \$2,000 for the second runner-up. (The cash prize can be accounted for as reimbursement for material costs, or be used for offsetting telephone charges.) Those scoring below 60 points will be re-inspected two months later.

八、本辦法於系務會議通過後實施，修正時亦同。

8. These Instructions are put into effect after approval at the Department Council; the same applies to any amendments thereof.







總評表

## General Evaluation Form

實驗室 Laboratory:

優點 Merits:

缺點 Drawbacks:

系主任 Chairman of Department