

國立中山大學職務宿舍收回點交紀錄表

National Sun Yat-sen Staff Dormitory Handover Checklist

宿舍別 Dormitory Type		借用人單位 Borrower unit	
借用人姓名 Borrower name		連絡電話 Tel. No	
遷出日期 Move-out date:		_____ (yyyy/mm/dd)	
點交日期 Handover date:		_____ (yyyy/mm/dd)	

No.	點交事項 Handover Item	借用人確認 Borrower Confirmation	資產組確認 Property Management Division Confirmation
1	私人物品是否已全部搬除 （包含廢棄物、垃圾）。 ※現場照片如附 Have all personal items been removed (incl. waste and trash). *Photo attached for reference	☐ 是，已全部搬除。 Yes, all have been removed ☐ 否，借用人同意負擔學校處理 遺留物品費用。 No, the borrower agrees to bear the University's costs for removing remaining items.	☐ 是 Yes ☐ 否 No
2	冷氣機裝設窗口是否已封閉。 ※現場照片如附 Is window where air-conditioning was installed closed. *Photo attached for reference	☐ 是，已封閉。 Yes, it is sealed. ☐ 否，借用人同意負擔學校處理 窗口封閉費用。 No, the borrower agrees to bear the University's costs for sealing the windows.	☐ 是 Yes ☐ 否 No
3	宿舍、設備及家具是否有短 缺或毀損情形。 ※現場照片如附 Are there any shortfalls or damage in the dormitory, equipment or furniture. *Photo attached for reference	☐ 是，有短缺或毀損情形， Yes, there are shortfalls or damage. 借用人同意負賠償責任。 The borrower agrees to pay compensation. ☐ 否，無短缺或毀損情形。 No, no signs of shortfalls or damage.	☐ 是 Yes ☐ 否 No
4	其他自行修繕、增建（設） 部分是否已回復原狀（如鋪 設拼裝地墊等）。 ※現場照片如附	☐ 無自行修繕、增建（設） 部分。 The borrower made no modifications or additions (installations).	☐ 無 None

No.	點交事項 Handover Item	借用人確認 Borrower Confirmation	資產組確認 Property Management Division Confirmation
	Have other modifications, additions (installations) been restored to their original condition (e.g. Laying of patchwork carpet). *Photo attached for reference	☐ 是，已回復原狀。 Yes, has been restored to original condition. ☐ 否，借用人同意負擔學校回復原狀費用。 No, the borrower agrees to bear the University's costs for restoring dormitory to original condition.	☐ 是 Yes ☐ 否 No
5	宿舍鑰匙（包含自行加鎖）是否已歸還。 Has dormitory key (including any added locks) been returned	☐ 是，已全部歸還。 Yes, all have been returned ☐ 否，未全部歸還。 No, not all have been returned. 另於 年 月 日繳回。 Was returned separately on ____ (yyyy/mm/dd).	☐ 是 Yes ☐ 否 No

注意事項：

Note:

- 一、本表依行政院訂頒「宿舍管理手冊」第 13 點及本校「職務宿舍調配暨管理要點」第 22 點辦理。
1. This form shall be processed in accordance with Article 13 of the "Dormitory Management Manual" issued by the Executive Yuan, and Article 23 of the University's "Staff Dormitory Allocation and Management Guidelines".
- 二、自即日起該房舍由借用人自動搬離，騰空繳回本校。
2. The borrower shall voluntarily move out of the dormitory immediately and return it to the University.
- 三、屋內所遺留任何私人物品，均由本校以廢棄物處理，並由借用人負擔處理費用，絕無異議。
3. Any personal items left in the dormitory shall be disposed of as waste by the University with the borrower bearing the cost of disposal. The borrower agrees not to dispute this.
- 四、本點交（搬遷）日前原借用人應完成繳清所有費用，如有應繳之水費、電費、瓦斯費、大廈管理費等及其他未依規定繳費致所衍生之費用，概由原借用人負責繳納。
4. The original borrower should have paid in full all of the fees before the handover (moving) date. If there are any outstanding water, electricity and gas bills, building management fees and other costs derived from non-payment of required fees then the original borrower is responsible for their payment.

借用人
Borrower:

點交人
Handover personnel

資產組
Property Management
Division

總務處
Office of General
Affairs
