

國立高雄餐旅大學

餐飲廚藝科專業教室管理要點

109 年 12 月 09 日本科 106 學年第 1 學期第 8 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、運用與管理專業教室，特訂定本科專業教室管理要點（以下簡稱本管理要點）；本點若有未盡事宜之處，得隨時補充公佈之。
- 二 本管理要點所稱之專業教室為本科之C603教室、CB04教室、C401廚藝示範教室與貝尼特學生實習餐廳及其所有器材與設備。
- 三 本科之專業教室以提供本科專業課程使用為優先，基於教室空間資源分享，本校其他科系若因教學課程需要，須於各學期開學前聯繫本科以便安排教室使用控管；另非前項因素之借用，如推廣教育課程、競賽練習、活動使用等所需，亦應事前向本科提出借用申請，並依本校場地設備收入收支管理要點支付場地費用(收費標準依本校場地外借收費標準明細表規定辦理)。
- 四 專業教室之借用一律以單位或團體之使用為限，由單位主管或活動指導教師具名借用並擔負使用責任。
- 五 專業教室管理督導之責，包括教室借用/使用違規處分之裁量由科務會議提請討論並裁定。
- 六 專業教室借用程序與使用規定事項如下：(上課時間/非上課之其他時間)
 - (一) 上課時間
 1. 鑰匙應於借用時段前十五分鐘至科辦公室借用，並填寫「教室借用本」與繳交學生證或相關證明文件。
 2. 如需借用廚房內器具設備，應於借用日至少一天以前，填寫並繳交器具借用申請單，領取借用器具應於借用時段前二十分鐘至科辦公室領取。
 3. 使用中如有任何設備發生異常或損毀，應即向本科辦公室報備。
 4. 教室使用後，使用同學務必將場地與使用設施清潔完畢，並由教室管理員檢查核可後，方得離開。
 5. 檢查完畢後，請將借用鑰匙還至科辦，並拿回所抵押之證件。嚴禁同學私下交遞鑰匙。
 - (二) 非上課時間
 1. 應於借用日至少一天以前，完成「實習教室非上課時間借用申請單」借用申請跑單程序。
 2. 需事先徵求指導老師、教室管理老師與科主任同意並於「餐飲廚藝科實習教室非上課時間借用申請單」簽章，確實填寫使用日期、時間、事由、使用人數及善後負責人等，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、科辦公室與自我留存。
 3. 鑰匙應於借用時段前十五分鐘至科辦公室借用，並填寫「教室借用本」與繳交學生證或相關證明文件。

4. 如需借用廚房內器具設備，應於借用日至少一天以前，填寫並繳交器具借用申請單，領取借用器具應於借用時段前二十分鐘至科辦公室領取。
5. 教室使用後，使用同學務必將場地與使用設施清潔完畢，並由教室管理員檢查核可後，方得離開。
6. 檢察完畢後，請將借用鑰匙還給科辦，並拿回所抵押之證件。嚴禁同學私下交遞鑰匙。

七 專業教室禁止事項如下：

- (一)不得任意搬動或拆裝教室之設備。
- (二)非經同意，學生不得外借教室內所有工具、器材及設備。
- (三)不得於教室內嬉鬧玩耍。
- (四)未著本校專業服裝不得使用。

八 專業教室使用之維護、安全及清潔規定事項如下：

- (一)於使用後應將教室清掃乾淨，並帶走所有垃圾，廚餘依相關規定處理。
- (二)於使用後應關閉空調及視聽設備電源，並將所有門窗上鎖。
- (三)依照本科制定之各專業教室/設備作業檢查表中之檢查事項，確實執行。
- (四)危險性器材設備需經教師指導或同意後使用。

九 專業教室之廚餘、廢油處理規定如下：

(一) 廚餘回收路線及處理注意事項

1. 經由第二實習大樓貨梯，至 B1 廚餘冷藏室領取廚餘回收桶。
2. 將廚餘放置廚餘回收桶，將湯水瀝乾。
3. 熬湯大骨請勿放入，另行放入垃圾袋。
4. 搭乘第二實習大樓貨梯，至 B1 廚餘冷藏室，將廚餘桶放入廚餘冷藏室。
5. 勿將已放廚餘之廚餘回收桶，放置廚餘冷藏室外，避免滋生蚊蟲。
6. 勿行走第二實習大樓戶外廣場，避免廚餘湯汁潑濺，造成污痕。
7. 勿將廚餘回收桶放置資源回收場。
8. 各類垃圾勿直接以垃圾袋拖行至回收場，避免因垃圾袋破損造成髒污。

