

國立高雄餐旅大學

餐飲廚藝科一般教室管理要點

109 年 12 月 09 日本科 109 學年第 1 學期第 4 次科務會議審議通過

- 一 餐飲廚藝科(以下簡稱本科)為有效整合、運用與管理一般教室，特訂定本科一般教室管理要點(以下簡稱本管理要點)；本管理要點若有未盡事宜之處，得隨時補充公佈之。
- 二 本科一般教室借用對象與時機為：
 - (一) 本科課程使用為優先
 - (二) 他系課程使用
 - (三) 與本科之專業教室相互支援時
 - (四) 經本科核准借用之課程、會議或活動
- 三 本科科主任負責本科所有一般教室管理督導之責，並包括教室借用與使用違規處分之裁量。
- 四 教室借用程序如下：
 - (一) 欲借用教室者至少於使用前 3-7 天至本科辦公室辦理預約登記。
 - (二) 經准許借用後，請借用單位自行至線上做教室申請。
 - (三) 借用前半小時由負責同學至本科辦公室，填寫「借用登記簿」領取鑰匙，抵押負責同學之證件(身分證/學生證/健保卡皆可)，以釐清善後責任。
 - (四) 教室用畢後將鑰匙歸還本科辦公室，並由負責同學於「借用登記簿」上註明歸還。
 - (五) 若有臨時需使用教室之特殊情況，而不及依上述程序申請者，得經本科科主任同意，填寫「非上課時間借用申請單」後借用本科教室，但以不損及在該時段已登記借用者之使用權益為原則。
 - (六) 非上課時間借用教室，需事先徵求指導老師、教室管理員以及科主任同意並於「非上課時間借用申請單」簽章，確實填寫使用日期與時間，再給營繕組與環安組簽章，簽章後正本交給科辦公室；影本三份各交給警衛室、教室管理員與自我留存。
- 五 借用教室禁止事項如下：
 - (一) 禁止喧擾、丟棄垃圾。
 - (二) 不得任意搬動或拆裝本教室之設備。
 - (三) 非經本單位同意，教室內所有器材不得外借。
 - (四) 嚴禁故意損毀或偷竊教室相關設備、裝潢、器材。
 - (五) 教室鑰匙請於使用完畢歸還於辦公室，嚴禁學生私下交遞鑰匙。
- 六 教室使用之維護及損毀責任歸屬相關規定如下：
 - (一) 借用本教室者於開啟教室後，應先自行檢查所有座位抽屜、地板等環境區域，前次使用者或使用班級是否有留下垃圾，若發現有丟棄垃圾或異常髒汙等狀況，應拍照或錄影舉證，並即向本科辦公室報備。髒汙與丟棄垃圾責任之歸屬依下列方式認定：
 1. 借用者確無任何使用疏失，並依規定於開啟教室後，即拍照或錄影向本科辦公

室舉證報備，責任之認定歸前次借用者。

2. 承上述，借用者雖向本科辦公室舉證報備，但有明顯之使用疏失，或未依規定舉證報備者，責任之認定歸借用者。

3. 認定責任之歸屬時，若責任可明確歸個人疏失，以該疏失個人為責任歸屬人。若無法明確認定個人疏失，以使用班級為責任歸屬人。

(二) 於使用後須將教室內桌椅歸定位並排列整齊。

(三) 於使用後應關閉空調及視聽設備電源，並將所有門窗上鎖。

(四) 於使用後應將教室打掃乾淨，並帶走所有垃圾。

(五) 使用中如有任何儀器設備發生損毀或異常，應即向本科辦公室報備。

借用本教室者於開啟教室後，應先自行檢查所有儀器配備，若發現有任何損毀或異常狀況，須在其申請借用時段的前半小時內報請本科辦公室處理。維護與損毀責任之歸屬依下列方式認定：

