

國立臺北護理健康大學 特殊飲食需求境外學生廚房使用規範

National Taipei University of Nursing and Health Science - Overseas Student Kitchen Usage Regulations for Special Dietary Needs

一、 此廚房僅供因宗教等特殊飲食需求之在校住宿生申請使用。

Article 1.

This kitchen is only available for residential students who have special dietary needs, such as religion.

二、廚房使用者需依規定完成申請與維護廚房及各項設施，為落實學生自助精神，學生須遵守廚房及配合排班清潔維護廚房空間及設備。國際中心擬指派人員進行督導與管理，若使用者無法遵守規定，請勿申請使用。

Article 2.

Kitchen users are requested to fill out the application and be involved in the maintenance of the kitchen and facilities in accordance with the regulations. In order to realize the self-governance spirit of students, students must abide by the rules to clean and maintain the kitchen space as well as equipment as scheduled. The International Center intends to assign personnel for supervision and management. If the user is unable to comply with the regulations, do not apply for the use of the kitchen.

三、廚房各項公共設施使用須知均張貼於廚房,使用者應確實遵守其使用規定，以維持使用壽命與確保操作安全，若不當使用導致設施受損或災害發生，則使用者須負起賠償之責任。

Article 3.

The instructions of use for public facilities are posted in the kitchen, of which users should strictly abide by them to maintain their service life and ensure it operates safely; the user shall be liable for any damage caused to the facility or any occurrences of disasters due to improper use.

四、本校對於特殊飲食需求之認定享最終審核權限，如有未盡事宜本校保有本使用規範之最終修改權限。

Article 4.

The school has permission to conduct a final review of the identification of special dietary needs. If there are any unresolved matters, the school reserves the right to amend the regulations.

五、 實施規定：

Article 5. Kitchen Rules:

- 1) 廚房開放期間：每學期第二週至第十七週；寒暑假開放時間為假期開始第二週至假期結束前一週。

The access of the kitchen will be available in the second week to the seventeenth week of each semester; in the second week to one week prior to the end of the vacation during winter and summer vacations

- 2) 廚房使用時間：每日 06:00 AM-22:00 PM，超時使用將列記違規使用並列計違規點數 1 點，且違規學生將直接停權七日(穆斯林學生齋戒月期間除外)。

Kitchen's opening hour: 06:00 AM-22:00 PM every day, overtime use will be recorded as against use and 1 violation point will be charged; students who violate a rule will be suspended from using kitchen for 7 days (except during Ramadan for Muslim students)

- 3) 除廚房區域外，學生宿舍全區域皆禁止烹飪，違規者按住宿規範退宿。

Except for the kitchen area, cooking is prohibited in all areas of the student dormitory, and those who violate the rules will be withdrawn from the dormitory according to the dormitory regulations.

- 4) 廚房養護時間：每日養護時間為 22:00-22:15 PM，由當學期所有提出申請使用廚房之學生排定輪值值日生；如有未經申請且進入廚房使用學生，違規者將禁止申請廚房使用權限至畢業。

Kitchen's maintenance hours: The daily maintenance is scheduled at 22:00-22:15 PM every day. All students who apply to use the kitchen during the semester will be scheduled to be on duty of the day on a rotational basis. If students access to the kitchen and use without the application, those who violate a regulation will be prohibited from applying kitchen accessibility until graduation.

1. 由當學期所有提出申請使用廚房之學生排定每日輪值值日生，於每日養護時間內完成清潔工作以及回報 Line 群組(廚房使用群組)。

All students who apply to use the kitchen during the semester will be scheduled to be on a rotation duty of the day to complete the cleaning work during the daily maintenance hours and to report to the Line Group (Kitchen User Group).

2. 如發生使用學生未盡個人維護義務以及每日值日生未盡通報與監督義務之情形，基於共同維護責任與自治管理精神，將列記違規使用並列計違規點數 1 點。

In the event that a user fails to fulfill his/her personal maintenance obligations and the daily duty student fails to fulfill his/her reporting and supervision obligations, based on the common maintenance responsibility and the spirit of self-governance, the student will be noted as a user in violation and charged for 1 violation point.

3. 每日值日生需於廚房養護時間內完成檢查廚房整潔狀況並拍照上傳每學期廚房使用群組，如有發現使用或清潔情形不符合規定者，值日生需於廚房使用群組中公告，如若公告後至當日 22:30 PM 前仍無人清理將列計違規點數 1 點。

The student on duty of the day must inspect if the kitchen is clean during the maintenance hours and upload photos to the kitchen user group of the semester. If the usage or cleaning conditions are found to be inconsistent with the regulations, the student on duty must announce it in the kitchen user group. One violation point will be charged to the student on duty if no one cleans it up before 22:30pm after the announcement on the same day.

