

西區中文學校 Chinese Language School of Southern California, WLA

教室維護記錄 Classroom Maintenance Records

Date _____

Room Number _____

Teaching Assistance (Recorder) Name _____

項目 ITEMS	早上 (9:00 A.M.)	中午 (12:00 P.M.)	備註 (REMARKS)
1.地板清潔 (Floor, clean?)			
2.桌椅排列 (Desks & Chairs, clean) ?			
3.教師位置 (Teacher's corner)			
4.窗戶及壁櫥 (Windows & Closets)			
5.倒垃圾桶 (Empty garbage can)			
6.教室內不可吃喝 (No eating or drinking in classroom)			
7.教室及走廊不准跑 (No running in classroom)			
8. 有幾台電腦主機 (How many cpu) ?			
9. 有幾台監視器 (How many monitor) ?			
10. 有幾台鍵盤 (How many key board) ?			
11. 有幾個滑鼠 (How many mouse) ?			
12. 有幾台印表機 (How many printer) ?			
13. 有幾台錄音機 (How many tape recorder) ?			
14. 有幾台收音機 (How many radio) ?			
15. 有幾台電視 (How many TV) ?			
16. 有幾台錄影機 (How many VCR) ?			
17. 有幾台裁紙刀 (How many paper cutter) ?			
18. 有幾台暖爐 (How many heater) ?			
19. 有幾台電風扇 (How many electric fan) ?			
20. 有幾台掛鐘 (How many wall clock) ?			
21. 有幾台檔案櫃 (How many file cabinet) ?			
22. 有幾台電冰箱 (How many refrigerator) ?			
23. 有幾台打字機 (How many type writer) ?			
24. 有幾台幻燈機 (How many projector) ?			
25. 有幾台鋼琴 (How many piano) ?			
26. 有幾台地球儀 (How many Globe) ?			

- I. 早上及中午請查點以上項目, 有任何短少損壞請報告到辦公室(Count and check above mentioned items at 9:00 AM and 12:00 PM. If anything should be lost or damaged, please report to the office immediately)
- II. 任何不一樣請報告到辦公室(Anything notable, please report to the office immediately)
- III. 點心時段請助教留守教室 (Teaching Assistance stay in classroom during the snack time)
- IV. 嚴禁學生動用學校物品, 筆, 書等 (Do not touching anything in classroom., pens, books, etc)