

國立中山大學營繕維修作業實施辦法

Guidelines on the Implementation of Construction and Repair Works

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第一章總則

Chapter 1 General Principles

一、目的

I. Purpose

為利本校各項營繕維修作業有效管理，特訂定本辦法（下稱本辦法）。

These guidelines are formulated to effectively manage various construction and repair works.

二、定義：

II. Definitions

(一)營繕作業：指新建建築物或對建築物內部之用途變更、裝璜、結構體補強之相關工程施工作業。

(1)Construction Works: referring to new construction, or alteration of interior usage, interior design, and structural reinforcement of existing buildings

(二)修繕作業：指更換建築物組件、設備之定期檢測與保養、水電管路維修工程施工作業。

(2)Repair Works: referring to replacement of certain components, periodic inspections and maintenance of equipment, and maintenance of plumbing and electrical wiring

(三)修繕類別分為：

(3)Categories of Repair Works:

1. 電力設備：凡供應全校各項電力、電源使用之設備。

i. electrical equipment supplying power throughout the campus

2. 給排水設備：凡飲用水、井水、自來水、中水、雨水、污水或廢水處理之相關設備。

- ii. water supply and drainage equipment related to the treatment of drinking water, well water, tap water, reclaimed water, rainwater, sewage, or wastewater
- 3. 熱泵設備：提供住宿學生沐浴用熱水之設備。
- iii. boiling equipment providing dormitory students with hot water for shower
- 4. 升降設備：校區或宿舍區之電梯設備。
- iv. elevators on campus or in dormitories
- 5. 空調設備：教學研究大樓、圖書館、行政辦公大樓等空調設備（不含箱型空調系統）。
- v. large air conditioning systems (excluding commercial smaller ones) in academic and research buildings, the library, and the Administration Building
- 6. 消防設備：消防安全、防護、受信總機之設備。
- vi. firefighting equipment for fire safety or prevention and the fire alarm control panel (FACP)
- 7. 電(通)訊設備：電話總機或通訊之設備。
- vii. telecommunication equipment, such as telephone switchboards or other communication devices
- 8. 木工裝修類：宿舍區木製品、床鋪組或裝璜類之設施。
- viii. carpentry type of refurbishment, such as wooden items, bed sets, or decorations in dormitory areas
- 9. 其他、雜項設備：校區道路路面破損、連鎖磚鬆動、凹陷造成行車（走）不便等非屬上述類別者。
- ix. others like cracked or uneven road surface and loose interlocking bricks causing inconvenience for vehicles or pedestrians, and items not covered in the aforementioned categories

三、招標：

III. Tendering

營繕維修工程之招標作業，依政府採購法相關規定及本校採購之相關規定辦理。

Tendering for construction and repair works shall be handled in accordance with the *Government Procurement Act* and the University's relevant regulations.

四、權責：

IV. Responsibilities

營繕維修工程招標（含其追加工程費用），依其金額之不同，辦理程序分別如下：

Tendering (including costs of additional works) shall be handled according to one of the following procedures, depending on the cost:

(一)新台幣〔以下同〕十萬元以下依採購法規定逕行採購，未達壹佰萬元者由總務處負責辦理。

(1) If the cost is below TWD 100,000, the procurement shall proceed directly in accordance with the *Government Procurement Act*; if the cost is between TWD 100,000 and TWD 1 million, the procurement shall be handled by the Office of General Affairs (OGA).

(二)壹佰萬元以上者，由總務處按程序報請校長或其授權人員者核准後實施。

(2) If the cost exceeds TWD 1 million, the OGA shall follow the administrative procedure and submit the case to the President or the authorized proxy for approval before implementation.

第二章 申請執行方式

Chapter 2 Application and Procedure for Repairs

五、申請：

V. Application

(一)請修單位經由電腦網路填寫修繕申請單，傳送營繕組進行相關修繕作業。

(1) A requesting unit (hereafter as the “applicant”) shall fill out an online application form and submit to the Construction & Maintenance Division (CMD) of the OGA for proceeding with relevant repair works.

(二)宿舍修繕需求，由請修住宿生經由電腦網路填寫修繕申請單，送案給宿舍服務中心核後，依前項款程序辦理。

(2) For repair works in dormitory areas, residential students shall fill out an online application form and submit to the Campus Housing Service Division (CHSD) for approval before repairing.

