

勞動部勞動及職業安全衛生研究所會議室與學員生活大樓使用管理規範
Directions for the Use of Conference Rooms and Student Dormitory of the
Institute of Labor Occupational Safety and Health of the Ministry of Labor

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一、勞動部勞動及職業安全衛生研究所（以下簡稱本所）為增進各會議室與學員生活大樓之使用效益，特訂定本規範。

1. The Institute of Labor, Occupational Safety and Health of the Ministry of Labor (hereinafter referred to as the Institute) has formulated these directions to increase the effective use of conference rooms and the student dormitory.

二、本所會議室與學員生活大樓，除每週末、國定例假日及本所自行使用外，在空檔期間，得按本規範規定，提供政府機關、公私立學校及人民團體舉辦會議、研習或公益活動使用。

2. Our conference rooms and student dormitory, except for weekends, national holidays and our own use; during the free period, these may be used by government agencies, public and private schools, and private sector organizations to hold meetings, study sessions, or public welfare activities in accordance with the provisions of these directions.

三、凡欲使用本所 B 棟會議室與 C 棟學員生活大樓者，應於使用前填具申請表（如附表），經本所審核合格，並繳納場地使用費後使用之。（場地使用費收費標準及須知如附件）。

3. Anyone who wants to use the conference rooms of Building B and the Student Dormitory of Building C of our Institute must fill out an application form before using it (see attached form). After passing the review and receiving the approval of the Institute, and after paying the usage fee for the venue, it can be used (The charging standard and instructions for the venue usage fee are in the appendix).

四、為提升本所會議室與學員生活大樓之使用效能，本所提供(或代洽)以下各類服務項目：

(一) 提供會議或學員住宿所需之餐飲、茶點或外燴名單，亦可協助代訂，但費用自行與廠商結算。

- (二) 提供學員住宿所需之私人盥洗用品(自費)。
- (三) 代洽會議或學員住宿所需之會議設備或休閒器材。
- (四) 代洽學員住宿期間所需之衣物送洗。
- (五) 提供本所附近相關景點、停車場或交通運輸之相關資訊。
- (六) 提供計程車叫車服務，如有需要逕洽保全人員。
- (七) 免費提供借用越野避震腳踏車或愛心傘。

4. In order to improve the effectiveness of using our conference room and the student dormitory, our Institute provides (or on behalf of) the following types of services:

- (1) Providing a list of dining services, refreshments or catering required for the conference or student accommodation, and can also assist in ordering. However, the cost of using these services shall be settled with provider.
- (2) Providing students with personal toiletries (at their own expense) required for accommodation.
- (3) On behalf of the conference or students, negotiating for the conference or leisure equipment required during the period of accommodation.
- (4) On behalf of the students, negotiating for the clothes to be sent for laundry required during their period of accommodation.
- (5) Providing information about relevant attractions, parking lots, or transportation near the Institute.
- (6) Providing taxi-calling service, and if necessary, through asking the security personnel directly.
- (7) Providing for free, the borrowing of off-road shock-absorbing bicycles or umbrellas.

五、本所如有非常特殊需要，必須收回外借場地使用時，得於使用日期 3 日前通知原申請使用單位改期，如無法改期者，無息退還所繳之費用，原申請使用單位不得異議，並拋棄一切賠償請求權。

5. If the Institute has very special needs and needs to take back the borrowed space for use, it may notify the original applicant unit 3 days before the date of use for the applicant unit to change the dates of its use. If it is not possible for the applicant unit to reschedule, the fee paid will be refunded without interest, and the original applicant unit cannot object and shall abandon all claims for compensation.

六、會議室與學員生活大樓之使用時間分上午、下午、晚間等 3 個時段，每時段以 4 小時為上限，各申請使用單位應依時段，在提出申請表時填寫清楚，按時使用，惟晚間時段僅提供住班研習單位申請。

6. The time period of using the conference rooms and the student dormitory is divided into three periods: morning, afternoon, and evening, and each period is limited to 4 hours. Each applicant unit shall fill in the application form clearly and use it during the time period according to the time period applied

for. However, the period of the evening hours is available for applications with living-in overnight study units.

七、申請單位應指派現場負責人1名，專責與本所管理人員聯繫。申請單位工作人員勘查場地以2次為限，並於上班時間內為之。

7. The applicant unit shall designate a person in charge of the site who is responsible for contacting the ILOSH staff managing the application. The staff of the applicant unit can survey the site twice and do so during working hours.

