



厦门华锐莱普顿学校 节能降耗管理办法

Energy Conservation and Consumption Reduction management approach of Chiway Repton School Xiamen

(有效期: 发布之日起一年内)

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1. 目的 Purpose

为了科学合理地利用水、电、燃气等能源，减少能源浪费、降低运营成本，促进学校整体经济效益的提高，特制订本办法。

To use water, electricity, gas, and other energy sources scientifically and rationally, reduce energy waste, lower operating costs, promote the overall economic efficiency of the school, we have established this regulation.

2. 适用范围 Scope of Application

本规定适用于厦门华锐莱普顿学校在校教职工。

This regulation applies to the current faculty and staff of Chiway Repton School Xiamen.

3. 术语和定义 Terms and Definitions

“节能降耗”主要指加强用能管理，采取技术上可行、经济上合理以及环境和社会可以承受的措施，从能源生产到消费的各个环节，降低消耗、减少损失和污染物排放、制止浪费，有效、合理地利用能源。

"Energy Conservation and Consumption Reduction" mainly refers to strengthening energy management, taking technically feasible, economically reasonable, environmentally and socially affordable measures to reduce consumption, reduce losses and pollutant emissions, stop waste, and use energy effectively and rationally from all aspects of energy production to consumption.

4. 职责描述 Description of Duties

成立学校节能管理小组（如有人员变动，则由岗位接替人履职）具体如下：

Set up the school energy conservation management team specifically as follows:

(If there is a personnel change, the replacement of the position will perform the duties.)

组长：周小明

Team Leader: Xiaoming Zhou

副组长：闫啸 苏繁荣

Deputy Team Leader: Xiao Yan、Fanrong Su

组员：杨玉丽、耿红、杨毅、赖日新、刘怡纤、王雅斯、林秀美、薛薇、郭燕、郭必芬、林圣得。

Team members: Yuli Yang、Hong Geng、Yi Yang、Rixin Lai、Yixian Liu、Yasi Wang、Xiumei Lin、Wei Xue、Yan Guo、Bifen Guo、Shengde Lin

各组员负责所辖办公室、宿舍、课程内活动场馆等区域、观校活动、舞台布展等事宜的节能工作落实，明确场地涉水、涉电的时间，协同后勤及物业做好学校能源管控工作。

Each team member is responsible for the implementation of energy conservation in areas under their jurisdiction such as offices, dormitories, activity venues within the curriculum, school



observation activities, stage set-up, and other matters; clarifying the time when the venue involves water and electricity and working with logistics and property management to do a good job of school energy conservation.

后勤部为节能管理的具体实施与监管部门，后勤物业依据本办法落实相关工作。

The Logistics Department is the specific supervising department of energy-saving management, and the logistics implemented to related work according to this regulation.

具体职责如下：

Specific duties are as follows:

(1) 贯彻执行学校确定的节能方针政策、规章制度、指导修订节能管理实施细则；

Implement energy conservation policies, rules, and regulations set by the School, and guide the revision of energy conservation management implementation rules.

(2) 巡视检查，发现跑、冒、滴、漏现象要记录并及时处理；

Patrol inspection, record, and deal with any leakage of water or electricity as soon as they are detected.

(3) 坚持每天对计量表的抄表制度，发现异常情况及时处理；

Adhere to the daily meter reading system and deal with any abnormalities promptly.

(4) 监督、检查各部门节能情况，对违反本管理办法的部门及个人及时记录并反馈至相关群组；

Supervise and check the energy-saving situation of each department; Record and give feedback to the relevant groups promptly for departments and individuals who violate this regulation.

(5) 负责审查气、水、电费收费计量是否准确，发现有误及时与供气、供水、供电部门协调处理。

Responsible for reviewing the accuracy of gas, water, and electricity billing measurement and coordinating with gas, water, and electricity supply departments promptly if errors are found.

4.1. 杨玉丽：学生中心、小学部

Yuli Yang: Student Center、Primary School

负责明确所辖办公室、宿舍、课程及晚自习教室、课程内活动场馆等区域使用时间，不同时令的节能工作落实，使用完成后的关水关电；

Responsible for specifying the usage time of areas under their jurisdiction such as offices, dormitories, classrooms, evening study rooms, and activity halls within the PYP areas; the implementation of energy conservation in different seasons; water and electricity cut-off after use.

