

總務處

一、重要工作

1. 定期檢測學校用水並清洗水塔，照顧全校師生用水安全。
2. 定期檢測用電、瓦斯安全，維護師生學習環境安全。
3. 定期清洗全校冷氣機機身、過濾網及吊扇。
4. 落實節能減碳政策，教室冷氣以「使用者付費」為原則。

二、宣導事項

1. 請鼓勵同學珍惜資源，適當開燈、隨手關燈；並請勿在教室充電，養成節能省碳的生活習慣。
2. 請提醒同學遠離施工範圍，隨時注意自身安全。
3. 教室、宿舍或校園公共設施遇有故障或損毀，請由學校網頁右上方「修繕填報」點入填報，以利即時修繕。

The screenshot shows the website of National Changhua Girls' Senior High School. The navigation bar includes links for Home, School Introduction, Administrative Units, Teaching Units, Alumni Association, Admission Information, and Upgrade Information. The main content area is divided into several sections:

- 焦點報導**: A news item about the school being recognized as a 'School with Excellent Adaptability Planning' by the Ministry of Education.
- 公告Tag**: A list of tags for announcements, including '入學資訊', '升學資訊', '施工公告', '校內活動', '校外活動', '獎助學金', '研習資訊', '行政事務', and '品德教育'.
- 快速連結 Link**: A list of quick links for various services, including COVID-19 prevention, 100th anniversary, bilingual classes, asset management, cloud attendance, repair reports (circled in red), 109 self-learning results, library, 2021 academic trial, learning platform, digital campus, gender equality, and occupational safety.
- 教職員系統 Staff**: A list of links for staff systems, including field booking, attendance management, performance and leave, selection management, new document system, old document system, staff fund, teacher check, staff email, education cloud mailbox, campus broadcast, library audio system, and wifi authentication.
- 學生系統 Student**: A list of links for student systems, including self-learning resources, learning progress, attendance management, absence statistics, student selection, performance and leave, social activities, email, class activity records, library search, daily broadcast, and Easytest.
- 快速連結**: A list of quick links for various services, including the global website, 100th anniversary, COVID-19 prevention, bilingual classes, asset management, cloud attendance, and repair reports (circled in red).
- 教職員系統**: A list of links for staff systems, including field booking, attendance management, performance and leave, selection management, and new document system.