

元智大學校園安全稽查檢核表-公共區域專用

Yuan Ze University Campus Safety Inspection Checklist – For Public Areas

說明 Notes:

※本表係依據校園安全日巡檢需求訂定之，針對勞動場所之室內外公共區域、建築物結構、室內裝修材料、校園之各項建物附屬設施、消防系統與設備、危險機械與設備、動力系統與設備、空調系統與設備、通信系統與設備、給排水系統與設備、廢水處理系統與廢棄物貯存場、室內空氣品質監測系統與危險性氣體偵測系統與設備等設施設備等室內外區域進行稽查檢核。

This checklist is established in accordance with daily campus safety inspection requirements, and is used to inspect indoor and outdoor public areas of workplaces, including building structures, interior finishing materials, building ancillary facilities, fire protection systems and equipment, hazardous machinery and equipment, power systems and equipment, air-conditioning systems and equipment, communication systems and equipment, water supply and drainage systems and equipment, wastewater treatment systems and waste storage areas, indoor air quality monitoring systems, and hazardous gas detection systems and related facilities.

※本表之稽查項目不敷使用時，可視需求自行加註於其他欄位中(第 46 項)，並以同一棟建築物或單一公共區域為同一受檢核單位。

If the inspection items listed in this form are insufficient, additional items may be added in the “Other” section (Item 46). Each building or single public area shall be regarded as one inspection unit.

※本表於校園安全稽查檢核時使用，並於稽查完畢繳回環安衛中心。

This form is used during campus safety inspections and shall be submitted to the Environmental Safety and Health Center after the inspection is completed.

※有不合規定者請加註明確地點及說明。

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

單位名稱：_____ 建築物/場域名稱：_____ 檢核日期：_____

Department Name

Building / Area Name

Inspection Date

項次 Item 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(請加註 說明)No (Please specify details)	不適用 (或無)Not Applicable (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 all contractors comply with the “Yuan Ze University Contractor Occupational Safety and Health Management Regulations,” set up safety fences, warning signs, and protective measures at construction sites, and announce construction warning areas through the university email system prior to 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 types of door locks free from malfunction or damage, and are warning measures in place when automatic doors (rolling shutters) are in 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 there an established access control management procedure? (Controlled by the General Affairs Office from Lunar New Year's Eve to the fourth day of the Lunar New Year)				
5		空間場所照明是否足夠? Is the lighting in the area adequate?				
6		其他 Others				
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 of campus safety concern, 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 intact and securely installed?				
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 and clutter?				
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 escape facilities regularly inspected and maintained?				

項次 Item 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 (請加註明) No (Please specify details)	不適用 (或無)Not Applicable (N/A)	
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 according to regulations, clearly labeled, and securely placed in accessible and visible 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 of obstructions, and is the red warning light illuminated at all times?				
16		火警警報及緊急廣播設備是否可正常操作？ Do fire alarm systems and emergency broadcasting equipment function 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 the valid period and adequately pressurized?				
19		消防栓及滅火器是否定期保養及檢查時間？ Are there regular maintenance and inspection records for fire hydrants and fire extinguishers?				
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 evacuation descent devices kept clear with clear signage, and are they regularly maintained?				
21		其他 Others				
22	警監設備 安全	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 surveillance and emergency assistance facilities been evaluated and installed in areas of campus safety concern?				

23	Security and Surveillance Equipment	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 sensor devices installed in remote or 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? Is there an emergency broadcasting or alert notification system established on campus?				
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 movable cables 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 improper use?				
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 there no unrelated items stored near electrical circuits in generator rooms or power receiving rooms?				
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 exterior wall tiles (or concrete) free from peeling or water leakage?				
32		地下室：樑、樓板、牆壁是否無滲漏水現象? Are beams, floors, and walls in basements free from water leakage?				
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? (Cracks wider than 0.3 mm must be noted with details.)				
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 intact without spalling?				

項次 Item 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 (請加註明) No (Please specify details)	不適用 (或無)Not Applicable (N/A)	
35		其他 Others				
36	建物屋頂安全 Roof Safety	屋頂防水層表面是否無損壞？(如長雜草等) Is the surface of the roof waterproof layer free from damage (e.g., overgrown vegetation)?				
37		排水管道是否通暢？ Are drainage pipes unobstructed?				
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？ Are water tanks free from cracks, and are their fastening structures secure?				
40		鋼棚是否無鏽蝕或螺栓鬆脫？ Are steel canopies 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, safety nets, and railings sturdy and secure?				
45		其他 Others				

46	其他 Others					
填表人 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	