八、申請使用單位之與會人士或研習人員，若有損壞本所場地或設施時，應照價賠償，申請使用單位並應負連帶賠償責任。

8. Participants or trainees from the applicant unit shall make compensations according to the cost if they damage the venue or facilities of the Institute. The applicant unit for the use shall be jointly liable for compensation.

九、申請使用單位如有下列情事，本所得停止其使用，其所繳費用不予發還，並限制1年內不得申請使用。

- (一) 違背政府法令與政策者。
- (二) 危害社會公共秩序及善良風俗者。
- (三) 會議或活動之內容及人員與申請登記內容不符者。
- (四) 損及本所建築、設備及人員安全者。
- (五) 以會議、研習或公益活動為名，而從事競選或營利行為者。

9. If the applicant unit causes any of the following situations, the Institute may cease its use. The fees paid will not be refunded, and the application for its use will be restricted for 1 year.

- (1) Those who violate government laws, regulations and policies.
- (2) Those who endanger social public order and good and decent conducts.
- (3) The content and personnel of the conference or activity are inconsistent with the content of the registration application.
- (4) Those who damage the safety of the buildings, equipment and personnel of the Institute.
- (5) Those who engage in election or profit-making activities in the name of conferences, studies or public welfare activities.

十、申請使用單位應依實際需要，就使用之場地，投保公共意外險及第三人責任險，因使用本所場地所發生之任何意外事故，本所不負賠償責任。

10. The applicant unit for the use shall, according to actual needs, purchase public accident insurance and third-person liability insurance for the venue to be used. The Institute is not responsible for any accident arising from the use of its premises and will not be responsible or compensate for any such accidents.

十一、申請使用單位辦妥申請使用之手續後，如擬取消使用或變更使用日期者，除不可抗力之原因外，應於使用日期 3 天前以書面徵得本所同意，未如期事先徵得本所同意取消借用或變更使用日期者，其所繳納之場地使用費概不退還。

11. After the applicant unit has completed the application procedures, if it intends to cancel the use or change the date of use, except for reasons of irresistible force and/or unforeseen circumstances, it shall obtain the consent of the Institute in writing 3 days before the date of use. If the applicant unit cancels the borrowing or change the date of use without obtaining the prior consent of the Institute as scheduled, the venue usage fee paid will not be refunded.

十二、申請使用單位為本部暨所屬機關，得以 7 折計算收費。與本所合辦各項勞工安全衛生相關之活動、研習等之學校、機關、團體，亦同。其他學校、機關、團體於同一會議場地連續使用 6 場次以上，優惠以 8 折計算收費，連續使用 14 場次以上，優惠以 7 折計算收費。

12. If the applicant unit for use is the Ministry and its affiliated agencies, and the discount on the fees will be 30%. The same applies to schools, institutions, and organizations that co-organize various labor safety and health-related activities, trainings, etc. with the Institute. For other schools, institutions and groups that use the same conference venue for more than 6 consecutive sessions, the discount on the fees will be 20%, and if it is used continuously for more than 14 sessions, the discount on the fees will be 30%.

十三、申請使用本所場地辦理活動之單位，應製發識別證，以供辨識，識別證應註明使用日期與時間，並將識別證樣本 1 份送本所備查。

13. Units that apply to use the venue to conduct activities shall issue identification cards for identification purposes. The identification card shall

indicate the date and time of use, and a sample of the identification card shall be sent to the Institute for reference.

十四、申請使用本所各場地，其研習人員之生活管理與活動區域應遵守本所之規定辦理。

14. When applying for the use of various venues of the Institute, the management of living activities and activity areas of the trainees shall be handled in accordance with the regulations of the Institute.

十五、本規範經本所秘書室簽報所長核定後實施，修正時亦同。

15. These directions shall be implemented after being approved by the President after being submitted by the Secretariat of the Institute, and the same shall apply when it is amended.