4.2. 耿红：普高

Hong Geng : National high school



负责明确所辖办公室、课程及晚自习教室等区域的使用时间，不同时令的节能工作落实，使用完成后的关水关电；

Responsible for specifying the usage time of areas under their jurisdiction such as offices, classrooms, evening study rooms, and activity halls within the NHS areas; the implementation of energy conservation in different seasons; water and electricity cut-off after use.

4.3. 杨毅：教学中心、国际高

Yi Yang: Teaching and Learning Center、International High School

负责明确所辖办公室、图书馆、课程及晚自习教室、课程内活动场馆的使用时间，不同时令的节能工作落实，离开教室后的关水关电工作；

Responsible for specifying the usage time of areas under their jurisdiction such as offices, library, classrooms, evening study rooms, and activity halls within the HIS areas; the implementation of energy conservation in different seasons; water and electricity cut-off after use.

4.4. 赖日新：初中部

Rixin Lai: Middle School

负责明确所辖办公室、课程及晚自习教室的使用时间，不同时令的节能工作落实，使用完成后的关水关电；

Responsible for specifying the usage time of areas under their jurisdiction such as offices, classrooms, evening study rooms in the MYP areas; the implementation of energy conservation in different seasons; water and electricity cut-off after use.

4.5. 刘怡纤：幼儿园

Yixian Liu: Kindergarten

负责明确所辖教室课程、午休、紫外线消毒灯使用时间，不同时令的节能工作落实、使用完成后的关水关电；

Responsible for specifying the class time、lunch break、the usage time of UV disinfection lamp; the implementation of energy conservation in different seasons; water and electricity cut-off after use.

4.6. 王雅斯：校办

Yasi Wang: School Office

负责明确所辖办公室使用时间，不同时令的节能、使用完成后的关电；

Responsible for specifying the usage time of offices under their jurisdiction, the implementation of energy conservation in different seasons; electricity cut-off after use.

4.7. 林秀美：财务部

Xiumei Lin: Finance Department

负责明确所辖办公室使用时间，不同时令的节能、使用完成后的关电；针对住宿教职工设



置水电定额，根据学校需求，调整超出定额部分的扣费方案；

Responsible for specifying the usage time of offices under their jurisdiction, the implementation of energy conservation in different seasons; electricity cut-off after use. Set water and electricity quotas for residential staff and adjust the deduction scheme for exceeding the quotas according to the school's needs.

4.8. 薛薇：市场部

Wei Xue: Marketing Department

负责明确所辖办公室使用时间，不同时令的节能、使用完成后的关电；提前告知观校、布展起止时间，临水、临电需求，活动结束后及时通知物业关水关电；

Responsible for specifying the usage time of offices under their jurisdiction, the implementation of energy conservation in different seasons; electricity cut-off after use. Inform in advance of the start and end of the School Visit and Exhibition Setup; temporary needs for water and electricity, and inform the property in time to turn off the water and electricity after the event.

4.9. 郭燕：人事部

负责明确所辖办公室使用时间，不同时令的节能工作落实，使用完成后的关电；协同财务完成扣费工作；

Yan Guo: Human Resource Department

Responsible for specifying the usage time of offices under their jurisdiction, the implementation of energy conservation in different seasons; electricity cut-off after use; Assist the Finance Department with the Deduction of fees.

4.9. 林圣得、郭必芬、蒋贤：后勤物业部

Shengde Lin、Bifen Guo、Xian Jiang: Logistics Property Department

负责明确所辖办公室使用时间，不同时令的节能、使用完成后的关电。在后勤部的领导下，结合各部门需求合理控制供水、供电；落实各部门辖区内的巡查、巡检，及时反馈不合理的耗能现象；合理设置公区、室外照明供电时间；每日完成能耗计量及分析，每月落实校区、宿舍水电气计量抄表，出具在校住宿人员水电费使用明细清单（需备注超额使用情况及金额），并提交清单至财务部和人事部核对、存档，同步做好水电费催缴事宜。结合当月需求分析能源使用情况，优化供能方案。