1. 借用者確無任何使用疏失，並依規定於借用時段前十分鐘內向本科辦公室報備，責任之認定歸前次借用者。

2. 借用者雖於前十分鐘內向本科辦公室報備，但有明顯之使用疏失，或未依規定於前十分鐘內報備者，責任之認定歸借用者。

3. 認定責任之歸屬時，若責任可明確歸個人疏失，以該疏失個人為責任歸屬人。若無法明確認定個人疏失，以使用班級為責任歸屬人。

4. 儀器/設備有損毀時，責任歸屬人應負損害賠償之責任。

七 一般教室借用/使用之違規處分如下：

(一) 若違反本管理要點第5點第1款與第6點第1項第1款之相關規定，遭其他使用者舉證，前兩次勞掃處分，並請被檢舉人於通知處分後兩周內與本科辦公室預約勞掃時間，科辦公室將依預約之勞掃時間排定需罰掃之教室(罰掃請將教室桌椅全數搬出，掃、拖地板後搬回歸位，並請工讀生或助理檢查)；若遭其他使用者舉證達第三次，則依本校學生獎懲辦法第六條規定懲處，申誡一支。

(二) 若違反本管理要點第5點第2至5款之相關規定，先允以勸導改善，勸導後未配合，依國立高雄餐旅大學學生獎懲辦法處分。

(三) 若違反本管理要點第6點第1項第2至5款之相關規定，先允以勸導改善，勸導後未配合，依國立高雄餐旅大學學生獎懲辦法處分。

本要點負責單位：廚藝學院餐飲廚藝科

National Kaohsiung University of Hospitality and Tourism

Guidelines for the Management of General Classrooms

Department of Culinary Arts

Approved at the 4th Department Affairs Meeting of the Department of Culinary Arts, First Semester,
Academic Year 2020, on December 9, 2020.

Article 1

To ensure the effective allocation, utilization, and management of the general classrooms of the Department of Culinary Arts (hereinafter referred to as the "**Department**"), these **Guidelines for the Management of General Classrooms** (hereinafter referred to as the "**Guidelines**") are hereby established. Matters not provided for herein may be supplemented and announced by the Department as necessary.

Article 2

The priority and eligibility for the use of the Department's general classrooms shall be as follows:

1. Courses offered by the Department.
2. Courses offered by other departments.
3. Activities involving reciprocal support between the Department's general classrooms and its specialized teaching facilities.
4. Courses, meetings, or activities approved by the Department.

Article 3

The **Chair of the Department** shall be responsible for the overall supervision and management of all general classrooms of the Department, including the approval of classroom reservations and the determination of disciplinary actions for violations of these Guidelines.

Article 4

The procedures for classroom reservation are as follows:

1. Applicants shall make a reservation with the Department Office at least **three (3) to seven (7) days** prior to the intended date of use.
2. Upon approval, the borrowing unit shall complete the classroom reservation through the University's online reservation system.
3. Thirty (30) minutes prior to the approved reservation time, the designated student representative shall report to the Department Office, complete the **Classroom Key Borrowing Register**, collect the classroom key, and leave a valid identification document (National ID Card, Student ID Card, or National Health Insurance Card) as collateral to facilitate accountability.
4. Upon completion of classroom use, the key shall be returned to the Department Office, and the designated student representative shall record the return in the **Classroom Key Borrowing Register**.
5. In emergency situations where prior application in accordance with the above procedures is impracticable, classroom use may be approved by the Chair of the Department upon

completion of the **Application Form for Classroom Use Outside Regular Class Hours**, provided that such use does not interfere with the rights of previously approved users.

6. Applications for classroom use outside regular class hours shall obtain prior approval from the Faculty Advisor, the Classroom Administrator, and the Chair of the Department by signing the **Application Form for Classroom Use Outside Regular Class Hours**. The applicant shall accurately specify the date and time of use, obtain the required endorsements from the Facilities Management Division and the Environmental Health and Safety Division, submit the original application to the Department Office, and distribute photocopies to the Security Office, the Classroom Administrator, and retain one copy for personal records.

