[译] 复旦大学外国语言文学学院2023级硕士研究生
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复旦大學
FUDAN UNIVERSITY

# 教职工后勤服务指南

# Staff Logistics Service Guide

（2026版）

## 医食住行一本全掌握

Health Care, Food, Accommodation, and Transportation




复旦大学总务处
General Affairs Department of Fudan University

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# 1、餐饮服务指南
# Campus Dining




## 当我们生活在复旦，我们可以吃什么？

## What food can you find in Fudan?

在复旦生活，一日三餐少不了食堂的陪伴。复旦大学校内餐饮经营业态丰富，四校区共有 17 家学生餐厅、6 家特色餐厅、6 家民族餐厅、2 家西餐厅、4 家面包房、16 家咖啡厅 / 水吧、1 辆餐车、2 家校园肯德基餐厅。不论是想吃一顿实惠便捷的大众快餐，还是与好友悠闲聚餐，都能在食堂找到合适的就餐选择。四季轮转，昼夜变迁，不变的是复旦食堂“调和春夏秋冬味，服务东西南北人”的温暖陪伴。

We offer a diversified dining service including 17 student dining halls, 6 fusion cafeterias, 6 ethnic cuisine cafeterias, 2 western food restaurants, 4 bakeries, 16 beverage stands, a food truck and two KFC restaurant. Whether you are seeking a meal cheap and quick, or a dinner of leisure and delights with your friends, there are always choices for you in the cafeterias offering different flavors for all seasons catering to different people. Fudan cafeterias will always be there for you!

跟随地图，一起寻味复旦吧，与千百种美食相遇，与千百个人相识。

Let's find where you can have your favorable food on the campus.

## 常用服务
## Common Services

1. 对四校区任一餐饮经营点有任何意见建议，均可通过以下渠道进行反馈或留下宝贵建议：

1. We value your feedback on the cafeterias above. If you have any comment or suggestion, feel free to contact us through the following ways:

- 可第一时间与现场经理取得联系，经理信息均已在各餐厅公示。

- Contact the on-site manager. The manager's information is posted in the cafeterias.

- 可发送邮件至总务处餐饮管理办公室，邮箱地址：cyb@fudan.edu.cn

- Send an email to the Catering Management Office of the General Affairs Department. Email address: cyb@fudan.edu.cn.

- 可致电总务处餐饮管理办公室：65643116或 65647995。

- Make a phone call to the Catering Management Office of the General Affairs Department. Telephone: 65643116 or 65647995

2. 食堂有哪些经营品种

2. Is there a menu for the food offerings?

请扫描二维码查看各餐厅经营品种，内含订餐联系人信息。

Please scan the QR code for a detailed list of food offered at each cafeteria. The contact information for ordering is also included.

## 预约订餐
## Order Taking

四校区盒饭预定、咖啡面包点心预定和桌餐预定信息如下：

Here's how to order take-away meals, coffee, bread, pastries, and table services on the four campuses:

**复旦大学四校区盒饭预订联系方式**

**Contact Information for Ordering Take-away Meals at Four Campuses**

| 区域<br>Campus | 名称<br>Name | 餐厅经理<br>Restaurant Manager | 联系方式<br>Contact Information |
|---|---|---|---|
| 邯郸校区<br>Handan Campus | 旦苑一楼餐厅<br>1st Floor Cafeteria, Danyuan | 方　洁<br>Fang Jie | 17721061115 |
| | 旦苑二楼餐厅<br>2nd Floor Cafeteria, Danyuan | 杜科农<br>Du Kenong | 18631103265 |
| 邯郸校区<br>Handan Campus | 旦苑三楼餐厅<br>3rd Floor Cafeteria, Danyuan | 李　威<br>Li Wei | 15021406368 |
| | 旦苑民族餐厅<br>Ethnic Cuisine Cafeteria, Danyuan | 铁　磊<br>Tie Lei | 15906209876 |
| | 南区一楼餐厅<br>1st Floor Cafeteria, South Canteen | 李学浩<br>Li Xuehao | 15601616048 |
| | 南区民族餐厅<br>Ethnic Cuisine Cafeteria, South Canteen | 沙　成<br>Sha Cheng | 15682118052 |
| | 南区教工餐厅<br>Staff Canteen, South District | 李会良<br>Li Huiliang | 13405877492 |
| | 北区一楼西保障餐厅<br>1st Floor Basic Cafeteria, North Canteen | 杨现彬<br>Yang Xianbin | 18321718556 |
| | 北区二楼餐厅<br>2nd Floor Cafeteria, North Canteen | 杨鹏飞<br>Yang Pengfei | 13818868446 |
| | 北区民族餐厅<br>Ethnic Cuisine Cafeteria, North Canteen | 马克勒木<br>Ma Ke Le Mu | 18093012050 |
| 江湾校区<br>Jiangwan Campus | 江湾食堂一楼餐厅<br>1st Floor Cafeteria, Jiangwan Canteen | 钱日新<br>Qian Rixin | 15170963359 |
| | 江湾北食堂民族餐厅<br>Halal Dining Hall, Jiangwan North Dining Hall | 马什字<br>Ma Shizi | 17601334041 |
| | 江湾北食堂一至三楼餐厅<br>Dining Halls on Floors 1-3, Jiangwan North Dining Hall | 申　媛<br>Shen Yuan | 18321952235 |
| 枫林校区<br>Fenglin Campus | 枫林学生公寓楼一楼餐厅<br>First-Floor Dining Hall, Fenglin Student Residence Hall | 俞玉均<br>Yu Yujun | 18621796841 |
| | 枫林民族餐厅<br>Ethnic Cuisine Cafeteria, Fenglin | 马延璋<br>Ma Yanzhang | 15921621232 |
| | 枫林学生公寓楼西园餐厅<br>Xiyuan Dining Hall, Fenglin Student Residence Hall | 施素芳<br>Shi Sufang | 13817587767 |
| 张江校区<br>Zhangjiang Campus | 张江一楼餐厅<br>1st Floor Cafeteria, Zhangjiang | 朱丽芬<br>Zhu Lifen | 13635987696 |
| | 张江民族餐厅<br>Ethnic Canteen, Zhangjiang | 王永忠<br>Wang Yongzhong | 19916641318 |
| 备注<br>Note | 30 份以下请至少提前一天进行预订，30 份以上请至少提前两天预订。<br>Please make the reservation at least one day in advance , and two days for orders over 30. | | |

