

國立臺灣大學土木工程學系電腦機房管理辦法

109.03.04 計算機小組會議通過

109.04.09 學術委員會通過

一、目的

為健全本系土木研究大樓(以下簡稱土研)電腦機房(605室)之操作及管理，維持系統正常運作，確保資料安全及機密維護，特訂定電腦機房管理辦法，作為本系土研電腦機房操作及管理之準則。

二、土研電腦機房使用管理

土研電腦機房係屬人員管制區域，適用於任何進出管制區域人員：

- (一) 電腦機房應設門禁，管制人員進出，非因公務不得進入，電腦機房管理人員由系主任指派之。
- (二) 進出電腦機房人員須先至國立臺灣大學土木工程學系土木研究大樓電腦機房管理系統提出申請，經電腦機房管理人員同意後，方可進入。
- (三) 電腦機房管制區域內嚴禁吸煙或飲食。
- (四) 電腦機房嚴禁存易燃品及未經核准之設備、電器或其他物品。
- (五) 電腦機房內各種物品應擺放整齊，必要時貼立標籤識別，用畢應歸還原位，廢棄物品應儘速撤離機房，保持管制區域內整齊及清潔。
- (六) 如欲使用電腦機房空間或增添設備，須先填寫「國立臺灣大學土木工程學系土木研究大樓電腦機房設備進駐/撤出/維護申請表」(如附件)，經核可後，方可放入設備。
- (七) 設備負責人須自行評估電腦設備的堪用性及使用頻率，並且定時淘汰不堪用或閒置的設備。
- (八) 電腦機房各設備負責人須留下聯絡資訊，包括可收信之 e-mail 及連絡電話，由設備負責人自行處理該設備的維護。

三、門禁控管

除電腦機房管理人員外，其他未經許可人員，禁止進入電腦機房。

- (一) 下列人員因公務得進出機房，須先至國立臺灣大學土木工程學系土木研究大樓電腦機房管理系統提出申請：

1. 電腦機房設備所屬教師與指定設備負責人。

2. 電腦設備廠商維護人員或施工人員。
 3. 貨運公司之搬運工人須進出電腦機房搬運物品者。
- (二) 上述人員進出電腦機房須由所屬教師與指定設備負責人於一個工作日前提出申請，在進入當天請電腦機房管理人員協助開門，離開時需向電腦機房管理人員通報離開時間。
- (三) 如遇緊急事故需進出電腦機房不受上款限制，但須於一個工作日內向電腦機房管理人員陳明事件理由。
- (四) 所有人員進出電腦機房時應隨手關門，離開時應隨手關燈。

四、設備管制

管制之設備包括電腦機房作業所需之各項設施、設備等有關物品。

- (一) 所有人員均不得攜帶非作業所必須物品進出電腦機房。
- (二) 所有人員攜入(出)電腦機房內設備或零組件時，應先填寫「國立臺灣大學土木工程學系土木研究大樓電腦機房設備進駐/撤出/維護申請表」，經系主任同意後為之。
- (三) 電腦機房內之資訊設備擺放位置及各線路跳接，必須按照電腦機房管理人員之指示放置及跳接，不得擅自異動。

五、設備關開機

- (一) 辦理電腦機房設備保養如主機、網路設備、空調機、不斷電設備等可預期性停機時，應由電腦機房管理人員於停機前三日將停機事由與預計停機期間，以 e-mail 方式通知相關人員。
- (二) 電腦機房設備停機原因消失，應由設備所屬教師與指定設備負責人負責開機，恢復系統正常運作。

六、本電腦機房管理辦法經本系計算機小組會議通過，提請學術委員會通過後實施，修正時亦同，其申請流程及相關文件由計算機小組另訂之。

Computer Room Management Regulations

Department of Civil Engineering, National Taiwan University

Approved by the Meeting of the Computer Committee on March 4, 2020

I. Purpose

These Computer Room Management Regulations are established as guidelines for the operation and management of the computer room (Room 605) of the Civil Engineering Research Building (hereinafter "CERB") of the Department of Civil Engineering to ensure proper operation and management of the computer room, to maintain normal system operation, and to secure information security and confidentiality.