附表 1 /Schedule 1

勞動部勞動及職業安全衛生研究所會議室與學員生活大樓使用申請書
 Application for use of conference rooms and the student dormitory of the Institute of Labor
 and Occupational Safety and Health of the Ministry of Labor

| | | | | | | | | |
|---|--------------------------|---------------------|---------------------------|---------------|--------------------------|--|----------------|---|
| 申請單位 Applicant unit | 聯絡人 Contact person | 職稱 Title | 電話 Telephone number | | | | | |
| | | 姓名 Name | 地址 Address | | | | | |
| 活動名稱 (含使用內容) Name of Event (including content of use) | | | | | | 參加人數 Number of particip ants | | |
| 使用場地 Venue to usage | 使用日期 Dates | 使用時段 Time Period | | | 使用費 Usag e Fees | 寢具清潔費 Fees for cleaning bed related items | 小計 Subtotal | 備註 (請填 寫份 數) please fill out the number needed |
| | | 上午 Morning | 下午 Afternoon | 晚間 Evening | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 共計費用 Total Fees | 新台幣 NT\$ | | | | | | | |

*請申請單位填寫粗框內資料。*For the applicant unit to fill in the information in the bold boxes.

茲申請使用貴所上列場地，並願遵守使用管理要點及使用須知各項規定，請同意提供使用。

I hereby apply for the use of the venues listed by ILOSH, and I am willing to abide by all requirements of its use in accordance with these directives and instructions for use. Please agree to provide the use of the venue.

此致 Sincerely

勞動部勞動及職業安全衛生研究所

Institute of Labor, Occupational Safety and Health, Ministry of Labor

| | | |
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| 承辦人 Undertaker | 業務主管 Supervisor | 批示 Instructions |
| | | |

附件 Appendix

(一) B 棟 5 樓會議室使用費收費標準及須知

(1) The charging standards and instructions for the use of conference rooms on the 5th floor of Building B

| 勞動部勞動及職業安全衛生研究所 B 棟 5 樓會議室使用費用表 Table of charges for the use of conference rooms on the 5th floor of Building B, Institute of Labor, Occupational Safety and Health, Ministry of Labor | | | | |
|---|---|---|---|---|
| 場地名稱 Name of venue | 501 會議室 Conference Room 501 | 502 會議室 Conference Room 502 | 503 會議室 Conference Room 503 | 504 會議室 Conference Room 504 |
| 場地面積 Area and size of venue | 400 平方公尺 400 square meters | 200 平方公尺 200 square meters | 100 平方公尺 100 square meters | 100 平方公尺 100 square meters |
| 座位數 Number of seats | 242 | 84 (可加 6) 84 (can add an additional 6) | 48 (可加 4) 48 (can add an additional 4) | 48 (可加 4) 48 (can add an additional 4) |
| 每場次費用 Fee per session | 5,000 元 NT\$ 5,000 | 3,000 元 NT\$ 3,000 | 2,000 元 NT\$ 2,000 | 2,000 元 NT\$ 2,000 |
| 可用視聽設備 Available Audio-visual equipment | 單槍投影機、影片播放機、電腦網路線、播音設備、無線麥克風 Single tube projector, Video player, Computer network cables, Broadcasting equipment, Wireless microphone | 單槍投影機、影片播放機、電腦網路線、播音設備、無線麥克風 Single tube projector, Video player, Computer network cables, Broadcasting equipment, Wireless microphone | 單槍投影機、影片播放機、電腦網路線、播音設備、無線麥克風 Single tube projector, Video player, Computer network cables, Broadcasting equipment, Wireless microphone | 單槍投影機、影片播放機、電腦網路線、播音設備、無線麥克風 Single tube projector, Video player, Computer network cables, Broadcasting equipment, Wireless microphone |