Responsible for specifying the usage time of offices under their jurisdiction, the implementation of energy conservation in different seasons; electricity cut-off after use; Under the leadership of the Logistics Department, reasonably control water and electricity supply in conjunction with the needs of each department; Implement inspections and patrols within the jurisdiction of each department and provide timely feedback on unreasonable energy consumption. Set power supply hours for office areas

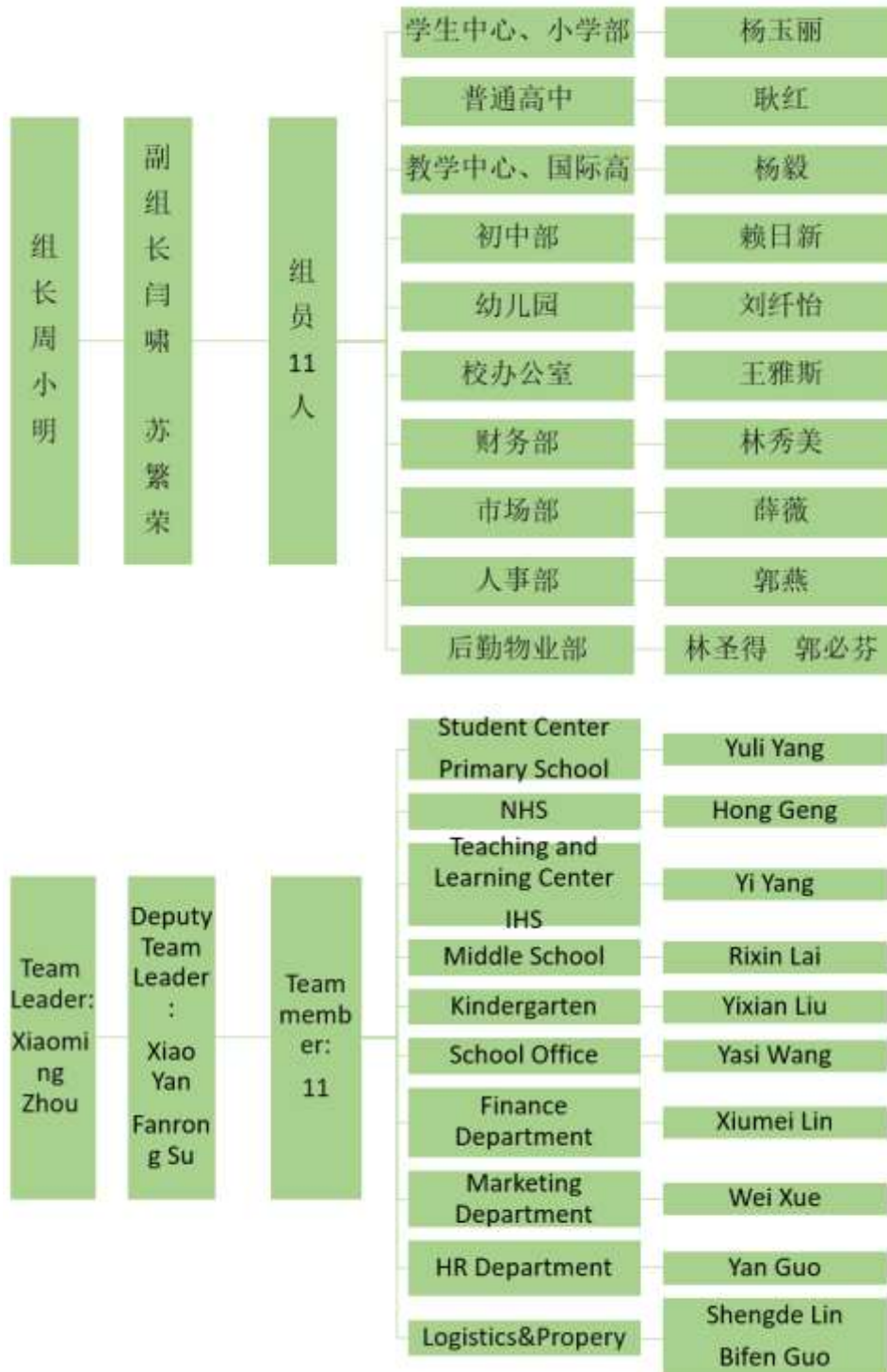


and outdoor lighting reasonably; complete daily energy consumption measurement and analysis, Implement monthly meter reading for water, electricity and gas at school and dormitory;