II. CERB Computer Room Usage Management

The CERB computer room is a controlled area and the following usage management guidelines apply to all persons accessing the controlled area.

- (I) The computer room should have an access control system to control personal access. Access for any private business is prohibited. Computer room management staff shall be designated by the head of the department.
- (II) Any person accessing the computer room must first fill an application in the CERB computer room management system of the Department of Civil Engineering, National Taiwan University. Access allowed only after approval by the computer room management staff.
- (III) It is strictly prohibited to smoke, eat or drink in the controlled area of the computer room.
- (IV) It is strictly prohibited to place flammable objects or any equipment, electronic appliance or any other object that has not been approved for use in the computer room.

- (V) All objects inside the computer room shall be placed neatly and affixed with identification labels as required. Objects shall be returned to their original locations after use. Waste shall be removed from the room as soon as possible to maintain the neatness and cleanliness of the controlled area.
- (VI) To use any space or to add any equipment in the computer room, an "Equipment Placement/Removal/Maintenance Application Form for CERB Computer Room, Department of Civil Engineering, National Taiwan University" shall first be completed (see Attachment) and the equipment shall only be placed in the computer room after approval.
- (VII) The person responsible for the equipment shall conduct his/her evaluation of the usability and frequency of use of the computer equipment and shall replace or remove outdated or idle equipment regularly.
- (VIII) The person responsible for each piece of equipment in the computer room shall provide contact information, including email and telephone numbers by which they can be reached for the handling of the equipment maintenance as part of their responsibilities.

III. Access Control

Other than the management staff of the computer room, no other person shall be allowed to access the computer room without permission.

- (I) The following persons may access the computer room for business reasons by filing an application in the CERB computer room management system of the Department of Civil Engineering, National Taiwan University:
 1. Teachers of relevant equipment in the computer room and the designated responsible person for the equipment.
 2. Maintenance or installation staff of the supplier of computer equipment.

3. Relocation workers from shipping companies who need to access the computer room to relocate objects.

- (II) When any of the above persons wishes to access the computer room, the relevant teacher or designated responsible person for the equipment shall file an application one working day in advance. On the day of access, the management staff of the computer room shall be asked to assist with access. Upon departure, the time of departure shall be reported to the management staff of the computer room.
- (III) In case of emergency, access to the computer room shall not be subject to the above restrictions. The reason for access shall be reported to the management staff of the computer room within one working day.
- (IV) All persons accessing the computer room shall close the doors behind them and shall turn off the lights when they leave.

IV. Equipment Control

Controlled equipment includes all relevant objects such as facilities and equipment required to operate the computer room.

- (I) No one shall bring into or away from the computer room anything other than that required for operation.
- (II) Any person who wishes to bring any equipment, part or component into (away from) the computer room shall first complete an "Equipment Placement/Removal/Maintenance Application Form for CERB Computer Room, Department of Civil Engineering, National Taiwan University" and shall only do so after approval by the head of the department.
- (III) The locations of the information equipment inside the computer room and the cable connections shall be in accordance with the instructions of the management staff of the computer room, without any unauthorized change.

V. Equipment On/Off

- (I) In case of scheduled stoppage of equipment due to maintenance in the computer room, such as for servers, network equipment, air conditioner or uninterrupted power equipment, the management staff of the computer room shall send an email notice to relevant staff three days before the stoppage, advising the cause of the stoppage and the estimated period of stoppage.
- (II) After the reason for the computer room equipment stoppage ceases to exist, the teachers and designated responsible persons for the relevant equipment shall be responsible for turning on the equipment and reinstating the normal operation of the system.

VI. These Computer Room Management Regulations are approved by the meeting of the Computer Committee of the department, submitted to the Academic Committee and shall be implemented following its approval. The same shall be applicable in case of any amendment. The application process flow and relevant documents shall be further established by the Computer Committee.