

# 元智大學校園安全自主檢核表-公共區域專用

## Yuan Ze University Campus Safety Self-Inspection Checklist – Public Areas Only

說明 Notes：

※本表係依據校園安全日需求訂定之，由總務處負責檢核。若各單位發現公共區域有安全疑慮之處亦可於此表單中呈現。

This form is established in accordance with the requirements of Campus Safety Day and is administered by the Office of General Affairs. If any unit identifies potential safety concerns in public areas, such issues may also be reported in this form.

※本表之檢查項目可視需求自行增列；以建築物或單一公共區域為檢核單位。

The inspection items in this form may be supplemented as needed; inspections shall be conducted on a building-by-building basis or by individual public areas.

※本表應於每學年暑假期間排定時間檢查，並於開學前三週週五中午前回覆環安衛中心。

This form shall be scheduled for inspection during the summer vacation of each academic year and submitted to the Environmental Health and Safety Center by noon on the Friday 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：\_\_\_\_\_ 建築物/場域名稱 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	各單位工程承攬廠商是否遵守「元智大學承攬商勞工安全衛生管理辦法」。並於施工處，設置安全圍籬、警告標示及防護措施，並於施工前於全校電子郵件系統公告工程警示範圍？ Do contractors engaged by each unit comply with the “Yuan Ze University Regulations for Contractor Occupational Safety and Health Management,” and have safety fences, warning signs, and protective measures been installed at construction sites? In addition, are construction warning areas announced through the university-wide email system prior to the commencement of construction?				
2		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?				
3		各類門鎖是否無故障損壞，電動門（鐵捲門）啟動時是否有警示管理？ Are all door locks and automatic doors (rolling shutters) in good working condition, and are warning measures in place during operation?				
4		是否訂有門禁管理作業流程？(除夕至初四由總務處控管) Is an access control management procedure established? (From Lunar New Year's Eve to the fourth day of the Lunar New Year, access control is managed by the Office of General Affairs.)				
5		空間場所照明是否足夠？ Is the lighting in the area adequate?				
6		其他 Others				

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7	緊急應變 Emergency Response	是否針對校園安全疑慮處所，規劃安全路線，建立校園安全地圖並公告、修正及宣導？ Have safety routes been planned for areas with campus safety concerns, and has a campus safety map been established, announced, updated, and promoted?				
8		是否設置避難逃生路線圖？ Are evacuation route maps installed?				
9		緊急避難路線指標是否無損壞或脫落情形？ Are emergency evacuation route signs damaged or detached?				
10		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?				
11		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？ Do exit signs or emergency lighting installed at safety doors or entrances function properly?				
12		是否定期維護檢查避難逃生設備？ Are evacuation and emergency escape equipment regularly inspected and maintained?				
13		其他 Others				
14	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明顯處所？ Are fire extinguishers installed in accordance with regulations, clearly labeled, and securely placed in accessible locations?				
15		消防栓前是否保持空曠，無物品堆放且紅色警示燈明亮(不可熄滅)？ Is the area in front of fire hydrants kept clear, free of obstructions, and is the red warning light illuminated at all times (not turned off)?				
16		火警警報及緊急廣播設備是否可正常操作？ Are the fire alarm and emergency public address systems functioning properly?				
17		滅火器是否定期請專業人員進行檢查？ Are fire extinguishers regularly inspected by qualified professionals?				
18		滅火器是否無過期，壓力充足？ Are fire extinguishers within their valid service period and properly pressurized?				
19		消防栓及滅火器是否定期保養及檢查時間？ Are fire hydrants and fire extinguishers regularly maintained and inspected according to a scheduled inspection timetable?				
20		緩降機前是否保持空曠並有明顯指示？是否定期保養及維護？ Is the area in front of the controlled descent device kept clear and provided with clear signage? Is it regularly maintained and serviced?				
21		其他 Others				

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22	警監設備安全 Security and Surveillance Equipment Safety	是否針對校園安全疑慮處所，評估裝設監視及緊急求助設施(備)？ Have areas of campus safety concern been evaluated for the installation of surveillance systems and emergency assistance equipment?				
23		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?				
24		校園偏僻及陰暗處所是否設置照明或感應設備？ Are lighting or motion-sensor devices installed in remote and poorly lit areas of the campus?				
25		是否建置校內緊急事件廣播或警示通知設備？ Has an on-campus emergency broadcast or alert notification system been established?				
26		其他 Others				
27	電器安全 Electrical Safety	通道上使用臨時配線或移動電線是否已妥善固定無絆倒之虞？ Are temporary wiring or extension cords in walkways properly secured to prevent tripping hazards?				
28		線路開關是否無裸露及不正常使用狀況？ Are switches and wiring free from exposure or frequent power tripping?				
29		發電室或受電室內之電路附近是否無堆放任何與電路無關之物件？ Are areas around electrical circuits in generator rooms or electrical receiving rooms kept clear of any items unrelated to the electrical systems?				
30		其他 Others				
31	校舍建物安全 Building Safety	校舍建物外牆磁磚(混凝土)是否無剝落或有滲漏水現象？ Are the exterior wall tiles (concrete) of campus buildings free from peeling, detachment, or water leakage?				
32		地下室：樑、樓板、牆壁是否無滲漏水現象？ Basement: Are beams, floor slabs, and walls free from water leakage or seepage?				
33		樑柱、牆壁、樓地板是否無裂縫？(裂縫寬度大於 0.3mm 以上請加註說明相關位置) Are beams, columns, walls, and floors free from cracks? (Please provide notes on the specific locations of any cracks wider than 0.3 mm.)				
34		樑柱、牆壁、樓地板混凝土保護層是否無剝落？ Is the concrete cover of beams, columns, walls, and floors free from spalling or detachment?				
35		其他 Others				
36	建物屋頂安全 Building Rooftop Safety	屋頂防水層表面是否無損壞？(如長雜草等) Is the surface of the rooftop waterproofing layer free from damage (e.g., overgrown vegetation)?				
37		排水管道是否通暢？ Are drainage pipes unobstructed and functioning properly?				

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38		女兒牆是否無損壞？ Is the parapet wall free from damage?				
39		水塔是否無裂縫以及水塔固定設施是否無鬆脫？ Is the water tank free from cracks, and are the water tank anchoring/fixing facilities secure and free from loosening?				
40		鋼棚是否無鏽蝕或螺栓鬆脫？ Is the steel canopy free from corrosion or loose bolts?				
41		其他 Others				
42	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?				
43		電梯及其他升降設備是否定期維護、保養及檢查？ Are elevators and other lifting devices regularly maintained, serviced, and inspected?				
44		樓梯扶手、護網與欄杆是否牢固？ Are stair handrails, protective nets, and guardrails secure and firmly installed?				
45		其他 Others				
46	其他 Others					
填表人（業務承辦人） Completed by		單位主管 Department Supervisor	總務長 Director of General Affairs		環安衛中心主任 Director of Environmental Safety and Health Center	