5. 工作程序 Work Procedures

节能领导小组架构图

Energy Conservation Management Team Structure





5.1. 建立房间责任人 Set Up Room Responsibility Person

为进一步落实学校的安全、节能工作，增强全体教职员工的责任感，确保各教室、各房间的安全、节能始终处于有人负责、受控状态（详见附件二）；

To further implement the school's safety and energy-saving work, enhance the sense of responsibility of all staff, and ensure that the safety and energy saving of each classroom and room are always in charge and under control. (See Annex II for details)

5.2. 标准教室、功能教室 Standard Classroom、Functional Classroom

由各学部负责人明确各标准教室的使用时间，在使用完毕后，相关教师需及时关闭教室照明、空调、一体机、电脑等用电设施并关好门窗，不得在电箱内关电；

The person in charge of each academic department will specify the use time of each standard classroom, and the teachers concerned must turn off the classroom lighting, air conditioning, all-in-one machines, computers, and other electrical facilities promptly after use and close the doors and windows; do not turn off the electricity in the electrical box.

5.3. 运动场馆 Sports Complex

由学部负责人明确每学期课程计划（含 ECA 课程），后勤物业依据时间启用设施，在保证课程计划内需求的情况下，由后勤部优化设施节能方案；

Each head of the academic department should specify the course plan for each semester (including ECA courses), the logistics property will activate the facilities according to the time; and the logistics department will optimize the energy-saving plan of the facilities under the condition of ensuring the demand within the course plan.

5.4. 办公室、会议室 Office、Meeting Room

由各部门负责人、会议主持人主导能耗管理。办公、会议期间，坚持以自然采光为主，室内照明为辅，用灯坚持“一路照度可用，不开两路，不开装饰灯”，离开办公室午休、下班、会议结束时，及时关闭室内照明、空调、投影仪、办公电脑（不得待机）等用电器并关好门窗，不得在电箱关电；

Energy consumption management is led by the person in charge of each department and the host of the meeting. During the office and meeting hours, adhere to natural lighting as the main, supplemented by indoor lighting, lighting adheres to the "one-way illumination available, not open two ways, do not open decorative lights"; leave the office during lunch break, after work and meeting, shut down indoor lighting, air conditioning, projectors, office computers (not standby) and other electrical appliances immediately and close the doors and windows, do not turn off the electricity in the electrical box.

5.5. 职工宿舍 Staff Dormitory



5.5.1. 职工宿舍水电表采用一间一表制, 采取定额使用方式。

Each room of the staff dormitory should have an electricity and water meter; should be used on a quota basis.

5.5.1. 每年5月至10月, 宿舍用电标准为200度/间/月, 用水标准为10吨/间/月;

Every year from May to October, the standard of electricity consumption in the dormitory is 200 kWh /room/month and the standard of water consumption is 10 tons/room/month.

5.5.2. 每年11月至次年4月份, 宿舍用电标准为100度/间/月, 用水标准为10吨/间/月;

Every year from November to April, the standard of electricity consumption in the dormitory is 100 kWh/room/month and the standard of water consumption is 10 tons/room/month.

5.5.3. 超出定额的部分, 依据当月供能部门实行的水、电价格由人事部门统一扣费;

Any excess over the quota will be deducted by the personnel department according to the price of water and electricity implemented by the energy supply department in that month.

5.5.4. 住宿教职工离开宿舍时, 应及时关闭空调、照明、水龙头及花洒, 如有渗漏水等相关情况应及时报修, 避免当月用水量超额; 若有节假日、请假等长时间外出的情况, 相关教职工应及时通知物业做好关水、关电工作;

When residential staff leave the dormitory, they should turn off the air conditioner, lighting, water faucet, and shower promptly, and report any water leakage to avoid excess water consumption for the month; if they are away for a long period such as holidays or leave, the staff concerned should notify the property to turn off water and electricity.