使用須知
Usage notice

1. 場地費用計算以場次計，每場次 4 小時為上限，每日 3 場次，區分為：上午、下午、晚間。使用時間未滿 4 小時，以 1 場次計算。
1. The venue fee is calculated based on the number of sessions. Each session is limited to 4 hours maximum. There are 3 sessions per day, divided into morning, afternoon and evening. If the time used is less than 4 hours, it will be counted as one session.
2. 申請單位於使用前，依照上列收費標準至本所秘書室繳納。
2. The applicant unit shall pay the fees to the Secretariat of ILOSH according to the above-mentioned fees before use.
3. 需作場地佈置時，應先知會本所取得同意後始得為之，並應符合消防法規，必要時應加保公共意外險，且不得破壞或變動原有設施，未經本所同意不得以漿糊、膠紙(水)、鐵釘、圖釘等物品使用於場地內之牆面、地板及有關設備或公物之上，亦不得擅自蕪設各項器材、接電等，如因此造成之意外事故或損毀，申請使用單位應負擔一切損害賠償責任。
3. When it is necessary to arrange other layouts in the venue, it can only be done after obtaining the consent of the Institute in advance and shall comply with the fire regulations. When necessary, one shall have public accident insurance and the original facilities shall not be damaged or modified. Items such as glue, tape (liquid glue), steel nails, pushpins, etc. shall not be used on the walls, floors and related equipment or public properties in the venue without the consent of the Institute. It is also forbidden to set up various equipment, connecting electricity, etc. without authorization. In case of accident or damage caused by these actions, the applicant unit shall bear all liability for damages.
4. 器材借用範圍：桌椅、投影機、麥克風、白板及演講台等。場地使用完畢，申請單位現場負責人員應將各項借用設備及器材清點交還本所管理人員；非屬本所物品，申請單位應於會後負責清理及運離本所，恢復場地原狀。
4. Scope of equipment borrowing: tables and chairs, projectors, microphones, whiteboards, podiums, and so forth. After the completion of using of venue, the on-site person in charge of the applicant unit shall count all the borrowed facilities and equipment and return them to the management staff of the Institute. For items not belonging to the Institute, the applicant unit shall be responsible for cleaning and transporting them away from the Institute after the meeting, and restoring the venue to its original state.
5. 申請單位攜進本所之財物、設備、資料等，應自行保管，如有遺失或毀損，本所概不負責。
5. The applicant unit shall be responsible for the safekeeping of property, equipment, materials, etc. brought into the Institute. The Institute shall not be responsible for any loss or damage.
6. 使用 501 國際會議廳之單位不得擅設座位，入場人數不得超過所備 242 個座位數量。
The unit using Conference Room 501 is not allowed to set up seats without authorization, and the number of people entering the venue must not exceed

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| | <p>the number of 242 seats.</p> <p>7. 如另需使用桌椅，應於活動前知會本所，並於活動後恢復原狀。 7. If additional tables and chairs are needed, Institute shall be informed before the event and returned to the original state after the event.</p> <p>8. 場地佈置，若需更動原有場地佈置，必須知會本所，不得擅自破壞。 8. For the arrangement of layouts of the venue, if the original venue layout needs to be changed, the Institute must be notified. Also, no unauthorized destruction shall be allowed.</p> <p>9. 辦理大型活動時，請使用單位於周圍道路安排人員協助指揮交通。 9. When conducting large-scale events, using unit of the event is asked to arrange personnel on the surrounding roads for the reason of assisting in directing traffic.</p> <p>10. 各場地禁止嚼食檳榔、口香糖及吸食香煙，並保持整潔。 10. Chewing betel nut, chewing gum, and smoking cigarettes are prohibited in all venues, and cleanliness must be maintained in the venues.</p> <p>11. 為配合推動環保，活動期間使用之物品，均應考慮以環保類為主，並配合垃圾分類。另使用單位應自備環保杯，建議發給每位學員1只，以減少垃圾。 11. To support the promotion of environmental protection, the items used during the event should be considered to be mainly environmentally friendly. Garbage classification should also be done. In addition, units using the venue should provide environmentally friendly cups, and it is recommended to give one to each student to reduce the amount of garbage produced.</p> <p>12. 違反配合事項，將依情節輕重登錄作為往後出借之參考。 12. For violators of matters listed above, their violation will be registered according to the seriousness of the circumstances as reference for future lending.</p> <p>13. 活動期間人員或其他保險事宜，由申請單位自行負責。 13. Insurance for personal and others matters during the event are the responsibility of the applicant.</p> <p>14. 本收費標準及使用須知經本所核定後實施，未訂事項悉依本所相關規定辦理。 14. The charging standards and instructions for the use of the conference rooms on the 5th floor of Building B will be implemented after being approved by the Institute. Matters that are not listed shall be handled in accordance with the relevant regulations of the Institute.</p> |
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(二)學員生活大樓使用費收費標準及使用須知

