

國立中山大學教職員工宿舍修繕要點

Guidelines on the Maintenance and Repair of Faculty and Staff Housing

111年11月29日111學年度第1次職務宿舍調配委員會修正通過

Amended and approved at the 1st Faculty and Staff Housing Committee meeting on November 29, 2022

113年5月15日112學年度第2次職務宿舍調配委員會修正通過

Amended and approved at the 2nd Faculty and Staff Housing Committee meeting on May 15, 2024

- 一、為明確執行教職員工宿舍修繕維護之工作並合理運用修繕經費，特訂定本要點。
 - I. These guidelines are formulated to handle the repair and maintenance of the faculty and staff housing with reasonable utilization of repair budget.
- 二、宿舍借用人對宿舍設備及公有家具，應負善良管理之責。
 - II. Tenants are obligated to maintain the appliances and furniture in the rented housing.
- 三、新住戶遷入前，由總務處負責完成房舍整修工作，整修範圍以影響住戶安全及房屋建築結構體為優先；整修後，房舍以整齊、清潔能正常使用為原則（修繕項目依照附表）。遷入後如發現漏未修繕之項目，須於一個月內補提維修申請。
 - III. Before new tenants move in, the Office of General Affairs (OGA) shall conduct the maintenance work to ensure the safety of the building structure and the housing in a tidy and clean condition. (note: please see the appendix regarding items for repair and maintenance). Tenants may apply for repair within one month after moving in if finding any unrepaired or unmaintained items.
- 四、借用人遷入後，宿舍內之設施若有損壞，應由借住人自行負擔修繕經費；但附表所列之原借住戶得維修項目不在此限。
 - IV. After moving in, tenants shall bear the cost of repairing broken facilities, except for those items listed in the right column of the appendix.
- 五、依本要點規定應由本校負擔之修繕項目，由借用人向總務處資產經營管理組提出申請後依相關規定程序辦理。
 - V. For items stipulated in the appendix that the University shall repair, tenants may submit applications to the OGA's Property Management Division.
- 六、宿舍修繕以原有設備修繕至得正常使用為原則，修復以原材料或同性質材料進行修復；原有設備僅限定原公有配發之家具及設備，前住戶遺留堪用家具及設備則不在維修範圍。
 - VI. The work of repair shall be conducted with the same or similar materials to the extent that the facilities may function as normal. The University shall not be responsible for repairing any items left by the previous tenants.

七、住戶自費修繕或裝潢，規範如下：

VII. Provisions regarding tenants' repair and decoration at their own expense are as follows:

(一) 不得自行修改房屋結構、管線、隔間及建物內(外)觀。

(1) Tenants shall not change the original structure, plumbing, partitions, and external/internal appearance of the apartment.

(二) 自費修繕或裝潢所增設之物品，應於遷出時拆除，若為堪用且無法自行拆除，於遷出借用宿舍時應歸管理機關所有，且不得要求補償。

(2) Self-installed objects for repair or decoration shall be removed when the tenants move out. Tenants may transfer the ownership of usable objects to the University but shall not ask for any compensation thereof.

(三) 若自行修繕裝潢部分倘有正當理由無法自行處理，應繳納相同價金委由學校代為處理。

(3) Tenants shall pay the University to process the unusable objects or decorated items which need to be removed by themselves.

八、宿舍借用人於搬離宿舍時，應自行將私人物品全部搬空，並將宿舍鑰匙繳回總務處資產經營管理組，始解除借用人責任。

VIII. Tenants shall vacate all personal belongings and return the key to the OGA's Property Management Division upon moving out. The liability of the tenants shall then be relieved.

九、本要點經教職員工宿舍調配委員會議通過，簽請校長核定後施行，修訂時亦同。

IX. These guidelines are approved by the Housing Allocation Committee and the President before implementation. Amendments to these guidelines shall follow the same procedures.

附表

Appendix

國立中山大學教職員工宿舍修繕明細表

Responsibilities for Maintenance and Repair

新遷住戶得維修項目 for new tenants	原借住戶得維修項目 for current tenants
1. 進住前房舍整修工作以影響住戶安全及房屋建築結構體為優先；整修後，房舍以整齊清潔能正常使用為原則。 i. maintenance for the safety of the building structure before new tenants moving in, and rooms in a tidy and clean condition. 2. 建築物主要結構系統，其損壞情形嚴重足以影響居住安全者。 ii. damaged main structure with serious safety concerns. 3. 建築物滲、漏水、壁癌（如須粉刷僅限修繕範圍）。 iii. seepage of water on the wall or leakage from plumbing. (note: re-painting may only be applied to affected areas). 4. 損壞腐蝕之大門及室內外門窗、紗窗。 iv. rotten or damaged main doors, windows, and window screens. 5. 原設施之管線故障、漏水、漏電及水龍頭修理。 v. broken plumbing or faucets, water and electricity leakage.	1. 建築物主要結構系統，其損壞情形嚴重足以影響居住安全者。 i. damaged main structure with serious safety concerns. 2. 建築物滲、漏水、壁癌（如須粉刷僅限修繕範圍）。 ii. seepage of water on the wall or leakage from plumbing. (note: re-painting may only be applied to affected areas) 3. 損壞腐蝕之大門及室內外門窗框（不含紗網）。 iii. rotten or damaged main doors, windows. (excluding window screens) 4. 原設施之管線故障漏水、漏電（不含燈泡/座及水龍頭）。 iv. broken plumbing and water and electricity leakage. (excluding light bulbs, light sockets, and faucets) 5. 衛浴設備（浴缸、馬桶及洗臉盆台）、廚房設備（瓦斯爐、流理台、排油煙機）及熱水器等，若為學校提供之設備，故障只提供申請維修，無法維修者由校方收回，由住戶自行添置及維修。 v. bathroom equipment (shower head,

6. 衛浴設備（蓮蓬頭、浴缸、馬桶及洗臉盆台）、廚房設備（瓦斯爐、流理台、排油煙機）及熱水器等，若為學校提供之設備，故障只提供申請維修，無法維修者由校方收回，由住戶自行添置及維修。 vi. bathroom equipment (shower head, bathtub, toilet, and basin), kitchen equipment (the stove, countertops, kitchen hood), and boiler; items provided by the University shall be repaired through applications and unrepairable items will be returned to the University. Tenants may purchase a new one at their own expense. 7. 白蟻處理。 vii. termite elimination. 8. 遷入時屋內現存之衣物櫃、床、椅（公有家具）等進行維修，不得要求新購（本校不提供設備）。 viii. existing allocated furniture, such as wardrobes, cabinets, bed frames and chairs before new tenants moving in (note: The University will not purchase and provide new furniture.) 9. 牆面粉刷。 ix. wall painting. 10. 門鎖、信箱。 x. door locks and mailbox. 11. 基本清潔。	bathtub, toilet, and basin), kitchen equipment (the stove, countertops, kitchen hood), and boiler; items provided by the University shall be repaired through applications and unrepairable items will be returned to the University. Tenants may purchase a new one at their own expense. 6. 白蟻處理。 vi. termite elimination. 7. 宿舍區之公用設備。 vii. facilities in public areas.
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xi. basic cleaning. 12. 宿舍區之公用設備。 xii. facilities in public areas.	
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