5.6. 公共区域

5.6.1. 走廊区域照明、空调。走廊区域照明以自然采光为主, 夜间开启时间为17:30-22:30 (依据时令统一调整开启时间), 阴雨天气分区域保留一路照明, 其他时间不得启用; 如有市场部招生、观校等部门相关活动, 活动负责人应在访客流程内说明活动的使用区域、时间、临水临电需求, 活动结束后及时提醒物业停用公区用电设施;

Corridor area Lighting、Air Conditioning

The corridor area lighting should use mainly natural light, the nighttime opening time is 17:30-22:30 (according to the seasonal uniform adjustment of the opening time), rainy weather sub-region to retain all the way lighting, other times shall not be activated; such as marketing department admissions, school visits and other department-related activities, the person in charge of the activities should be in the visitor process to explain the activities and use of the area, time, water and electricity needs promptly to remind the



property to deactivate the public area of electrical facilities.

- 5.6.2. 厕所。厕所内排气原则上由后勤部依据通风要求、空气清新度安排人员定时开关；个人开启时，如厕完毕应及时关闭；厕内空调器按节能形式在工作日内依据时令开启，个人不得调整温度；厕内用水应做到即用即关，如在搓洗洗手液时应及时关闭龙头，避免不必要的耗水现象。若发现跑、冒、滴、漏等现象应及时报修；

Washroom

In principle, the ventilation in the washroom should be turned on and off regularly by the Logistics Department according to the ventilation requirements and freshness of the air; when it is turned on by individuals, it should be turned off immediately after use; the air conditioner in the washroom should be turned on according to the season during the working day in the form of energy-saving, and the temperature should not be adjusted by individuals; the water in the washroom should be turned off immediately after use, for example, when scrubbing hand soap, the tap should be turned off immediately to avoid unnecessary water consumption. If you find any water leakage, report it in time for repair.

- 5.6.3. 门岗。门岗用电应遵守物业管理规范文件，空调器按节能形式依据时令开启（冬季 23:00-7:00 可适当使用取暖功能），启用空调时需关紧门窗；

Gate posts

The electricity used at the gate posts should comply with the property management specification documents, the air conditioner should be turned on according to the energy-saving form according to the season (the heating function can be used appropriately from 23:00 to 7:00 in winter), and the doors and windows should be closed when the air conditioner is activated.

- 5.6.4. 地下室。地下室照明分区域各开启一条回路；采取汽油车自驾方式的员工，禁止长时间在地下室内怠速运转发动机，该区域为非人员长时间逗留区域，在工作日内原则上不启用通风设施；

Basement

One circuit for each lighting area in the basement; for employees who drive their petrol cars, prolonged idling of the engine in the basement is forbidden and people should not stay in the area for long periods; ventilation facilities should not be used during the working day in principle.

- 5.6.5. 室外运动场。室外运动场照明开启时间为工作日 17:30-22:30，依据时令调整。照明方式为屋面射灯，原则上不启用高杆灯，如学部有相关教学活动需使用的，应提前反馈至物业，并于活动结束后及时提醒关闭灯源。



Outdoor sports field

The outdoor sports field lighting is turned on from 17:30 to 22:30 on weekdays and is adjusted according to the season. In principle, no high-pole lights should be used. If any department needs to use the lights for teaching activities, should inform the property in advance and remind them to turn off the lights after the activity.

6. 本制度由厦门华锐莱普顿学校后勤部负责拟定、解释，自发布之日起正式实施。

This regulation is drawn up and interpreted by the Logistics Department of Chiway Repton School Xiamen and shall come into force from the date of publication.

7. 表单模板

7.1. 附件一：节能细则；

Annex I: Energy Conservation Rules

7.2. 附件二：各教室、各房间责任人安全、节能责任书。

Annex II: Energy-Saving Responsibility Letter



附件一：Annex I

节能细则

Energy Conservation Rules

一、节约用电措施 Electricity-Saving Measures

<p>空调用电</p> <p>Electricity for Air Conditioning</p>	<p>1. 夏季设定温度： $\geq 26^{\circ}\text{C}$</p> <p>Setting temperature in summer: $\geq 26^{\circ}\text{C}$</p>
	<p>2. 冬季设定温度： $\leq 22^{\circ}\text{C}$</p> <p>Setting temperature in winter: $\leq 22^{\circ}\text{C}$</p>
	<p>3. 开空调时关好门窗，保持室内空间密闭</p> <p>Keep doors and windows closed when air-conditioning is on, Keep indoor spaces airtight.</p>
	<p>4. 长时间离开办公室或下班应及时关闭空调</p> <p>Turn off the air conditioning when leaving the office for long periods or after work.</p>
	<p>5. 会议室空调实行即开即关</p> <p>Air Conditioning in the meeting room should be turned on when it is in use and turned off immediately when it is not.</p>
	<p>6. 教职工宿舍空调结合限电措施使用</p>