(2) The charging standard and instructions for the using the student dormitory

| 場地 Venue | 使用費 (以每間/日計) Fees (daily for each room) | 備註 Note |
|-----------------|--|---|
| 宿舍 Dormitory | 400 元 NT\$ 400 | <p>1.除使用費外，另收寢具清洗費每床 100 元(每次住房至少清洗 1 次)。</p> <p>1. In addition to the usage fee, there is an additional cleaning fee of NT\$ 100 (at least 1 cleaning per room).</p> <p>2.每間宿舍內有 2 張單人床，以住宿 2 人為原則。室內設施有衛浴盥洗設備、衣櫥、長桌、衣架、座椅、寢具、檯燈、吹風機、衛生紙。(牙膏、牙刷、毛巾、香皂、拖鞋、漱口杯請自備，如需提供每份酌收 100 元，並洽秘書室或保全人員)。</p> <p>There are 2 single beds in each dormitory, based on the principle of accommodating 2 people. Indoor facilities include bathroom and toilet facilities, wardrobe, long table, hanger, seats, bedding, lamp, hair dryer, and toilet paper. (Please bring your own toothpaste, toothbrush, towel, soap, slippers, and mouthwash cup. If you need to be provided with them, you will be charged NT\$ 100 and contact the Secretariat or security personnel).</p> <p>3.每樓層有(1)洗衣間洗衣設備。(2)茶水間自動冷熱飲水設備。</p> <p>There are (1) laundry facilities on each floor and (2) automated hot and cold drinking water equipment in the pantry.</p> |

1. 申請單位限於向本所租借會議室辦理活動之單位，租借時段以活動前 1 天下午 2 時起，至活動結束當天下午 2 時為限，並至遲於正式使用第 1 天，依申請單位名義、所需宿舍總數、天數(如附表)按照上列收費標準表至本所秘書室繳費。登記使用宿舍跨越 1 週者，其間之週休兩日或假日均涵括其中；宿舍未申請減少數量登記前，其未使用之宿舍，仍需照價繳費。

1. The applicant unit is limited to the applicant unit that rents the conference room for the event. The rental period starts from 2:00 p.m. the day before the event, and ends at 2:00 p.m. on the day the event ends. No later than the first day of official use, according to the name of the applicant unit, the total number of dormitory rooms required, and the number of days (please see the attached table). The fee should be paid to the Secretariat of the Institute according to the fee table above. For those registered to use the dormitory for more than one week, two days of weekends per week or holidays are included. For applicant units that does not apply for reduction of rooms before the registration ends, for the dormitory rooms that are not used, payment still needs to be done according to the price listed.

2. 宿舍使用完畢，申請單位現場負責人員應會同本所管理人員檢視宿舍設施是否完好無缺，並將宿舍鑰匙交還本所管理人員。
2. After use of the dormitory is completed, the on-site responsible person of the applicant unit shall check whether the dormitory facilities are in good condition together with the management

personnel of the Institute, and return the dormitory key to the management personnel of the Institute.

3. 申請單位攜進本所之財物、設備、資料等，應自行保管，如有遺失或毀損，本所概不負責。
3. The property, equipment, good, etc. brought into the Institute by the applicant unit shall be the responsibility of the applicant unit. The Institute shall not be responsible for any loss or damage.
4. 為配合推動環保，活動期間使用之物品，均應考慮以環保類為主，並配合垃圾分類。登記住宿單位，應自備環保杯，發給學員使用，以減少垃圾。另學員住宿所需牙膏牙刷、毛巾、香皂請自備。
4. To support the promotion of environmental protection, the items used during the event should consist mainly of environmentally friendly items, and garbage classification should be carried out. Registered accommodation units should bring their own environmentally friendly cups and distribute them to students to reduce waste. In addition, students should bring toothpaste, toothbrush, towel and soap that they need.
5. 申請使用期間，有關宿舍內原有佈置，不得擅自更改，牆面不得黏貼各類資料或傳單。
5. During the application period of use, the original layout of the dormitory shall not be changed without authorization, and various materials or leaflets shall not be pasted on the walls.
6. 住宿學員應自行安裝床單、被單及枕頭套，研習結束後，將由清潔工拆換床單、被單及枕頭套，統一送洗。
6. The dormitory students should put on their own sheets, sheets and pillow cases. After the training, cleaners will replace the sheets, sheets and pillow cases and send them to wash all together.
7. 住宿學員不得攜帶或養動物，並應保持宿舍內、外整潔。
7. Students living in the dormitory are not allowed to bring or keep animals, and must keep the inside and outside of their rooms clean and tidy.
8. 宿舍內不得喧嘩，以免影響他人。
8. Being noisy is not allowed in the dormitory, so as not to disturb others.
9. 離開寢室時應注意關閉各種電器用品(如空調、電燈等)及浴室內水龍頭，以節約能源。
9. When leaving the room, it is necessary to turn off various electrical appliances (such as air conditioners, lights, etc.) and the faucet in the bathroom to save energy.
10. 本所設有越野避震腳踏車 6 部，如有借用需求，請提供證件向保全人員登記借用並於歸還時返還證件。借用腳踏車之人員應負保管之責，並請注意安全，如有損壞、遺失，應修復或照價賠償。
10. The Institute has 6 off-road suspension bicycles. If there is a need for borrowing, please provide the identification cards to register the borrowing with the security personnel which will be returned after the bicycles are returned. The person who borrows the bicycle shall be responsible for keeping it, and please pay attention to safety. If the bicycle is damaged or lost, it should be repaired or compensated according to its price.

