

清華大學防颱自主檢查表

Tsinghua University Self-checklist for Typhoon Prevention

凱米 颱風將至，請各系所(單位)針對下列自主檢查項目，進行預防性的自主檢查，若有缺失請予以改善，改善後請再次檢查，以免颱風造成危害。

The Kaemi typhoon is approaching. All departments (units) are requested to conduct preventive self-inspection for the following self-inspection items. If there are any deficiencies, please make improvements. After improvement, please check again to avoid typhoon damage.

檢查項目 Check item::

1. ☐ 屋頂、陽台排水孔、天溝是否已清理，沒有落葉或雜物阻塞？
Are roofs, balcony drains, gutters cleared and free from fallen leaves or debris?
2. ☐ 建物周邊排水溝是否已疏通？
Have the drainage ditches around the building been dredged?
3. ☐ 不斷電系統 (UPS) 是否正常運作？
Is the Uninterruptible Power System (UPS) functioning properly?
4. ☐ 緊急發電機、抽水機、防水閘門等設施，是否已指定操作人員？
Are operators designated for emergency generators, water pumps, waterproof gates and other facilities?
5. ☐ 是否需要沙包？(若有相關需求，請提前向事務組徐雅慧小姐提領，提領地點在旺宏館，古先生分機-31195 手機-0936314488)
Do you need sandbags?
If you have any related needs, please inform Miss Xu Yahui of the affairs department in advance. The pick-up location is at the Wang Hong Hall. Mr Gu extension number is 31195, and her mobile number is 0936314488.
6. ☐ 門窗是否完好？若有損壞，是否已報修？
Are the doors and windows intact? If damaged, has it been reported for repair?
7. ☐ 是否已關閉非必要設備的水、電、瓦斯等？
Has the water, electricity, gas, etc. of non-essential equipment been turned off?
8. ☐ 門窗是否緊閉？請特別注意地下室氣窗務必關閉！
Are the doors and windows closed? Please pay special attention to the basement transom must be closed!
9. ☐ 其他與館舍安全有關的事項。(如提醒教授研究室或實驗室之門窗陽台關閉)
Other matters related to building safety. (For example, to remind professors that the doors, windows and balconies of the

research room or laboratory are closed)

10. ☐ 是否已向駐警隊告知貴單位之緊急連絡人？

Have you informed the emergency contact person of your unit to the stationed police force?

11. ☐ 上述項目，確已逐一勾選確認無遺漏？

Have all the above items been checked and confirmed without any omissions?

12. ☐ 抽水機是否可正常運作？

Can the water pump operate normally?

☐ 無此項目

No such item.

13. ☐ 防水閘門是否可順利組裝？

Can the waterproof gate be assembled smoothly?

☐ 無此項目

No such item.

14. ☐ 測試備用的緊急發電機，是否可正常運作？

Is the backup emergency generator functioning properly for testing?

☐ 無此項目

15. ☐ 備用的緊急發電機是否已添加足夠油料？

Has enough fuel been added to the backup emergency generator?

☐ 無此項目

單位檢查人：

Unit inspector：

檢查日期及時間：

Inspection date and time：

單位主管：

Unit supervisor：

****若有任何緊急狀況，可利用 24 小時聯絡電話取得協助****
****If there is any emergency situation, you can use the 24-hour
contact phone number to get assistance.****

防颱指揮中心（設於駐警隊）：33333
Typhoon Command Center (located at the stationed police force)：33333

最後請提醒所有人員，勿將車輛停放於低窪、易淹水地區、地下停車場及樹木底下，以免風大雨大或停電，造成愛車泡水或受損。

Finally, please remind all personnel not to park vehicles in low-lying or flood-prone areas, underground parking lots, or under trees to avoid the risk of heavy winds, heavy rain, or power outages causing the vehicles to be submerged or damaged.

總務處事務組感謝您的配合！
General Affairs Office thanks you for your cooperation!