

國立成功大學配借宿舍申請修繕辦法
**Regulations on the Application for Repair of an Allotted or Rented
Dormitory in National Cheng Kung University**

中華民國八十一年十月二日

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八十一學年度第一次總務會議通過

Passed at the First Office of General Affairs Meeting in the 1992-1993 academic year

114 年 01 月 08 日 113 學年第 1 學期總務會議修正通過

mended and approved at the Office of General Affairs Meeting in the first semester,

2024 academic year on January 8, 2025

114 年 03 月 19 日校長核定

Approved by the President on March 19, 2025

114 年 05 月 23 日 113 學年度第 2 次宿舍配借及管理委員會會議修正通過

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Management Committee Meeting in 2024 academic year on May 23, 2025

114 年 07 月 08 日校長核定

Approved by the President on July 8, 2025

第一條 凡國立成功大學（下稱本校）教職員工配借宿舍（含眷舍、多房間及單房間職務宿舍），向本校申請有關宿舍各項修繕時，依本辦法規定辦理。

Article 1 Faculty and staff members of National Cheng Kung University (hereinafter referred to as "NCKU") who are allocated dormitories (including family quarters, the multi-room dormitory, and the single-room dormitory) shall apply for any necessary dormitory repairs in accordance with the provisions of these Regulations.

第二條 借用人配借宿舍前，宿舍修繕採先修後配原則，由總務處經營管理組與營繕組或事務組共同現勘評估後，以堪用為原則進行修繕，損壞不能修復，始得換新。

Article 2 Prior to the allocation of a dormitory, repairs shall follow the principle of "repair before allocation." After a joint on-site inspection and evaluation conducted by the Management Service Division and the Construction and Maintenance Division or General Service Division, necessary repairs shall be made based on the principle of usability. Replacement is only permitted when the item is damaged beyond repair.

第三條 宿舍之構造設施若需維修，或因借用人使用不當、未善盡保管之責所造成之損壞，或消耗性物品（如燈泡等）有損壞時，應由借用人自行負擔修繕經費；但下列情形，始由本校負責修繕：

一、屋頂漏水（補漏、換瓦）。

- 二、樑柱、地板有安全顧慮者。
- 三、共同管線之水管破裂。
- 四、宿舍內總主電源及主要供水揚水馬達等公用設備故障。
- 五、化糞池不通，經鑑定為樹根竄入之情況。
- 六、公共空間之消防安全設備器材維護汰換。
- 七、其他經總務處認定之項目。

Article 3 If the structures and facilities of the dormitory require maintenance, or if damages are caused by improper use or failure to fulfill the responsibility of proper maintenance by the borrower, or if consumable items (such as light bulbs) are damaged, the dormitory borrower shall bear the repair costs. However, NCKU shall be responsible for repairs under the following circumstances:

1. Roof leakage (including patching or tile replacement);
2. Safety concerns involving beams, columns, or flooring;
3. Rupture of shared water pipelines;
4. Malfunction of public facilities such as the main power supply or primary water supply pump;
5. Septic tank blockage caused by root intrusion, as verified upon inspection;
6. Maintenance or replacement of fire safety equipment in public areas;
7. Other items as determined by the Office of General Affairs.

第四條 宿舍之公用設備，如電梯、飲水機、鍋爐、緊急發電機(含消防馬達)、排煙設備等，應定期維護保養，並由宿舍自治委員會(下稱自治會)管理費支付或由宿舍借用人分攤該費用，以維護宿舍借用人使用權利及提升住戶居住安全。

前項修理或更新之費用，經本校參考設備維護保養紀錄及評估自治會之意見後，決定自治會或借用人應分攤之部分。

Article 4 Public facilities in the dormitory—such as elevators, water dispensers, boilers, emergency generators (including fire pumps), and smoke exhaust systems—shall be regularly maintained. The costs shall be covered by the Dormitory Self-Governance Committee (hereinafter referred to as the “Self-Governance Committee”) through management fees, or shared among the dormitory borrowers to protect their usage rights and enhance residential safety.

The cost of such repairs or replacements shall be determined by NCKU after reviewing equipment maintenance records and evaluating the opinions of the Self-Governance Committee, in order to decide the respective cost-sharing

responsibilities of the Committee and the dormitory borrowers.

第五條 宿舍借用人應善盡清潔維護及公共空間及設備管理之責任。若因平時未予清潔維護，而致設備毀損及屋頂漏水等情事，須由全體宿舍借用人負擔維修費用。若因借用人自行整修而致漏水情事，須由借用人自行負擔費用。

Article 5 Dormitory borrowers shall fulfill their responsibilities for cleanliness and the maintenance of public spaces and facilities. If damage such as equipment malfunction or roof leakage occurs due to lack of routine cleaning and maintenance, all dormitory borrowers shall bear the repair costs collectively. If roof leakage results from unauthorized renovation by a borrower, that borrower shall bear the full cost.

第六條 宿舍之共同壁及樓地板或其內之管線損壞，除有第三條但書規定情形外，由宿舍借用人自行修繕，其修繕費用視情形由該共同壁雙方或樓地板上下方之借用人或自治會共同平均分攤。若可歸責於借用人之事由所致者，由該借用人負擔。

Article 6 In cases of damage to shared walls, floor slabs, or internal pipelines, unless covered under the exceptions listed in Article 3, dormitory borrowers shall be responsible for repairs. The repair costs shall be shared equally by both parties using the shared wall, or by the upper and lower floor borrowers in the case of flooring. If the damage is attributable to one borrower, that borrower shall bear the full cost.

第七條 總務處得視需要在經費許可情況下，報請校長核定後，進行各項修繕，不受本辦法第三條之限制。

Article 7 The Office of General Affairs may, based on necessity and subject to budget availability, submit a repair request for approval by the President. Such repairs shall not be subject to the limitations specified in Article 3.

第八條 宿舍之房屋結構、管線、隔間外觀，住戶不得自行改裝，頂樓陽台及房舍周邊不得自行加蓋。

Article 8 Dormitory borrowers shall not make unauthorized modifications to the building structure, pipelines, or interior partitions. Rooftop balconies and areas surrounding the dormitory may not be enclosed or extended without approval.

第九條 住戶自費裝修等營繕工程，須報請總務處核准後始得辦理。遷出時，應恢復原狀，倘借用人有正當理由無法自行處理，應繳納相同費用委由學校代為處理。

Article 9 Renovation or construction work funded by the dormitory borrower must be approved by the Office of General Affairs prior to commencement. Upon moving out, the original condition must be restored. If the borrower is unable to restore the condition for justifiable reasons, NCKU shall handle the restoration, and the borrower shall pay the corresponding fee.

第十條 依本辦法規定應由本校負擔之修繕項目，由借用人於線上提出申請後，依程序辦理。新配借之住戶，如發現宿舍有修繕之需要，應於簽約日起一個月內提出申請。

Article 10 For repair items that, under the provisions of these Regulations, are the responsibility of NCKU, the borrower shall submit an online application, after which the repair will be processed in accordance with established procedures. New residents who identify necessary repairs upon moving in must submit an application within one month from the date of contract signing.

第十一條 本辦法經本校宿舍配借及管理委員會通過，校長核定後施行，修正時亦同。

Article 11 The Regulations shall be passed by the Faculty and Staff Dormitory Assignment, Lending, and Management Committee, submitted to the President of NCKU for approval, and then implemented. The same shall apply to all subsequent amendments.