11. 違反配合事項，將依情節輕重登錄作為往後出借之參考。

11. Those who violate the relevant items will be registered according to the severity of the circumstances as a reference for future lending.

12. 本須知未訂事項悉依本所相關規定辦理。

12. Matters not stipulated in these instructions shall be handled in accordance with the relevant regulations of the Institute.

13. 另提供本所附近餐飲外燴聯絡電話如下頁。

13. Also the telephone numbers of restaurants and catering near our Institute will be provided as follows.

勞安所附近餐飲外燴聯絡資訊

| 餐盒便當 | 可做素食 | 外送條件 | 聯絡電話 | 地址 |
|-------------|----------------|-------------------|--|---------------------------------------|
| 原味廚房 | 可純素 | 滿千 | 南港：02-2653-3328 大安：02-2706-6960 | 南港區新民街 27 號 大安區敦化南路二段 11 巷 2 號 1 樓 |
| 周董燒肉飯 | 方便素 | 10 個以上 | 南港：02-2786-2266 | 南港區南港路一段 129 號 |
| 友怡盒餐 | 方便素 (可代訂純素) | 5 個以上 | 02-2783-0129 | 南港區南港路一段 137 巷 1 號 |
| 大永燒臘 | 方便素 | 5 個以上 | 02-2640-6619 | 汐止區力行街 2 號 |
| 鑫悅排骨 | 方便素 | 滿 300 元 | 02-2692-3699 02-2648-8598 | 汐止區明峰街 183 號 汐止區大同路 2 段 312 巷 10 號 |
| 豬腳將軍 | 方便素 | 滿 500 元 | 汐止：02-2694-3555 南港：02-2653-5355 | 汐止區福德一路 162 號 南港區南港路一段 152 之 6 號 |
| 廣豐燒臘 | 方便素 | 滿 10 個 | 02-2788-4363 | 南港區舊莊街一段 173 號 |
| 銘峯燒臘 | 方便素 | 滿 10 個 | 02-2640-1855 | 汐止區橫科路 17 號 |
| 添記燒臘 | 方便素 | 滿 5 個 或滿 300 元 | 02-8691-5161 02-8691-2690 02-2648-0191 0953 963 997 | 汐止區樟樹一路 109 號 |
| 八方雲集 | | 滿 500 元 | 02-2783-0679 | 南港區研究院路二段 19 號 |
| 水晶魯肉飯 | | 滿 500 元 | 02-2753-5421 0920 085 453 | 南港區忠孝東路七段 621 號 |
| 鐵路便當 | | 滿 500 元 | 02-2788-4646 | 南港區研究院路一段 55 號 |
| 鐵道便當 | | 滿 500 元 | 02-2785-1669 | 南港區南港路一段 216 號 |
| 食為天餐盒 | | 滿 500 元 | 02-2788-3366 02-2788-5011 | 南港區南港路二段 290 號 |
| 小幸餐盒 | | 5 個以上 | 02-2783-6906 | 南港區舊莊街一段 45 號 |
| 早餐 | | | | |
| 麥味登-南港富康 | | | 02-2783-1888 | 南港區富康街 84 號 |
| 外燴茶點 | | | | |
| 好萊蛋糕 | 可代訂素食便當 | | 02-2692-6633 | 汐止區福德一路 392 巷 41 弄 14 號 |
| 艾克國際餐飲 | | | 02-2258-2255 0936 359 086 | 板橋區英士路 14 號 |
| 台北富信大飯店 | | | 02-2641-6422#5213 | 汐止區大同路一段 128 號 |

勞安所地址：新北市汐止區橫科路 407 巷 99 號

中心哨保全電話：02-2652-7693