

# 國立中山大學場地管理作業要點

## Guidelines on Management of Venues and Facilities

112 年 09 月 06 日 112 學年度第 1 學期第 1 次行政會議修訂通過  
Amended and approved at the 1st Executive Meeting on September 06, 2023

- 一、本作業要點依國立中山大學空間規劃管理暨公共藝術委員會（以下簡稱本會）設置要點第四點規定訂定之。
  - I. These guidelines are formulated in accordance with Article 4 of *Guidelines on the Establishment of Space Planning and Public Arts Committee* (hereinafter referred to as the “Committee”).
- 二、總務處資產經營管理組之場地管理任務如次：
  - II. The Property Management Division (hereafter referred to as the “PMD”) of the Office of General Affairs shall oversee and deliberate the following management tasks:
    - (一) 審議督導場地餐飲衛生管理業務。
      - (1) hygiene in catering
    - (二) 審議督導場地消防、環境安全衛生管理業務。
      - (2) fire safety, environmental safety, and sanitation
    - (三) 審議督導場地經營管理業務。
      - (3) venue and facility operation
    - (四) 審議督導本校師生同仁反映意見及爭議事件之處理。
      - (4) handling feedback and disputes from the University’s faculty, staff, and students
    - (五) 審議督導其他相關法令規定之事項。
      - (5) other matters stipulated in relevant laws
- 三、總務處資產經營管理組就下列本校場地管理，以提高其服務效能：
  - III. The PMD shall manage and elevate the service of the following:
    - (一) 勵志樓、海水浴場。
      - (1) Li-jhih Building and beach
    - (二) 理學院、文學院、海科院百貨部、影印部、設於本校學生宿舍外之販賣機。
      - (2) general stores and photocopy shops located in the College of Science, College of Liberal Arts, and College of Marine Sciences, as well as vending machines outside student dormitories

(三) 活動中心郵局、中餐部、咖啡館、百貨部、洗衣部、圖書文具部、理髮部、美髮部、鐘錶眼鏡部。

(3) the post office, food court, restaurant, convenience store, launderette, bookstore, barber shop, beauty parlor, and watch & optical shop located in the Student Activity Center

(四) 學生宿舍餐廳、學生宿舍百貨部、學生宿舍各式販賣機。

(4) cafeterias, general stores, and vending machines located in student dormitories

(五) 菩提樹咖啡座、自行車租賃站、機車維修站。

(5) the café at Bodhi Tree Plaza, YouBike rack areas, and motorcycle repair station

(六) 其他適用本要點之場地。

(6) other facilities applicable under these guidelines

四、總務處資產經營管理組因管理場地所產生之收支均納入本校校務基金，其支用悉依本校會計作業程序相關規定辦理。支用用途如下：

IV. Revenues and expenditures generated from venue and facility management shall be incorporated into the University Endowment Fund, and handled in accordance with the University's relevant accounting procedures. Expenditures may include:

(一) 為因應場地工作需要而生之勞務費（含人事費、工讀生費用及其因投保勞健保險所為必要支出）或委外服務費。

(1) labor costs incurred from facility operation (including personnel salaries, hourly pay for part-time students, and essential premiums associated with their Labor & National Health Insurance coverage), as well as fees for outsourced services

(二) 為精進工作績效，所舉辦之衛生教育訓練、指導費用。

(2) fees for training or instructional sessions to enhance work performance

(三) 購買相關設備、修繕、耗材及其他因維護場地所生之必要費用。

(3) necessary expenses for purchasing related equipment or consumables, as well as repair and maintenance works for facilities

(四) 其他經專案簽准支用項目之費用。但第三點第四款所收租金，經扣除必要之成本後(如規費繳納及相關管理成本等)，需每年提撥50%用於學生宿舍相關維護及活動，並由學生事務處宿舍服務組輔導學生申請及支用。

(4) other expenses approved on a case-by-case basis. Nevertheless, 50% of the rental income from facilities mentioned in Subparagraph 4 of Article 3

herein shall be allocated annually for maintenance and activities of student dormitories after the deduction of necessary expenses such as bill payments and related management fees. Students may apply for this fund under the guidance of the Campus Housing Service Division of the Office of Student Affairs.