## 复旦大学四校区咖啡、面包点心预定联系方式

## Contact Information for Ordering Coffee, Bread, and Pastries on the Four Campuses

| 区域 Campus | 名称 Name | 店长 Store Manager | 联系方式 Contact Information |
|---|---|---|---|
| 邯郸校区 Handan Campus | 旦苑面包房 Bakery, Danyuan | 陈嘉正 Chen Jiazheng | 18701885378 |
| | 星空咖啡厅 Xingkong Coffee Shop | 蔡　旭 Cai Xu | 18821254692 |
| | 北区二楼面包房 2nd Floor Bakery, North Canteen | 张振杰 Zhang Zhenjie | 18621799054 |
| | 元·创中心一楼咖啡厅（抹云） Moyun Cafe, First Floor, Yuan-Chuang Center | 李　阳 Li Yang | 18500463589 |
| | 文科图书馆咖啡厅 Café, Arts & Humanities Library | 李　存 Li Cun | 15800409891 |
| | 中华经济文化研究中心 A 楼咖啡吧 Cafe, Building A, Center for Chinese Economic and Cultural Studies | 顾一凡 Gu Yifan | 15800395383 |
| | 新闻学院屠海鸣图书馆咖啡厅 Cafe, Tu Haiming Library, School of Journalism | 范鹏程 Fan Pengcheng | 13482842890 |
| | 校友馆咖啡厅 Alumni House Cafe | 陈　聪 Chen Cong | 15618339000 |
| 江湾校区 Jiangwan Campus | 江湾物理楼抹云咖啡厅 Mo Yun Café, Physics Building, Jiangwan | 李　阳 Li Yang | 18500463589 |
| | 江湾法学楼咖啡厅 Cafe, Law School Building, Jiangwan Campus | 马　悦 Ma Yue | 17602269661 |
| | 江湾交叉二号楼抹云咖啡厅 Mo Yun Café, No. 2 Interdisciplinary Building, Jiangwan | 李　阳 Li Yang | 18500463589 |
| | 江湾食堂面包房 Bakery, Jiangwan Dining Hall | 林海燕 Lin Haiyan | 18221880966 |
| | 江湾北食堂面包房 Bakery, Jiangwan North Dining Hall | 蒋四化 Jiang Sihua | 18130630800 |
| 枫林校区 Fenglin Campus | 枫林学生公寓楼一楼咖啡厅 First-Floor Cafe, Fenglin Student Residence Hall | 娄可可 Lou Keke | 18052128892 |
| 张江校区 Zhangjiang Campus | 张江面包房 Bakery, Zhangjiang | 杨　涵 Yang Han | 18750869995 |
| | 张江图书馆咖啡厅 Cafe,Zhangjiang Library | | |
| 备注 Note | 30 份以下请至少提前一天进行预订，30 份以上请至少提前两天预订。 Please make the reservation at least one day in advance for less than 30 orders, and at least two days in advance for 30 orders or more. | | |



## 复旦大学四校区桌餐预定联系方式

## Contact Information for Table Reservation on the Four Campuses

| 区域 Campus | 名称 Name | 包间数量 Number of Private Rooms | 餐厅经理 Restaurant Manager | 联系方式 Contact Information |
|---|---|---|---|---|
| 邯郸校区 Handan Campus | 旦苑三楼餐厅 3rd Floor Cafeteria, Danyuan | 9 | 李　威 Li Wei | 15021406368 |
| | 南苑三楼餐厅 3rd Floor Cafeteria, Canteen in South Residential Area | 8 | 许　涛 Xu Tao | 13818301339 |
| | 北区三楼 3rd Floor Cafeteria, North Canteen | 4 | 杨鹏飞 Yang Pengfei | 13818868446 |
| 江湾校区 Jiangwan Campus | 江湾食堂三楼餐厅 3rd Floor Cafeteria, Jiangwan Canteen | 4 | 吕　萍 Lyu Ping | 13761148317 |
| | 江湾北食堂三楼餐厅 Third-Floor Dining Hall, Jiangwan North Dining Hall | 8 | 蒋四化 Jiang Sihua | 18130630800 |
| 枫林校区 Fenglin Campus | 枫林学生公寓楼西园餐厅 Xiyuan Dining Hall, Fenglin Student Residence Hall | 5 | 施素芳 Shi Sufang | 13817587767 |
| 张江校区 Zhangjiang Campus | 张江一楼餐厅 1st Floor Cafeteria, Zhangjiang | 1 | 朱丽芬 Zhu Lifen | 13635987696 |
| 备注 Note | 请至少提前一天进行预订。 Please make the reservation at least one day in advance. | | | |

# 2、物业服务指南
# Facilities and Security Services

## 报修服务

## Maintenance Service

四校区物业报修受理范围为基本物业和公共物业零修。如公共区域灯具、锁具、门窗、玻璃、开关、插座、龙头、阀门等小五金类维修。不包含房屋基建、装饰装潢、新增改建项目以及家用、实验用电器类产品的维修。

Maintenance at the four campuses covers minor repairs for public property like lamps, locks, doors, and hardware. It excludes housing infrastructure, decoration, renovation, and household/lab appliances.