4. 若廚房過於髒亂或所提供之硬體設備遭破壞，將視情形無限期延長養護時間，且在養護時間內所有學生皆不得使用，請使用同學發揮公德心，保持環境整潔。

If the kitchen is too dirty or the hardware equipment provided is damaged, the maintenance hours will be extended depending on the severity of the situation; during maintenance hours, all students are disallowed to use the kitchen. Please show your civic virtue, keep the environment clean and tidy.

5) 使用注意事項：

Notices for Kitchen User:

1. 烹煮時請勿離開現場，勿占用廚房過久。

Do not leave the site while cooking, and do not occupy the kitchen for a long time.

2. 使用廚房食請放低音量、保持安靜，避免影響同樓層住宿生安寧，違者將列記違規使用並列計違規點數 2 點。

Please lower the volume and keep quiet when you are at the kitchen, avoid disturbing the peace of other residents on the same floor. Violators will be marked with as a user in violation and charged for 2 violation points.

3. 洗碗槽禁止傾倒穢物、食物殘渣，已免堵塞排水管。

Food residues or filth shall not be dumped in the sink in order to prevent drain pipe blockage.

4. 使用完畢後應立即回復原狀並應清理流理台與洗手槽的廚餘，並擦拭瓦斯爐、檯面油污打掃整潔及其他垃圾應自行清理，違者將列記違規使用並計違規點數 1 點。

The kitchen should be restored to its original state immediately after use, the kitchen waste on the countertop and the sink should be cleaned up, oil stains on the countertop and the gas stove should be wiped clean, and other garbage should be cleaned up by users. Violators will be marked as a user in violation and charged for 1 violation point.

5. 所有插座皆安裝感應式付費裝置，請確保學生證內有儲值金可供扣款。

All sockets are equipped with inductive payment devices, please ensure enough credit is in your student ID card.

6. 使用廚房期間請勿以油炸方式料理食材。

Do not deep-fry ingredients.

7. 請勿烹煮味道強烈、嗆鼻之食品以免影響同樓層環境氣味。

To avoid affecting the ambience of the environment on the same floor, do not cook food with strong and irritating smell.

8. 請勿使用個人電磁爐，違者將列記違規點數 1 點，且違規學生將直接停權七日。

Do not use the personal induction cooktop. Violators will be marked as a user in violation and charged for 1 violation point, along with his/her kitchen application/usage privileges suspended for seven days.

6) 物品存放注意事項：Notices for Storage:

1. 廚房內置物櫃為公共區域，禁止存放個人廚具及調味料，僅提供烹飪期間放置器具使用，除申請存放於廚房內之 800W 以下之烹飪電器外，請於烹飪結束後將廚具帶離廚房，違者將列記違規點數 1 點，且違規學生將直接停權七日。

The cupboard is a public area only available for storing cookware during cooking, personal kitchen utensils and seasonings are prohibited to store. Except for cooking appliance(s) below 800W that have been granted to store in advance, other cooking appliances shall not be left in the kitchen once the user finish s cooking. Violators will be marked with violation user and charged for 1 violation point, and be suspended for seven days.

2. 置物櫃屬公共空間，校方不負擔相關保管責任，且需於開學後三週內申請存放烹飪電器(800 W 以下)，並按照規定將電器擺放整齊。

The cupboard is classified as a public space, and the school has no responsibility for loss or damage. Storage of cooking appliances (below 800W) shall be applied within three weeks of start of the semester, also shall be placed in accordance with the regulations.

3. 電器存放前，請擦拭乾淨並保持電器外部乾燥後才可放入儲藏櫃中。
4. Before storing the appliance, please wipe it clean and keep the exterior dry before placing it in the cupboard.

7) 食材存放於冰箱注意事項：Notices for Storing Food in the Refrigerator:

1. 冰箱僅供存放生鮮食材、食材瓶身標示“開封後請存放於冰箱保存”之相關字樣之材料使得放入冰箱保存。

The refrigerator is only for storage of fresh ingredients or bottled/canned/jarred ingredients that are labeled with: “Please store it in the refrigerator after opening”.

2. 食材除已有完整且密封之外包裝外，請整齊放置於保鮮盒後並註明房號、姓名、存放日期、保存期限後才得存放於冰箱，違者校方有權力隨時抽檢並委任每日值日生/工讀生丟棄。

Except for sealed packages ingredients, ingredients shall be stored in preserving container and label with room number, name, storage date, and expiration date before storing them in the refrigerator. The school reserves the right of random inspection at any time and assigning student on duty or part-time student to discard items that does not comply with the regulation.