五、 總務處資產經營管理組因業務需要，得經決定聘用專、兼職人員或工讀生協助推展相關業務。

V. The PMD may decide to recruit full-time staff or part-time staff/students to assist with miscellaneous tasks when necessary.

六、 各場地招商契約內容明訂要項如次：

VI. The contract content of renting individual venues and facilities shall include the following:

(一) 房地標示（營運範圍及項目）。

(1) designation of leased property (operational scope and items)

(二) 契約期限與租金（申報地價或租金率調整）、履約保證金繳納及返還。

(2) term of contract, rental amount (adjusted based on the declared land value or rental rate), and conditions for paying and returning the contract deposit

(三) 逾期繳納租金，加收違約金之標準。

(3) standards for liquidated damages due to overdue rents

(四) 相關稅捐負擔方式。

(4) ways of paying related taxes

(五) 租賃物水電費及其他必要費用負擔方式。

(5) ways of paying utility bills and other essential expenses for leased property

(六) 承租人盡善良保管責任。

(6) lessees' responsibility for proper management

(七) 維護租賃房舍合法使用與其構造及設備安全。

(7) maintenance and safety of leased property and its structure and equipment

(八) 租賃房屋室內裝修規定。

(8) policy for interior decoration of leased property

(九) 違法經裁處罰鍰或費用負擔、改善及賠償責任。

(9) responsibility for imposed fines, improvement measures, and

compensation after violation of laws

(十) 使用租賃房地限制，違約者得終止租約與請求違約金。

(10) restrictions on the usage of leased property, with termination of the contract and imposition of liquidated damages if involving one of the following:

1. 不得違反法令或約定用途。

i. violating laws or agreed-upon usages stipulated in the contract

2. 不得擅自出租。

ii. subletting the property

3. 不得轉讓或任何方式由他人使用。

iii. transferring lease or letting others use the property

4. 未經同意不得增建或改建

iv. expanding or reconstructing without permission

5. 不得產生污染、髒亂或噪音致影響生活環境。

v. generating pollution, untidiness, or noise that affects living environment

(十一) 因使用或管理不當，損害他人，致需負損害賠償責任之求償。

(11) liability for compensation resulting from improper usage and management which cause harm to another party

(十二) 租賃物不繼續使用之申請退租交還。

(12) discontinuity of the lease before expiry of the contract

(十三) 終止租約：

(13) contract termination:

1. 另使用計畫有收回必要。

i. leased property reclaimed due to alternative usage plans

2. 積欠租金達法定期數之總額時。

ii. number of overdue reaching the limit by regulations

(十四) 終止租約之回復原狀。

(14) restoration to the original condition upon contract termination

(十五) 租約公證，公證費用負擔。

(15) responsibility for the fee of contract notarization

(十六) 積欠租金或不繳違約金、賠償金或不履行本租約時之履約保證金扣

抵。

(16) deduction from the contract deposit in case of overdue rents, unpaid liquidated damages/compensations, or failure to fulfill the contracts

(十七) 特約事項：

(17) special agreements:

1.租賃廣告使用。

i. use of rental advertisement

2.投保公共責任保險。

ii. public liability insurance

3.銷售品應為合法廠商之商品。

iii. products sourced from legal suppliers

4.設置免費申訴方式。

iv. establishment of free appeal mechanism

5.維護環境衛生及防止公害。

v. maintenance of environmental sanitation and prevention of public nuisance

6.設立行號之遷出或廢止。

vi. relocation or revocation of established company names

7.其他安全防護、食品安全衛生檢查等事項。

vii. other matters related to safety protection or inspection of food safety and sanitation

(十八) 租約涉訟。

(18) legal proceedings resulting from contract disputes

七、各場地招商契約期限以二年為原則。但得以廠商投資經營設施及設備之經費，簽奉校長核定，於招商契約酌予增加約定期限。

VII. The contract term of individual venues and facilities shall be limited to two years, in principle, and may be extended contingent upon contractors' investment in facilities and equipment, with the approval from the President.