**报修方式：**

**Contact Information**

渠道一：拨打校园生活服务平台电话 65640000（人工服务时间为 8:00-20:00）

1. Residential Services Hotline: 65640000 (working hours 8:00 - 20:00)

渠道二：微信公众号后台留言报修

2. Leave a massage for repairs through WeChat official account.

渠道三：紧急报修可拨打物业 24 小时服务电话

3. For urgent repairs, please call the 24-hour hotline for property service.

渠道四：至所在区域的物业服务中心报修

4. Go to the property service center on campus to report for repairs.

| 区域<br>Campus | 服务电话<br>Service Hotline | 物业中心地址<br>Property Center Address |
|---|---|---|
| 邯郸校区邯郸路以北<br>North of Handan Road in the Handan Campus | 65643535 | 光华楼西主楼一楼值班室、北苑 73 号楼北侧玻璃房、东区艺教中心南侧<br>Property Manager's Office is on the first floor of the main building of West Guanghua Tower, glass room on the north side of Building 73 in North Residential Area, south side of the Art Education Center in the East Residential Area. |
| 邯郸校区邯郸路以南<br>South of Handan Road in the Handan Campus | 65642570 | 南区学生活动中心“一站式”服务大厅<br>One-Stop Service Center, South Campus Student Activity Center |
| 江湾校区<br>Jiangwan Campus | 31245888 | 生活服务平台<br>Residence service platform |
| 江湾校区学生公寓<br>Jiangwan Campus Student Residence Halls | 31245828 | 江湾校区学生公寓 3 号楼 109 室学生公寓生活服务平台<br>Residence Service Center, Room 109, Building 3, Jiangwan Campus Student Residence Halls |
| 江湾学生生活园区<br>Jiangwan Student Residential Area | 61424020 | 江湾园区 15 号楼 126 室<br>Room 126, Building 15 in Jiangwan Campus |
| 枫林校区<br>Fenglin Campus | 54237162 | 东 3 号楼师生服务中心<br>East Building 3, Teacher-Student Service Center |



| 区域<br>Campus | 服务电话<br>Service Hotline | 物业中心地址<br>Property Center Address |
|---|---|---|
| 张江校区<br>Zhangjiang Campus | 50390205 | 2 号科研楼 101 室物业服务中心<br>Facilities Service Center, Room 101, Research Building 2 |

## 校内收发室

## Campus Mailroom

| 服务点<br>Service Station | 电话<br>Hotline | 服务时间<br>Service Hours<br>（工作日）<br>(Working Days) | 地点<br>Location |
|---|---|---|---|
| 邯郸校区<br>Handan Campus | 65642612 | 8:00-17:00 | 零号楼一楼<br>1st floor, Building 0 |
| 枫林校区<br>Fenglin Campus | 54237626 | 8:00-17:00 | 综合体育馆 D-105 室<br>Room D-105, Integrated Sports Arena |
| 张江校区<br>Zhangjiang Campus | 50612067 | 8:00-17:00 | 3 号科研楼 315 室<br>Room 315, Research Building No.3 |
| 江湾校区<br>Jiangwan Campus | 31245892 | 8:00-17:00 | 综合保障楼 110 室<br>Room 110, Comprehensive Security Building |

## 邯郸、枫林电信固定电话服务

## China Telecom Landline Telephone Service on Handan Campus and Fenglin Campus

邯郸校区校园生活服务平台（地址：四教南侧）可办理邯郸校区、枫林校区的电信固定电话业务。服务咨询电话：65643799（服务时间 :08:00-20:00）

Handan Campus Facilities and Security Services (Address: South side of the Fourth Teaching Building) handles Telecom landline phone services for Handan Campus and Fenglin Campus. Service consultation hotline: 65643799 (Service hours: 08:00-20:00)

**1．电信账单缴费**

**1. Telecom bill payment**

学校院系、部处缴款至财务综合管理信息系统内的复旦大学电话总机结算点，并将账单、发票（需自行在电信网站 1go.sh.189. cn 下载）及校内经费转账确认单交至平台，由平台负责核对、登记、销账。

The schools, departments, and administrative offices should make payment to the Fudan University Telephone Switchboard clearing account through the Financial Management Information System. Submit the bill, the invoice (download it from 1go.sh.189.cn), and the confirmation of the internal funds transfer to the service center. The center will verify and record the payment.

