

**臺灣首府大學 餐旅管理學系 專業教室使用規定**  
**Regulations for the Professional Facilities**  
**Department of Hospitality Management, Taiwan Shoufu University**

- 1 本教室提供實作相關課程之實習使用，不提供私人借用。未經報備而擅自進入者，取消使用資格並嚴重議處。This facility is strictly for related practical training, not for personal uses. Entering without permits are prohibited and disciplinary actions will be taken.
- 2 進入專業實習教室上課時，務必依照"專業實習教室服儀規定"（詳見廚房公告欄及系網頁）正確穿著。"Proper dress codes" should be followed when entering each practical classroom. (see classroom billboards and department websites for details.)
- 3 勿攜帶餐食進入實習教室內食用，以免影響專業形象。嚴禁在實習大樓內任何地方吸煙。No food allowed bringing into classrooms for professional images maintaining. No smoking around this building.
- 4 使用班級應注意不造成公共危險，使用人員應主動了解各項設備及工具之危險性，與器材操作方式。並保持教室整潔，不得留置私人物品。Public safety should be aware at all times and users should be familiar with all equipment and operating methods. No personal belongs placed in classrooms.
- 5 器具使用前、後均需先清點器具並填寫器具清點單，發現有遺失或損毀須立即向任課老師報備，任課老師再向管理老師請購或報廢。並請珍惜使用器具，保持器具整潔。惡意遺失或損毀，則需使用者負責賠償。All appliances should be checked and recorded before use, marked and missing or broken appliances to the instructors at once for later handlings. Appliances should be used with care and kept clean. Any using or misslay with malice will be fined for appliance replacement.
- 6 實習操作務必聽從任課教師專業教導，並依正確操作手冊使用機具，以免發生意外。Instructions from the instructors should be strictly followed, and proper handling for appliances should be followed by the manuals.
- 7 不慎發生意外事故時，務先告知任課教師，再循正常回報系統，緊急後續處理。In case of accidents, instructors must be informed immediately. Proper notifying procedures should be followed as regulated.
- 8 實習教室所有各類垃圾務必分類處理，清理乾淨；廚餘倒入廚餘桶存放，以免造成環境污染。設有截油槽的實習廚房，則應於繕後工作中，確實除污，避免積臭。All trashes should be sorted and discarded properly. Kitchen wastes should be placed in the destinated dumper. Grease stopper should be cleaned after each use to prevent odor and
- 9 所有生鮮實習材料，得暫放於四門冷藏冰箱內班級專屬層架上，寫上班級及日期，並標示清楚。實習完成後，任何剩餘生鮮食材，不負保管責任。All fresh food ingredients should be placed on destinated shelf of 4 door refrigerators with clear marked date and class name. Any left items should be discarded.
- 10 實習時，遇有「設備異常」、「食材異常」現象時，務必據實反映於「專業實習教室日誌」下方欄位。Whenever encountering equipment malfunction or abnormal food ingredients, make notes on the "kitchen diary".
- 11 經常使用的乾貨或香料須放置倉庫乾料架上，務須正確封存，並標示清楚、註明存放期限。Dried goods and spices should be stored properly on the destinated shelves with dates marked clearly.
- 12 實習完成後，各人、各組務須做好各項繕後工作，並以消毒液擦拭所有工作檯面，待任課教師（或專責學生幹部）檢查後，始得離開。Each person or team should clean and sanitize their working area after class, and leave the classroom only after checked by the instructor (or desinated person).
- 13 值日生務須填寫「專業實習教室日誌」，並讓任課教師簽名後，繳交至任課教師。Students on duty should fill the "classroom management booklet", signed and returned to the instructor.
- 14 本教室之設備及器具禁止外借，嚴禁擅自攜出。本系任何實習場所內，均按裝有監視設備，請自重。All equipment and appliances are not allowed to be used or carried out of the classroom. Security monitoring equipment is applied 24-7.
- 15 實習結束前，值日生務須依照本系專業實習教室日誌「安全衛生檢查項目」條列內容，重點性檢查、確認後，始得離開。Students on duty should check the requirements for safety and sanitation checklists of "classroom management booklet" and confirmed before leaving the classroom.
- 16 如欲在非表訂實習課程期間使用廚房時，務需依本校及本系相關規定提出申請，並徵得各廚房監督教師同意、簽名後，始得送交系辦，進行後續行政作業程序。When using practical classrooms in non-scheduled times, proper application forms should be filled and signed by destinated instructors. Granted forms should be sent to department office for later administrating procedures. After using the classrooms, proper checking procedures should be followed as well.
- 17 離開前請完成應關閉之事項，水電、瓦斯、抽風機、冷氣、門窗及相關措施，並再次經任課老師檢查後始可離開。Electrics, gas, air vending, AC, windows and doors, as well as any necessary procedures should be proper closed and confirmed by the instructors when leaving the classrooms.
- 18 不遵守以上使用規則者，得視情節處分或予以禁止使用，情節重大者得以報請學務處議處。If the guidelines above are not followed properly, the users may not be prohibited to use the facilities. If violating the regulations, the disciplinary actions will be taken by the Ministry of Administration of Students' Affairs.
- 19 本要點經系務會議後實施，修正時亦同。These guidelines are granted by Department Councils as well as revised.