(三)請修程序：

(3) Repair Procedure

請修單位上網填列維修申請單→營繕組（宿舍服務中心）收件→交付各權責區域修繕人員（下稱維修人員）查看現場（→自行處理）→交付委託合約維修廠商維修→不屬維修合約責任，需另行招商辦理。

Once the applicant submits an online application form, the CMD (or the CHSD) shall send the maintenance staff for on-site inspection; the maintenance staff shall proceed with the work after the inspection, or contact the delegated maintenance contractor. If the work is not covered in the existing contract, a separate tender shall be offered.

六、作業內容與規範

VI. Contents and Provisions of Repair Works

經各請修人員至修繕現場瞭解，回報維修人員依下列方式簽核：

The maintenance staff shall take one of the following actions after on-site inspection:

(一)外購零組件自行更換。

(1) purchasing components and carrying out the replacement,

(二)委託廠商修護。

(2) contacting contractors for repair works,

(三)委託設計規劃之發包工程。

(3) applying tenders for repair works, or

(四)無法修護，需報廢更新設備，經簽陳奉准後辦理。

(4) replacing equipment beyond repair after a prior approval.

七、經費控管與範圍：

VII. Management and Scope of Repair Budget

(一)維修經費以下列方式控管：

(1) The budget shall be managed as below:

1. 每月依照預算經費總額，依據委外維護費、重要校務控管費及定額分配區域費等三種方式。

i. The budget shall be allocated on a monthly basis into three categories:

maintenance fees for delegated contractors, reserves for major University works, and a fix amount for designated areas

2. 校區維修責任區域分成：

ii. Responsibilities of repair works on campus are divided as below:

(1) 教學行政區甲：理學院、工學院、圖資大樓、活動中心等

(i) Academic and Administrative Area A: College of Science, College of Engineering, Library and Information Building, and Student Center

(2) 教學行政區乙：行政大樓、管理學院、社會科學院、西灣藝廊

(ii) Academic and Administrative Area B: Administration Building, College of Management, College of Social Sciences, and Si Wan College

(3) 坡地校舍區：海洋科學學院、文藝大樓

(iii) Slope Area: College of Marine Sciences and Fine Arts Building

(4) 運動場館區：體育館、逸仙館、運動場、停車場等分區辦理。

(iv) Sports Venue Area: Gymnasium, Sun Yat-sen Hall, sports field, parking lots

八、維修經費比例負擔：

VIII. Allocation of Repair Expenses

(一) 依據各管理空間權責範圍，按其比例負擔維修經費。

(1) Repair expenses shall be proportionally paid by responsible units, based on the scope of space responsibility：

1. 全校性共用空間範圍，由學校編列校舍維護經費項下支應。

i. Repair expenses for common campus areas shall be fully covered by the University's repair fund.

2. 各院（系、所）依其管理之廊道、樓梯間、廁所等，由學校編列校舍維護經費負擔二分之一（50%）

ii. Individual units shall bear 50% of repair expenses for their corridors, staircases, and restrooms, and the other 50% covered by the University's repair fund.

3. 各院（系、所）依其管理之行政辦公室、會議室、教室、實驗室、研究室等，由各院（系、所）自負全部維修費用。
- iii. Individual units shall bear the full repair expenses for their administrative offices, meeting rooms, classrooms, laboratories, and faculty offices.
4. 配合學校重要會議、節慶等，奉准指定學校重要校務範圍，專案簽准後依經費比例負擔。
- iv. If specific areas are designated for significant University affairs in coordination with major meetings and festival events, repair expenses shall be covered proportionally, subject to the approval on a case-by-case basis.
5. 突發緊急狀況維修須儘速修復時，得於預算範圍內，依事實需要予以施作，再按規定補辦手續。
- v. For cases of urgent repairs, relevant works within the budget limit may be performed directly, with the retroactive administrative procedure followed afterward.

（二）緊急事故之修繕

（2）Emergency Repairs

因不可抗力之因素，需緊急搶修以維正常運作者，依下列程序執行：

If urgent repair works are necessary to restore the function of equipment due to force majeure, the following procedure shall be adhered to:

1. 各單位請修人員或修繕（值班）人員，接獲通知後即至現場勘驗並回報。
- i. Upon notification, the on-duty maintenance staff shall promptly arrive at the site to inspect and report.
2. 請合約、維修或專業廠商至現場會勘與提供修護意見。
- ii. The contracted or a professional maintenance company shall be notified to conduct an on-site inspection and provide their repair proposal.
3. 彙報修繕內容與報價資料。
- iii. The said company shall report the repair scope and quotation.
4. 提報修復計劃材料價格表。
- iv. The said company shall then submit a repair proposal with material costs.

