

# **Procedures for Managing Classrooms, Faculty Research Rooms, Instructor Lounges and Administrative Offices**

Revised and passed at General Affairs Committee Meeting on June 14, 2001  
Passed at Regulation Review Committee Meeting on December 31, 2009  
Revised and passed at General Affairs Committee Meeting on November 29, 2010

- Article 1 These procedures were established to enhance the management of classrooms, teachers' lounges, faculty research rooms, and administrative offices, as well as to maintain campus safety, to ensure the soundness of equipment and tidiness of facilities, and to promote the saving of energy.
- Article 2 The General Affairs Division will arrange for laborers to dispose of garbage from offices in each unit before the end of working hours each day. Each division, office, department, graduate school, section, center, and so on, must also designate a person to manage and clean their professional classrooms and offices so they are tidy.
- Article 3 The General Affairs Division will arrange for security personnel to close the windows and turn off the power in the regular classrooms and teachers' lounges. Cleaning will be conducted in accordance with the following:
1. Regular classrooms: The General Affairs Division will arrange for work-study students as well as students who use the classroom to take care of the cleaning. Classes or student clubs who borrow the regular classrooms must return all the tables and chairs to their original positions, tidy the classrooms, and dispose of all garbage after use.
  2. Teachers' Lounge: The General Affairs Division will arrange for laborers to clean teachers' lounges.
- Article 4 Persons managing professional classrooms and the offices in various units should take charge of the following responsibilities:
1. Maintaining, purchasing, requisitioning and discarding of property.
  2. Maintaining and managing the cleaning of professional classrooms and various unit offices.
  3. Turning off lights, electronic fans, and air conditioners as well as closing the windows in classrooms and offices when staff go off duty or when instructors leave the classrooms.
- Article 5 Cooking is prohibited in the classrooms or in public places without permission. Violators will be punished with a 1st Level Demerit in accordance with Article 10, Section 9 of the Ming Chuan University Merit and Demerit Procedures.
- Article 6 The General Affairs Division is in charge of performance evaluation relating to the duties detailed above. If any sloppiness or negligence occurs on the part of faculty members, staff members, or laborers, not only will the relevant administrators be notified in writing, record of the incident will be used when evaluating year-end performance. In the case of work-study students, the report should be made to the person in charge of the student, and the case will be dealt with depending on whether the report is positive or negative. Written

notice involving club and class-level activities must be sent to the Student Affairs Division and will be processed in accordance with the following:

1. Excellent: A Recognition will be given in accordance with Article 7, Section 1 of the Ming Chuan University Merit and Demerit Procedures.
2. Poor: A Reprimand will be given in accordance with Article 8, Section 10 of the Ming Chuan University Merit and Demerit Procedures.

Article 7 Upon being passed at the General Affairs Committee Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***