

元智大學校園安全自主檢核表

Yuan Ze University Campus Safety Self-Inspection Checklist

說明 Notes：

※本表係依據校園安全日需求訂定之，由教學、行政、研發各單位負責所轄區域之檢核。

This checklist is established in accordance with daily campus safety inspection requirements and is used to inspect indoor areas under the responsibility of teaching, administrative, and research units.

※本表之檢查項目各單位可視需求自行增列。公共區域檢核請填「校園安全自主檢核表-公共區域專用」。

The inspection items listed in this form may be supplemented by each unit as needed. For inspections of public areas, please complete the "Campus Safety Self-Inspection Checklist – Public Areas Only."

※本表應於每學年暑假期間排定時間檢查，並於開學前三週回覆環安衛中心。

This form shall be scheduled for inspection during the summer vacation of each academic year and submitted to the Environmental Health and Safety Center three weeks prior to the start of the semester.

※有不合規定者請加註明確地點及說明。

Any non-compliance must be clearly noted with specific locations and descriptions.

單位名稱 Department Name：_____地點 Location：_____檢核日期 Inspection Date：_____

項次 No.	項目 Category	安全檢核項目及應注意要點 Safety Inspection Items and Key Points for Attention	查核結果 Inspection Result			說明 Remarks
			是 Yes	否 No (請加註說明 Please specify details)	不適用 Not Applicable (或無 N/A)	
1	一般安全 General Safety	是否確實執行各項公物定期檢查、保養及維護？ Are public facilities regularly inspected, maintained, and serviced as required?				
2		各類門鎖及電動門（鐵捲門）啟動時是否良好堪用，是否有警示管理？ Are all door locks and automatic doors (rolling shutters) in good working condition, and are warning measures in place during operation?				
3		是否訂有門禁管理作業流程？ Is there an established access control management procedure?				
4		空間場所照明是否足夠？ Is the lighting in the area adequate?				
5		其他 Others				
6	緊急應變 Emergency Response	是否設置避難逃生路線圖？ Are evacuation route maps installed?				
7		緊急避難路線指標是否損壞或脫落？ Are emergency evacuation route signs damaged or detached?				
8		逃生與疏散路線包含樓梯間是否無堆積雜物影響通行？ Are escape and evacuation routes, including stairwells, free of obstructions?				
9		安全門或出入口上設置出口標示燈或緊急照明是否可正常使用？ Are escape and evacuation routes, including stairwells, free of obstructions?				
10		是否建立家長及學生緊急聯絡資料？ Have emergency contact details for parents and students been established?				
11		其他 Others				

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12	消防設備安全 Fire Safety Equipment	滅火器是否依規定設置，標示顯明，固定放置於取用方便之處所？ Are fire extinguishers installed in accordance with regulations, clearly labeled, and securely placed in accessible locations?				
13		緩降機前是否保持空曠，無物品堆放，且有明顯標示？ Is the area in front of evacuation descent devices kept clear of obstructions and clearly marked?				
14		滅火器是否無過期，壓力是否充足？ Are fire extinguishers within their valid period and adequately pressurized?				
15		滅火器是否定期保養及檢查時間？ Are there regular maintenance and inspection records for fire extinguishers?				
16		其他 Others				
17	警監設備安全 Security and Surveillance Equipment Safety	監視（錄）器材設備、緊急求助設施(備)是否定期檢查？ Are surveillance (recording) equipment and emergency assistance facilities regularly inspected?				
18		其他 Others				
19	電器安全 Electrical Safety	通道上使用臨時配線或延長線是否依規定固定妥當，無絆倒之虞？ Are temporary wiring or extension cords in walkways properly secured to prevent tripping hazards?				
20		線路開關是否無裸露及經常跳電之狀況？ Are switches and wiring free from exposure or frequent power tripping?				
21		配電盤附近是否保持淨空？ Is the area around distribution panels kept clear?				
22		實驗室電器機具設備是否設有漏電斷路器及自動檢查表並留有紀錄？ Are laboratory electrical equipment fitted with earth leakage circuit breakers (ELCBs) and automatic inspection checklists with records kept?				
23		其他 Others				
24	校舍建物安全 Building Safety	其他(針對教室內、實驗室、辦公室，是否無龜裂、混凝土剝落、漏水等情形) Others (For classrooms, laboratories, and offices: are there no cracks, concrete spalling, or water leakage?)				
25	建物附屬設備 Building Ancillary Facilities	室內懸吊物(如天花板、燈具、吊扇、影視設備等)之固定設施是否無鬆脫？ Are fixing devices for indoor suspended objects (such as ceilings, lights, ceiling fans, and audiovisual equipment) secure?				
26		高度 1.5 公尺以上櫥櫃是否有固定？ Are cabinets higher than 1.5 meters securely fixed?				
27		其他 Others				
28	危險物品管理 Hazardous Materials Management	易燃物品是否按照規定儲存與管理？ Are flammable materials stored and managed in accordance with regulations?				
29		化學藥品是否按照規定儲存與管理？ Are chemical substances stored and managed in accordance with regulations?				

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30		瓦斯及廚房衛浴設備是否符合安全規定？ Do gas systems and kitchen/bathroom facilities comply with safety regulations?				
31		鋼瓶及放置藥物等物品之櫥櫃是否固定妥當？ Are gas cylinders and cabinets used for storing chemicals or materials securely fixed?				
32		廢棄物是否按照規定處理？ Is waste disposed of in accordance with regulations?				
33		SDS、毒化物標示及緊急聯絡資訊是否確實？是否設有專人管理？ Are Safety Data Sheets (SDS), toxic chemical labels, and emergency contact information complete, and is there designated personnel responsible for management?				
34		其他 Others				
35	危險性機械設備 Hazardous Machinery and Equipment	危險性機械設備防護裝置是否設有漏電斷路器及自動檢查表並留有紀錄？緊急聯絡資訊是否確實？是否設有專人管理？ Are hazardous machinery and equipment equipped with protective devices, earth leakage circuit breakers, and automatic inspection checklists with records kept? Is emergency contact information clearly provided, and is there designated personnel responsible for management?				
36	其他 Others					
填表人 Completed by		單位主管 Department Supervisor	環安衛中心主任 Director of Environmental Safety and Health Center			