

亞洲大學國際廚房使用規範

Asia University International Kitchen Usage Regulations

第一條：申請資格與期限 Article 1: Application Eligibility and Validity

1. 使用者須透過線上表單提出申請，作業時間約需三至五個工作天，經核准開通權限後方可使用。
申請開放時間為學期間之任何時段，每次申請之有效期限為一學期，進出權限將於該學期最後一日自動終止。

Users must apply via the online application form, which requires approximately three to five working days for processing; access will be granted upon approval. Applications are accepted at any time during the academic semester, with each application valid for one semester. Access privileges will automatically terminate on the last day of the respective semester.

2. 若需於寒暑假期間使用國際廚房，應於假期起始日之三十天前完成申請手續。寒暑假期間恕不接受學位生提出之臨時申請。

For use during the winter or summer breaks, applications must be completed thirty days prior to the start of the respective break. Temporary applications from degree students will not be accepted during these break periods.

3. 營隊學員、短期研修生等非學位生，應於活動開始前十五天至活動首日期間完成申請手續，嚴禁臨時申請。

Non-degree students, including camp participants and short-term visiting students, must complete their application procedures between fifteen days prior to the program's start date and the first day of the event.

Temporary applications are strictly prohibited.

第二條：門禁與出入規範 Article 2: Access Control

1. 經核准開通權限之使用者，進入國際廚房時須親自持本人學生證，於門禁刷卡機感應以確認身分。
Approved users must personally verify their identity by swiping their own student ID card at the access control reader before entering the International Kitchen.
2. 廚房僅限持卡人本人進入，進出人員均應確實執行門禁刷卡。嚴禁未經申請之人員進入，亦不得由他人代為刷卡開門。

Entry is restricted strictly to authorized cardholders, and all personnel entering or exiting must adhere to

the card-swiping procedure. Bringing unauthorized individuals into the kitchen or swiping a card to grant access to others is strictly prohibited.

3. 嚴禁以翻越、破壞門鎖等任何非正規手段進出國際廚房。違者將受永久撤銷進入該設施權利之處分。

Entering or exiting the International Kitchen through any unauthorized means, such as climbing over or damaging locks, is strictly prohibited. Violators will face a permanent revocation of their right to enter the facility.

第三條：設備使用與環境維護 Article 3: Equipment Usage and Environment Maintenance

1. 國際廚房不提供私人炊具與調味料，使用者須自行準備鍋具、碗盤及餐具。場內禁止進行會產生高油煙或強烈氣味之料理。管理單位將定期進行設備檢查與環境整潔，必要時得暫停廚房開放使用。

The International Kitchen does not provide personal cooking utensils or condiments; users must bring their own pots, pans, bowls, and tableware. Cooking methods that produce excessive smoke or strong odors are prohibited. The administration will conduct regular equipment inspections and environmental cleaning, and may temporarily suspend kitchen access if necessary.

2. 使用者應妥善愛惜廚房設備，注重用電及烹飪安全，嚴禁從事任何可能引發火災或造成危險之行為。

Users must properly care for kitchen equipment, observe electrical and cooking safety, and refrain from engaging in any activities that may pose fire hazards or other dangers.

3. 若發現設備異常、電器故障或有安全疑慮時，應立即停止使用並通報管理單位。因人為因素導致設備損壞者，行為人須負擔修繕費用；若損壞至無法修復之程度，須照價賠償。同一時段有多人使用且無法釐清損壞責任歸屬時，該時段之所有使用者須共同承擔賠償責任。

Users must immediately stop using the equipment and notify the administrative office if any malfunction or safety concern is detected. In cases of human-caused damage, the responsible individual(s) shall bear the repair costs, or provide full compensation if the item is unrepairable. If the responsible party cannot be identified among multiple users present during the same period, all users in that time slot will be held jointly liable.

4. 最後離開廚房之使用者，須確認門窗已關妥上鎖，確實關閉電燈與電磁爐等所有電器設備之電源，並確認冰箱門已緊閉。

The last user to leave the kitchen must ensure that all doors and windows are securely closed and locked. Furthermore, they must verify that all electrical appliances, including lights and induction cookers, are turned off, and that the refrigerator doors are tightly closed.