Article 5

The following activities are prohibited when using the classrooms:

1. Making excessive noise or leaving litter in the classroom.
2. Moving, dismantling, or altering classroom equipment without authorization.
3. Removing or lending any classroom equipment without prior approval from the Department.
4. Intentionally damaging or stealing classroom facilities, furnishings, equipment, or interior fixtures.
5. Transferring classroom keys privately between students. Classroom keys shall be returned directly to the Department Office immediately after use.

Article 6

The maintenance of classrooms and liability for damages shall be governed by the following provisions:

1. Upon opening the classroom, users shall inspect the classroom environment, including desks, drawers, floors, and surrounding areas. If litter, contamination, or any abnormal condition left by previous users is discovered, the current user shall immediately photograph or record the condition as evidence and report it to the Department Office. Responsibility shall be determined as follows:
 1. If the current user is free from negligence and reports the condition immediately upon opening the classroom with photographic or video evidence, responsibility shall rest with the previous user.
 2. If the current user reports the condition but is found to have contributed through negligence, or fails to report in accordance with these Guidelines, responsibility shall rest with the current user.
 3. Where responsibility can be clearly attributed to an individual, that individual shall bear responsibility. Otherwise, responsibility shall be assigned to the class using the classroom.
2. After use, all desks and chairs shall be returned to their original positions and arranged

neatly.

3. After use, all air-conditioning units and audiovisual equipment shall be switched off, and all doors and windows shall be properly locked.
4. After use, the classroom shall be thoroughly cleaned, and all waste shall be removed.
5. If any equipment or facilities become damaged or malfunction during use, the matter shall be reported immediately to the Department Office.

Upon opening the classroom, users shall also inspect all equipment and facilities. If any damage or malfunction is discovered, it shall be reported to the Department Office **within the first thirty (30) minutes of the approved reservation period**. Responsibility shall be determined as follows:

1. If the current user is free from negligence and reports the condition within the required reporting period, responsibility shall rest with the previous user.
2. If the current user reports the condition but is found to have contributed through negligence, or fails to report within the prescribed time limit, responsibility shall rest with the current user.
3. Where responsibility can be clearly attributed to an individual, that individual shall bear responsibility. Otherwise, responsibility shall be assigned to the class using the classroom.
4. Any person determined to be responsible for damage to classroom equipment or facilities shall be liable for compensation for the resulting loss or damage.

Article 7

Disciplinary measures for violations of these Guidelines are as follows:

1. Any person who violates **Article 5(1)** or **Article 6(1)** of these Guidelines, and whose violation is substantiated by another user, shall be assigned mandatory cleaning duties for the first and second violations. The sanctioned individual shall schedule the cleaning assignment with the Department Office within **two (2) weeks** after receiving notice of the disciplinary action. The Department Office shall designate the classroom to be cleaned. Cleaning duties shall include removing all desks and chairs from the classroom, sweeping and mopping the floor, returning all furniture to its original position, and obtaining inspection and approval from the student assistant or administrative assistant. Upon a third substantiated violation, the individual shall be subject to **one official reprimand** in accordance with **Article 6 of the Student Rewards and Disciplinary Regulations of National Kaohsiung University of Hospitality and Tourism**.
2. Any person who violates **Article 5(2)–(5)** of these Guidelines shall first be instructed to rectify the violation. Failure to comply after such instruction shall result in disciplinary action in accordance with the **Student Rewards and Disciplinary Regulations of National Kaohsiung University of Hospitality and Tourism**.
3. Any person who violates **Article 6(2)–(5)** of these Guidelines shall first be instructed to rectify the violation. Failure to comply after such instruction shall result in disciplinary

action in accordance with the **Student Rewards and Disciplinary Regulations of National Kaohsiung University of Hospitality and Tourism**.

Responsible Unit:
Department of Culinary Arts, College of Culinary Arts