

VLSI/CAD 實驗室管理規則

Laboratory Regulations

電機工程研究所 97 年 12 月 9 日第 9 次所務會議決議通過。

Approved by GIEE Meeting on 9th December 2008.

1. 實驗室設 1 名管理員，負責實驗室儀器設備維護、管理及清潔工作。
A manager will be assigned to take charge of maintaining the equipment and sanitation of the laboratory.
2. 清潔工作包含：清潔地板一次及擦拭桌椅，須於每週五下午 17:00 前完成。
The manager should clean the floor, the desks, and the chairs before 17:00 every Friday.
3. 燈管更新由管理員負責至設備報修系統辦理報修。
The manager should report tube renewals through the repairing system online.
4. 桌面須維持整潔，請勿堆放私人物品。
Please keep the desks tidy. When done using the desks, please don't pile or leave personal belongings on them.
5. 實驗室不得喧嘩。
Please keep your voice down in the laboratory.
6. 實驗設備借用請至所辦登記借出記錄簿，使用完後須歸回原位並妥善保存，借用同學須負保管責任。
Equipment in the laboratory can be borrowed by registering at the Institute's office. One who borrows the equipment is responsible for the safekeeping of the property and should return it after use.
7. PC 不得私自拆裝，須管理員同意後使得加入私人配備。
The internal components of the PCs must be kept intact. Disassembling or assembling articles in the PCs without permission from the manager is strictly forbidden.
8. 電腦機殼不可打開，檔板須安裝妥當，以免灰塵進入。
In order to keep out the dust, opening the case of the computers is not allowed,.
9. 電腦桌之檔板不得私自拆取。
The planks of the desks must not be taken out without permission.
10. 不得於實驗室中使用私人家電。
Personal domestic electric appliances are strictly forbidden.
11. 自 8 時至 21 時之間，不得於實驗室擺放私人寢具用品。
Do not place personal beddings and pillows in the laboratory from 8 a.m. to 9 p.m.