5. 廚房使用完畢後應立即進行環境清潔，並將垃圾、廢棄物、廚餘及私人物品（如餐盤、碗筷、調味料等）全數帶離，嚴禁留置於廚房內。除烹煮設備（炊具）外，其餘物品皆不得存放於廚房。若需暫放烹煮設備，須明確標示使用者姓名，並放置於規定之專屬位置。

The kitchen environment must be cleaned immediately after use. All trash, food waste, and personal belongings (including plates, bowls, chopsticks, and condiments) must be completely removed; leaving personal items in the kitchen is strictly prohibited. With the exception of cooking equipment (utensils), storing any other items in the kitchen is forbidden. Any cooking equipment left behind must be clearly labeled with the user's name and placed in the designated storage area.

6. 若發生環境髒亂、未關閉水電或門窗等違規情事，且無法判斷違規責任歸屬時，將由該時段之所有登記使用者共同承擔相關罰則（連坐處分）。

In the event of violations—such as failing to maintain cleanliness, turn off utilities, or close doors and windows—where the responsible individual cannot be identified, all registered users present during that time slot shall be held jointly responsible and subject to the corresponding penalties.

第四條：冰箱使用規範 Article 4: Refrigerator Regulations

1. 放置於冰箱內之物品皆須張貼「存放單」，確實填寫學號、姓名及存放日期。未完整填寫者視同未張貼，管理員有權逕行丟棄，使用者不得異議。

All items placed in the refrigerator must be affixed with a "Storage Label" detailing the user's Student ID, Name, and Date of Storage. Labels with incomplete information will be considered invalid; the administrator reserves the right to dispose of unlabeled items without prior notice, and no objections will be entertained.

2. 物品存放期限以七日為限，自標籤紙上填寫之日期起算。經管理員查獲逾期之物品將全數逕行丟棄，使用者不得異議。

The maximum storage period for items is seven days, starting from the date written on the storage label.

Items found by the administrator to have exceeded this limit will be disposed of immediately, and no objections shall be entertained.

3. 嚴禁將已開封之便當及未食用完畢之食物放入冰箱。若經管理員查獲將立即丟棄，不得異議。

Opened lunchboxes and unfinished food are strictly prohibited in the refrigerator. Any such items found by the administrator will be disposed of immediately, with no objections entertained.

4. 使用者應共同維護冰箱整潔。若存放之物品發生滲漏或造成髒亂，物主應立即清理，不得置之不理。

Users share the responsibility of keeping the refrigerator clean. If stored items leak or cause a mess, the owner must clean it up immediately and must not leave it unattended.

5. 冰箱空間有限，請使用者相互體諒，避免由單人佔用過多空間。因使用不當導致冰箱損壞者，肇事者須照價負擔修繕或賠償責任。

Due to limited refrigerator space, users should be considerate and avoid monopolizing the area. If improper use causes damage to the refrigerator, the responsible party shall be liable for the full repair or replacement costs.

第五條：違規與罰則 Article 5: Violations and Penalties

除第二條第三款之永久停權處分外，若違反本規範「夾帶未經申請人員進入」、「未落實關閉門窗及水電設備」、「未落實環境整潔與帶走私人物品」、「未維持冰箱整潔」等規定，經查驗屬實者，將依下列標準予以懲處：

With the exception of the permanent ban specified in Article 2, Paragraph 3, violations regarding "bringing unauthorized personnel," "failing to close doors/windows and turn off utilities," "failing to clean the environment and remove personal items," or "failing to maintain refrigerator cleanliness" shall be subject to the following progressive penalties upon verification:

- 首次違規：當學期暫停國際廚房進出權限一週。

First Offense : Suspension of kitchen access privileges for one week.

- 第二次違規：當學期暫停國際廚房進出權限一個月。

Second Offense : Suspension of kitchen access privileges for one month.

- 第三次違規：撤銷當學期之國際廚房申請與進出權限，次學期方可重新申請。

- Third Offense : Revocation of application and access privileges for the current semester; users may reapply in the following semester.
- 連續違規處分：若連續兩個學期皆遭撤銷權限者，將永久撤銷其申請與進入國際廚房之權利。
Consecutive Violations : If privileges are revoked for two consecutive semesters, the right to apply for and access the International Kitchen will be permanently revoked.

本處保留本規範最終之解釋與執行權利。

The office reserves the right of final interpretation and execution of these regulations.