	<p>Air conditioning in staff dormitory should be used in conjunction with power restriction measures.</p>
	<p>注: 中央空调启用时间依时令并结合相关活动需求, 由后勤部管控</p> <p>Note: The central air-conditioning system will be activated according to the season and in accordance with the needs of the event and will be controlled by the Logistics Department.</p>
<p>照明用电 Electricity for lighting</p>	<p>1. 办公室、教室、会议室以自然采光为主 Offices, classrooms, and meeting rooms should use mainly natural light</p>
	<p>2. 以照明灯为主, 不得开启装饰灯具 Mainly use lighting lamp, decorative lighting should not be turned on.</p>
	<p>3. 离开办公室或下班时应人走电关 Electricity should be turned off when leaving the office or after work.</p>
<p>电器用电 Electricity for appliances</p>	<p>1. 打印机、计算机等办公自动化设备减少待机时间, 长时间不用或下班时要及时关闭 Reduce standby time for office automation</p>



	<p>equipment such as printers and computers and turn them off when not in use for long periods or when after work.</p>
	<p>2. 下班后各部门、区域饮水机应关掉电源 Water fountains in all departments and areas should be turned off after work.</p>
	<p>3. 投影仪、音响、一体机等教学设备使用完毕应关掉电源 Teaching equipment such as projectors, audio, and all-in-one machines should be turned off after use.</p>
<p>机房用电 Electricity for machine room</p>	<p>1. 机房照明优先采用节能灯、LED 灯 Energy-saving lamps and LED lamps are preferred for lighting in the machine room.</p>
	<p>2. 重点机房保持基本照度，其他机房不得出现无人灯亮 Maintain basic illumination in key machine rooms, no lights on when nobody in other machine rooms.</p>
	<p>3. 机房通风优先使用轴流风机 Axial flow fans are preferred for ventilation in</p>



	<p>machine rooms.</p>
	<p>4. 夏季散热空调温度设为 26℃并以温控为主 Summer cooling air conditioning is set to 26°C and is predominantly temperature controlled.</p>
<p>节假日用电 Electricity for holidays</p>	<p>实行分区供电, 关闭未使用区域用电设备 Power supply by zones, Turn off electrical equipment in unused areas.</p>
<p>分项计量 Sub-metering</p>	<p>准确统计每栋宿舍楼、教学楼、办公楼、体育馆、食堂、公区等用电量, 制定用电标准, 加强监控、合理调配、定量控制, 及时纠正异常耗电情况 Counting the electricity consumption of each dormitory building, teaching building, office building, gymnasium, canteen, common area, etc. Setting standards for electricity consumption,</p>
<p>二、节约用水措施 Water conservation measures</p>	
<p>节能设备 Energy saving equipment</p>	<p>公区厕所内安装感应式龙头 Installation of sensor-activated taps in public area toilets</p>
<p>设施维护 Facilities maintenance</p>	<p>加强管网、设备日常检查和维护, 杜绝跑冒滴漏和长流水现象 Strengthen the daily inspection and maintenance of</p>



	<p>the pipe network and equipment to eliminate the phenomenon of running and dripping water.</p>
<p>用水管理 Water management</p>	<p>室外广场、通道清洁不得使用消防水 No fire water shall be used for outdoor plaza or access cleaning.</p>
	<p>绿化用水采用雨水蓄水池进行浇灌 Watering of greenery using rainwater cisterns</p>
	<p>倡导节水习惯，用水后随手关闭，发现滴、漏现象及时报修 Promote water saving habits, turn off water after use and report drips and leaks promptly.</p>
<p>分项计量 Sub-metering</p>	<p>完善分项计量、准确统计每栋宿舍楼、教学楼、办公楼、体育馆、食堂、室外公区等用水量，制定用水标准，加强监控、合理调配、定量控制，及时纠正异常耗水情况 Improve itemized metering, accurately count water consumption in each dormitory building, teaching building, office building, gymnasium, canteen and outdoor communal areas, set water consumption standards, strengthen monitoring, reasonable allocation, quantitative control and timely correction</p>



of abnormal water consumption.