八、廠商分為餐飲類（含餐廳及咖啡館）、百貨部類（含超商及福利社）及其他類（前述類型以外）；履約期間對廠商營運績效應公平、公正、公開進行考核，考核項目及配分（總分 100 分）如次：

VIII. Contractors are categorized into caterers (including restaurants and cafés), general stores (including convenience stores and co-operative stores), and others (excluding the first two categories). Contractors' operational

performance shall be evaluated in a fair, impartial, and open manner during the term of contracts. The evaluation criteria and scoring methods (a total score of 100) are as follows:

- (一)滿意度問卷調查（餐飲及百貨部類 35 分、其他類 60 分）：每學期調查一次，時間分別為每年五月及十二月。
  - (1) The satisfactory survey shall be conducted biannually in May and December each year, with a weighting of 35 points for caterers & general stores, and 60 points for others.
- (二)食品菌數檢驗（餐飲及百貨部類 25 分，其他類不計分）：學校每週檢查一次，檢驗標準比照行政院衛生福利部食品類衛生標準及飲料類衛生標準，每單項總菌數不合格扣 5 分。
  - (2) Test of aerobic plate count (APC) shall be conducted weekly in compliance with the *Standards for Food Sanitation* and *Standards for Beverage Sanitation* formulated by the Ministry of Health and Welfare, with a weighting of 25 points for catering & grocery stores, and no point applicable to others. 5 points shall be deducted with each item not meeting the standards.
- (三)衛生管理檢查（餐飲及百貨部類 25 分，其他類不計分）：由本校營養師及膳食衛生督導小組每週各檢查一次，每單項食品或食品原物料過期品扣 5 分，計分情形每月統整。
  - (3) Inspection of sanitation management shall be conducted weekly by the University's nutritionists and Catering Sanitation Supervisory Team, with a weighting of 25 points for caterers & general stores. 5 points shall be deducted for each expired food or ingredient, and the points shall be compiled on a monthly basis.
- (四)抽查（餐飲及百貨部類 10 分，其他類 20 分）：由本校主管業務一級主管每學期不定期至各營業場地，進行廠商整體營運管理考核。
  - (4) Random checks shall be conducted on-site each semester by the responsible first-level supervisors to evaluate contractors' overall operational management, with a weighting of 10 points for caterers & general stores, and 20 points for others.
- (五)管理單位管理考核：（餐飲及百貨部類 5 分，其他類 20 分），本項由管理單位每月督導廠商記錄及平日對本校營業場地管理政策配合程度，予以計分，計分情形每月統整。
  - (5) Management evaluation shall be conducted monthly by responsible units based on contractors' records and their degree of daily cooperation with the University's management policies, with a weighting of 5 points for caterers & general stores and 20 points for others. The points shall be compiled on a monthly basis.

(六)其他減分事項：契約廠商經政府相關機關行政檢查結果或其他特殊事項等，經查有違規事實，管理單位依據事實予以減分，其減分上限為前述各考核項配分。

(6) Responsible units may deduct additional points capped at individual weightings stipulated in the preceding Subparagraphs if contractors are found to be in breach of regulations following relevant administrative inspections conducted by governmental agencies or under other special circumstances.

場地經營考核標準及續約年限：

Evaluation criteria for facility operation and permissible term of contract renewal:

(一) 場地經營考核每學期進行一次，考核標準以達 80（含）分為合格。廠商該學期經營未滿三個月之考核結果不列入評比。

(1) The evaluation shall be conducted once per semester, with a passing score of 80 points (inclusive). Evaluation results of contractors operating for less than three months in their first semester shall not be considered.

(二) 滿意度問卷調查各類別最後一名，且分數未達此項滿分 75%之廠商，亦視為考核不合格。

(2) Contractors shall be deemed as failing the evaluation if they rank last in their corresponding category and also receive a score lower than 75% of the weighting in the satisfaction survey.

(三) 考核總平均成績不合格，或契約期間歷次考核半數以上不合格者，於契約期滿後不予續約。

(3) Contracts shall not be renewed if contractors' average score falls below the passing threshold at the end of their contract term, or more than half of the evaluations fails during the term.

(四) 考核成績合格之廠商，得續約至多二年，以二次為原則。續約期間，考核成績更始計算。

(4) Contractors passing the evaluation may renew their contracts twice, in principle, with each renewal for a maximum of two years. Evaluation results shall be reset upon contract renewal.

九、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。

IX. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.