(二)廢油回收路線及處理注意事項

1. 搭乘第二實習大樓貨梯，至 B1 廚餘冷藏室外廢油回收桶。
2. 將廢油倒入廢油回收桶，避免倒入其他物品，如殘渣，以免造成油口阻塞。
3. 小心倒油，避免廢油潑濺，造成污痕。

十 專業教室使用後歸還之規定事項如下：

- (一)本科學生、借用單位或團體於教室使用結束應立即清理復原教室與器材設備，並於半小時內通知本科負責該專業教室之管理人員進行檢查清點與歸還鑰匙。
- (二)如借用下午、夜間時段，未能於專業教室管理人員下班前完成清理復原與繳回教室鑰匙，得於次日上午 7：30 進行，逾期者以校規懲處。
- (三)如有任何設備與器具毀損或遺失，概由使用單位負責賠償新品或恢復設備同價值之金額。

十一 專業教室借用/使用之違規處分如下：

若違反本管理要點第七點至第十點之相關規定，得處以禁用該教室之處分或依本校學生獎懲辦法之相關規定懲處之。

本要點負責單位：廚藝學院餐飲廚藝科

National Kaohsiung University of Hospitality and Tourism

Department of Culinary Arts

Guidelines for the Management of Specialized Classrooms

Approved at the 8th Department Affairs Meeting of the Department of Culinary Arts, First Semester,

Academic Year 2017, on December 9, 2020.

Article 1

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

Article 2

For the purposes of these Guidelines, the **Specialized Classrooms** refer to **Classroom C603, Classroom CB04, the C401 Culinary Demonstration Classroom, the Benit Student Training Restaurant**, together with all equipment, instruments, and facilities contained therein.

Article 3

The Department's Specialized Classrooms shall be used primarily for professional courses offered by the Department. To facilitate the shared use of classroom resources, other academic departments requiring the use of the Specialized Classrooms for instructional purposes shall contact the Department prior to the commencement of each semester for scheduling and classroom allocation.

For uses other than those specified in the preceding paragraph, including extension education programs, competition training, and other activities, applicants shall submit a borrowing application to the Department in advance and shall pay the applicable venue rental fees in accordance with the **University Guidelines Governing the Collection and Expenditure of Venue and Equipment Usage Fees**, based on the University's Schedule of Venue Rental Charges.

Article 4

Specialized Classrooms may be reserved only by departments, organizations, or groups. The reservation shall be made in the name of the head of the requesting unit or the faculty advisor of the activity, who shall assume full responsibility for the proper use of the classroom.

Article 5

The Department Affairs Meeting shall be responsible for the supervision and administration of the Specialized Classrooms, including the determination of disciplinary actions arising from violations of these Guidelines relating to classroom reservation and use.

Article 6

Procedures and Regulations Governing the Reservation and Use of Specialized Classrooms

(A) During Regular Class Hours

1. Classroom keys shall be collected from the Department Office **fifteen (15) minutes** prior to

- the approved reservation period. Borrowers shall complete the **Classroom Borrowing Register** and deposit a valid Student Identification Card or other acceptable identification.
2. Where kitchen utensils or equipment are required, an **Equipment Borrowing Application Form** shall be submitted at least **one (1) day** prior to the date of use. Borrowed equipment may be collected from the Department Office **twenty (20) minutes** before the approved reservation period.
 3. Any malfunction or damage to equipment discovered during use shall be reported immediately to the Department Office.
 4. Upon completion of use, users shall thoroughly clean the classroom and all facilities. Departure shall not be permitted until the classroom has been inspected and approved by the Classroom Administrator.
 5. Following inspection, classroom keys shall be returned to the Department Office, and the deposited identification document shall be retrieved. The private transfer of classroom keys between students is strictly prohibited.