附件二: Annex II

各教室、各房间责任人安全、节能责任书

Energy-Saving Responsibility Letter

为进一步落实学校的安全、节能工作,增强全体教职员工责任感,为师生创建一个平安、绿色校园,确保不发生安全隐患、事故和能源浪费现象,确保各教室、各房间的安全、节能始终处于有人负责、受控状态,特制定本责任书:

To further implement the school's safety and energy conservation work, enhance the sense of responsibility of all staff, create a safe and green campus for teachers and students, ensure that no safety hazards, accidents, and energy wastage occur, and ensure that the safety and energy conservation of all classrooms and rooms are always in a responsible and controlled state, this responsibility letter is formulated.

1. 各责任人是各教室、房间安全、节能工作第一责任人,承担主要责任,履行安全、节能职责,负责协调和解决其他员工使用责任房间或教室中存在的突出问题;

Each responsible person is the first responsible person for safety and energy conservation in each classroom or room, assuming primary responsibility for carrying out safety and energy conservation duties and is responsible for



coordinating and solving outstanding problems in the use of the responsible room or classroom by other staff.

2. 各责任人每天上、下班、放假前须检查好门窗是否关闭，照明和教学设备是否完好，电源是否切断。在恶劣天气期间及重大自然灾害来临之际更需做好防范工作，如发现安全隐患，应及时联系配合学校后勤部门采取相应的防范措施以降低学校财产损失；

Each responsible person must check that doors and windows are closed before going on and off duty each day and before holiday, Lighting and teaching equipment are in good condition, and the power cut off.

3. 各室责任人、使用人须熟悉《紧急逃生线路图》，紧急情况发生时，能正确指导并协助学生自救、安全逃生；

The person responsible for each room and the person using it must be familiar with the emergency escape route and be able to properly guide and assist students to save themselves and escape safely when an emergency occurs.

4. 功能教室属于学校公共调配资源，各责任人应按照学校教学安排，积极配合其他同事使用并在使用前后做好室内设备完整性和功能性交接记录；

The functional classrooms are a public resource of the school and each responsible person should actively cooperate with other colleagues to use them by the school's teaching arrangements and keep records of the integrity and functionality of the equipment before and after use.

5. 各责任人应确保室内不私接电源，不使用未经学校同意的电器；



Each responsible person should ensure that there are no private electrical connections in the room and that no electrical appliances are used that have not been approved by the school.

6. 各责任人应在教学设备、空调、照明使用后及时关闭，每天清场、关门前应确保无人逗留在室内；

Each responsible person should turn off teaching equipment, air conditioning and lighting after use and ensure that no one is left in the room before clearing and closing each day.

7. 各责任人、使用人应严密组织教学，加强对学生教学活动安全的教育和管理，确保课堂安全；

Each responsible person and the user should organize teaching closely and strengthen the education and management of the safety of students' teaching activities to ensure classroom safety.

8. 各责任人应配合财务部门和后勤部门对固定资产的定期盘点，对损坏、遗失物品及时报修、报失；

Each responsible person should cooperate with the finance and logistics departments in the regular inventory of fixed assets and report damage and lost items for repair and loss promptly.

9. 执行事故报告制度，如责任教室、房间发生安全隐患、重大安全事故、违规使用电器、设施设备严重损坏或被窃事件，必须立即向后勤部门报告；

Implement an incident reporting system and report immediately to the



logistics department if there is a safety hazard, major safety accident, irregular use of electrical appliances, severe damage to facilities or equipment, or theft in the responsible classroom or room.

10. 各责任人应监督、管理好所辖房间的环境卫生，并做好垃圾分类投放；

Each responsible person should supervise and manage the environmental hygiene of the rooms under their supervision and ensuring a good job of separating waste and taking it out.

11. 责任期内，责任书各条款不因负责人变化而变更或解除，接任人应履行相应职责。

During the period of responsibility, the terms of the responsibility letter shall not be changed or released due to a change in the person in charge, the replacement for the position will perform the duties.

学校（盖章）:

责任人（签名）:

School (seal):

responsible person(signature):

年 月 日

年 月 日