5. 經比議價後，呈報核決。

v. A decision shall be reached by the supervisor after price comparison or negotiation.

第三章 保固維修及驗收

Chapter 3 Warranty and Acceptance after Inspection

九、保固維修規範：

IX. Warranty Provisions:

契約廠商保固期間維修時，會同請修單位到現場，並於完成後於維修記錄上確認。影印一份交由請修單位保管，以供保固期滿退款之需，廠商於保固期滿，無待爭議事項時，始得申請退款。

During the warranty period when a contractor performs repair works, the applicant shall be on site and confirm the completion of the work on the maintenance record. A hard copy of the record shall be retained by the applicant as a proof when the contractor applies for the return of the guarantee bond upon the expiry of the warranty provided there are no unresolved disputes.

十、驗收作業

X. Inspection and Acceptance

各項修繕作業狀況之驗收規範如下：

Provisions for inspection and acceptance of various repair works are as follows:

(一) 自行更換零組件：

(1) Self-replacement of Available Components:

請修人員依規定請領物品後，逕至現場更換或安裝新品，符合原先使用功能後，予以驗收。

Upon checking out new components as per the procedure, the applicant shall carry out the replacement/installment to restore the original function of the equipment before the CMD/CHSD proceeds with the inspection and acceptance.

(二) 外購零組件自行更換：

(2) Self-replacement of Ordered Components:

1. 請修人員領料時，應先查證購置之品名、規格、數量，是否與申請相符。

i. When checking out the components ordered, the applicant shall verify

the consistency of the names, specifications, and quantities of the components.

2. 換裝新品後，依(一)規定辦理驗收作業。

ii. After replacement/installation, the provision stipulated in the preceding Subparagraph 1 shall be followed.

(三) 委託廠商修護：

(3) Repair Works by a Delegated Contractor:

1. 請修人員於接獲廠商修復設備時，應即會同修繕人員、使用者依(二)、1.規定辦理驗收。

i. Upon the completion of repair works by a contractor, the applicant shall proceed with the inspection and acceptance along with the maintenance staff and actual users.

2. 請修人員先行確認設備財產編號，再辦理驗收作業。

ii. The applicant shall confirm the property serial number of the equipment before proceeding with the inspection and acceptance.

3. 請修人員與修繕人員、使用者，確認相關電源、修復之零配件、功能等恢復正常。

iii. The applicant, together with maintenance staff and actual users, shall test the restoration of power supply, replaced components, and function of the equipment.

4. 經測試無誤後，由申請單位人員、修繕人員、使用者，依前述規定驗收。

iv. Upon successful testing, the inspection and acceptance shall be carried out by the applicant, maintenance staff, and actual users in accordance with the aforementioned provisions.

第四章附則

Chapter 4 Supplementary Provisions

十一、消防設備請修

XI. Firefighting Equipment Repairs:

(一) 消防設備故障時，請修單位依程序提出維修送營繕組，請消防工程公司檢視後，提出建議書或估價單，依採購法辦理招商修復。

(1) In case of malfunctioning of firefighting equipment, the applicant shall

follow the procedure by submitting an application to the CMD for further inspection by the firefighting engineering company which shall make a proposal or give a quotation. Any tendering procedure for repair works shall be handled in accordance with the *Government Procurement Act*.

(二) 宿舍區消防警報響起時，請宿舍服務人員，迅速至受信總機（位於各宿舍區明顯處）查看火警訊號位於何處，再依受信總機上標示之方式處理，或緊急聯絡營繕組。

(2) If a fire siren goes off in dormitory areas, the dormitory staff shall promptly check the location of fire signal on the FACP (situated prominently in dormitory areas), and address the issue following the instructions on the panel or contact the CMD immediately.

十二、空調維修

XII. Air Conditioning Maintenance:

(一) 中央空調系統由合約維護廠商定期巡檢維護保養。

(1) Central air conditioning systems shall be inspected and maintained periodically by contractors.

(二) 箱型、窗型及分離式等冷氣機，係由使用單位自行管理，以維功能正常。

(2) Packaged, window type, and split type air conditioners shall be maintained by individual units to ensure their proper functioning.

十三、本辦法經總務會議議決，送行政會議通過，簽請校長核定後實施，修正時亦同。

XIII. These guidelines are resolved by the General Affairs Council and then approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.