(B) Outside Regular Class Hours

1. An **Application Form for the Use of Specialized Classrooms Outside Regular Class Hours** shall be completed and approved at least **one (1) day** prior to the intended date of use.
2. Prior approval shall be obtained from the Faculty Advisor, the Classroom Administrator, and the Chair of the Department by signing the **Application Form for the Use of Specialized Classrooms Outside Regular Class Hours**. The applicant shall accurately specify the date, time, purpose, number of users, and the person responsible for post-use restoration. The application shall then be endorsed by the Facilities Management Division and the Environmental Health and Safety Division. After all approvals have been obtained, the original application shall be submitted to the Department Office, while three photocopies shall be distributed respectively to the Security Office, the Department Office, and retained by the applicant.
3. Classroom keys shall be collected from the Department Office **fifteen (15) minutes** prior to the approved reservation period. Borrowers shall complete the **Classroom Borrowing Register** and deposit a valid Student Identification Card or other acceptable identification.
4. Where kitchen utensils or equipment are required, an **Equipment Borrowing Application Form** shall be submitted at least **one (1) day** in advance. Borrowed equipment shall be collected from the Department Office **twenty (20) minutes** before the approved reservation period.
5. Upon completion of use, users shall thoroughly clean the classroom and all facilities. Departure shall not be permitted until the classroom has been inspected and approved by the Classroom Administrator.
6. Following inspection, classroom keys shall be returned to the Department Office, and the deposited identification document shall be retrieved. The private transfer of classroom keys

between students is strictly prohibited.

Article 7

The following activities are prohibited in the Specialized Classrooms:

1. Moving, dismantling, or modifying classroom equipment without authorization.
2. Removing or lending any tools, instruments, or equipment without prior approval.
3. Running, horseplay, or disruptive behavior within the classroom.
4. Entering or using the Specialized Classrooms without wearing the University's prescribed professional uniform.

Article 8

Maintenance, Safety, and Cleaning Requirements

1. Upon completion of use, the classroom shall be thoroughly cleaned, all waste removed, and food waste disposed of in accordance with the applicable regulations.
2. Air-conditioning units and audiovisual equipment shall be switched off, and all doors and windows shall be locked.
3. All inspection items specified in the Department's operational checklists for each Specialized Classroom and its equipment shall be completed.
4. Hazardous equipment and machinery shall be used only under the supervision of, or with the approval of, a faculty member.

Article 9

Food Waste and Waste Cooking Oil Disposal

(A) Food Waste Disposal

1. Collect a food waste container from the refrigerated food waste storage room located on Basement Level 1 via the freight elevator of the Second Practice Building.
2. Place food waste into the collection container and drain all excess liquid.
3. Large soup bones shall not be placed in the food waste container and shall instead be disposed of separately in garbage bags.
4. Return the food waste container to the refrigerated food waste storage room on Basement Level 1 using the freight elevator.
5. Food waste containers containing food waste shall not be left outside the refrigerated storage room to prevent insects and pests.
6. Users shall not transport food waste through the outdoor plaza of the Second Practice Building to prevent spills and contamination.
7. Food waste containers shall not be placed in the recycling collection area.
8. Garbage bags shall not be dragged directly to the waste collection area in order to prevent tearing and contamination.

(B) Waste Cooking Oil Disposal

1. Transport waste cooking oil to the designated waste oil collection container located outside the refrigerated food waste storage room on Basement Level 1 via the freight elevator.

2. Pour waste cooking oil into the designated collection container only. Food residue or other materials shall not be disposed of therein to prevent blockage.
3. Care shall be taken to avoid spillage during disposal.

Article 10

Return of Specialized Classrooms

1. Upon completion of use, Department students and borrowing units shall immediately restore the classroom and all equipment to their original condition and notify the designated Classroom Administrator within **thirty (30) minutes** for inspection, inventory verification, and return of the classroom key.
2. Where afternoon or evening reservations prevent completion of restoration before the Classroom Administrator leaves duty, inspection and key return may be completed by **7:30 a.m.** on the following day. Failure to comply shall result in disciplinary action in accordance with University regulations.
3. Any loss of or damage to equipment, instruments, or facilities shall be compensated by the borrowing unit through replacement with equivalent new items or payment of the equivalent replacement value.

Article 11

Disciplinary Measures

Any person who violates the provisions of **Articles 7 through 10** of these Guidelines may be prohibited from further use of the Specialized Classrooms and/or be subject to 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