

TKU Guidelines on the Process of Applying for Repairs at the Tamsui Campus

Secretariat Regulation No. 1010000036 (06/08/2012)

Amended in General Affairs Meeting (05/30/2012)

1. These guidelines were formulated to maintain the security and working order of Tamsui Campus buildings and facilities, and create a pleasant environment for teaching, research, and learning.
2. TKU buildings, campus roads, and classroom facilities (excluding audio equipment) are regularly or (in some cases) intermittently checked and repaired.
3. If facilities and equipment located in administrative or academic buildings, or in public space, are broken or damaged, the OA system should be used to lodge an application for repair. The application should be sent to the Energy Conservation and Space Section, Office of General Affairs.
4. Any department / office that intends to renovate or refurbish, build extra space for administrative or educational purposes, or add electrical power to a laboratory, etc., must first gain signed approval to do so and then work with the Energy Conservation and Space Section to carry out the modification.
5. Apart from TKU bulletin boards, the walls of public spaces within or outside buildings must not be used to post any types of posters, promotional leaflets, or advertising material. If someone pins an item to a public wall without seeking approval to do so and marks or damages it, they will be required to remedy the problem or compensate the full amount for the damage caused.
6. TKU students, faculty, and staff should treat all facilities and equipment with care, and must not destroy TKU property. If something is damaged or destroyed, it must be replaced or compensated accordingly.
7. This set of guidelines will take effect on the date of its publication after being passed in a general affairs meeting and approved by the TKU President. The same applies to any later amendments made.