3. 欲儲放的食材須放在有加蓋且密封之保鮮盒裡，而且其尺寸不能超過 235mm×170mm×75mm。

The ingredients to be stored must be placed in a sealed food container with a lid, and the size limit is 235mm×170mm×75mm.

4. 如發現任何不符合存放規範之物品，將視同廢棄物處理,使用同學不得異議,無法配合者請勿使用冰箱。

If any items not meeting storage specifications are found, they will be viewed as wastes. No objections will be acceptable. Those who cannot comply with the regulations shall not use the refrigerator.

8) 電源使用注意事項： Notices for Power Usage：

1. 一個插座孔一次僅供一項電器使用，禁止使用延長線及多項插座，違者將列記違規使用並計違規點數 1 點，且違規學生將直接停權一學期。

One socket is only for one electrical appliance at a time. Extension cords and multiple sockets are prohibited. Violators will be marked as a user in violation and charged for 1 violation point; the student in violation will have his/her kitchen usage privileges suspended for entire semester.

2. 禁止使用消耗功率 800 瓦以上之電器。

Electrical appliances with more than 800 watts of power consumption are prohibited.

3. 若發現電源設備故障(插座、水龍頭之損壞)務必通知管理員處理，請勿自行修理、拆卸設備，以免發生意外。

If any faulty power supply equipment (damage of sockets and faucets) is found, be sure to notify the administrator for service; do not repair or disassemble equipment by yourself in case of accidents.

4. 禁止使用明火類用具，例如:卡式爐(瓦斯爐)。

Open flame appliances are prohibited, such as: portable butane gas stove (gas stove).

5. 插座皆為付費裝置，請依照收費方式儲值及使用。

All sockets are paid devices. Please deposit money for use according to the payment method.

9) 違規記點規範： Specification on Violation Point:

1. 基於共同維護責任與自治管理精神，廚房違規記點規範採每學期為單位，針對全體使用人以點數累加之方式計算；違規記點累計達一定數額時，將延長廚房養護日。

Based on the spirit of common maintenance responsibility and self-governance, the kitchen violation points are charged as the unit instead of individual every semester. Of which, the violation points are accumulated for all users; when the accumulated violation points reach a certain level, the kitchen maintenance days will therefore be extended.

2. 如有違規事件發生至違規情形排除前之期間，廚房亦不開放使用。

During the period when a violation occurred and until it is resolved; the kitchen will not open for use.

3. 違規事件發生且累計達以下次數者，將由國際中心公告延長廚房養護期間：

If the violations occur and the cumulative number of times reaches the following specification, International Center will announce to extend maintenance period for the kitchen:

- A. 當學期違規記點累計達 3 點時，廚房將關閉三日為養護期間。

When the cumulative number of violation points in the semester reaches 3 points, the kitchen will be closed for three days as the maintenance period.

- B. 當學期違規記點累計達 5 點時，廚房將關閉五日為養護期間。

When the cumulative number of violation points in the semester reaches 5 points, the kitchen will be closed for five days as the maintenance period.

- C. 當學期違規記點累計達 7 點時，廚房將關閉七日為養護期間。

When the cumulative number of violation points in the semester reaches 7 points, the kitchen will be closed for seven days as the maintenance period.

- D. 當學期違規記點累計達 10 點時，廚房將關閉十五日為養護期間。

When the cumulative number of violation points in the semester reaches 10 points, the kitchen will be closed for fifteen days as the maintenance period.

- E. 當學期違規記點累計達 13 點時，廚房將關閉三十日為養護期間。

When the cumulative number of violation points in the semester reaches 13 points, the kitchen will be closed for thirty days as the maintenance period.

- F. 當學期違規記點累計逾 15 點時，廚房將關閉至該學期末為養護期間。

When the cumulative number of violation points in the semester is over 15 points, the kitchen will be closed till the end of the semester as the maintenance period.

- 10) 若發現破壞行為以破壞公物論處，行為者須照價賠償以回復原狀，若無人願意承認將關閉廚房，進行無限期養護。

Any act of damage discovered is regarded as vandalism, and the perpetrator must compensate for it as priced to restore it back to the original state. If no one confesses the act, the kitchen will be closed for indefinite maintenance.

- 11) 竊取別人存放物品者，予以退宿處分，是否報警則由受害人決定。

Those who steal others' belongings will be punished with withdrawal from the dormitory. It is up to the victim to decide whether to call the police or not.