**2．电信相关业务咨询及办理**

**2. Other Telecom businesses**

可办理校内新装电话、移机、电话功能增加及更改，更改账单的用户名或地址，账单的合并及拆分，帮助师生网上打印近半年的账单电子发票等。根据电信规定，拆机业务需要用户直接去营业厅办理，平台负责盖章确认您的拆机申请表并告知前往营业厅办理的具体流程。

The Telecom service assists with tasks like installing new phones, moving them, changing functions, updating billing details, and helping with electronic invoices for the past six months. If you need to remove a phone, you must visit China Telecom Outlet. The platform will verify your application and tell you how to proceed at the outlet.

## 光华楼门禁开通服务

## Guanghua Tower access service

光华楼驻楼单位“办公室主任”可登陆 eHall 网上办事大厅，选择“光华楼门禁权限申请”服务办理。服务咨询电话：65643535。

The office director of schools and departments in the Guanghua Towers can apply for the building access via the eHall portal. For inquiries, please contact the service hotline at 65643535.

温馨提示: 该服务主要由各单位“办公室主任”办理，各单位的“流程管理员”需提前配置办理人员。如需变更门禁申请流程权限，可联系总务处物业办公室备案，邮箱：wyb@fudan.edu.cn，联系电话 :65643418。

Reminder: This service is managed by the office directors or process administrators appointed by the director. For any modifications to access control application , please reach out to the Property Office of the General Affairs Department for record-keeping. Contact details: Email: wyb@fudan.edu.cn; Phone: 65643418.

## 直饮水服务

## Drinking water service

四校区教学楼、体育馆均配备有直饮水设备，使用中如遇任何问题可联系物业报修或协助处理。

The teaching buildings and gymnasiums in all four campuses are equipped with direct drinking water facilities. If you encounter any problems during use, please contact the property management for repairs or assistance.

## 自动售货机、自动咖啡售卖机服务

## Vending Machine and Coffee Vending Machines

四校区教学楼、体育馆和部分公共楼宇提供自动售货机、自动咖啡售卖机服务，方便师生按需购买。购买时如发生任何问题，自动售货机可联系统一服务热线 0512-570311188，故障投诉受理电话 4001881290，自动咖啡售卖机可联系统一服务热线及故障投诉受理电话 52351080。

Vending machines and Coffee Vending Machines are available in classroom buildings, gymnasiums, and selected public buildings across all four campuses. If you encounter a problem, call 0512-570311188 for vending-machine customer service or 4001881290 to report a malfunction. For Coffee Vending Machines, call 52351080 for customer service or to report a malfunction. You may also ask the building's facilities staff for help.



# 3、公共会场服务指南
# Event Services

学校为在职教职工提供四校区校内公共会场借用和展板展架摆放申请服务。

Venue reservation services are available for events and exhibition board and display.

## 四校区公共会场信息

## Public Venue Information in Four Campuses

| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 光华楼 Guanghua Tower | 学生活动广场 Student Activity Square | 120 | 1000 | 200 | | |
| | | 101 多功能厅 101 Multi-Function Hall | 28-40 | 600 | 200 | | U 字型 28 人（内圈 16 人，外圈左右两边各 6 人）；课桌式 40 人 U-shaped seat arrangement for 28 people (16 people in the inner circle, 6 people on each side of the outer circle); Classroom style for 40 people. |
| | | 102 袁天凡报告厅 102 Yuan Tianfan Hall | 234 | 1000 | | 500、2000 | 主、辅屏分开计费只播放会标 500 元 / 半天，播放视频 /PPT2000 元 / 半天 Billing is separate for the large main screen and the small screen in the meeting room, and their rates differ. Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 2000 yuan/half day. |

| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 光华楼 Guanghua Tower | 103 报告厅 103 Lecture | 108 | 800 | 200 | | |
| | | 104 贵宾接待室 104 VIP Reception Room | 12 | 500 | | | |
| | | 201 贵宾接待室 201 VIP Reception Room | 10 | 500 | | | |
| | | 202 吴文政报告厅 202 Wu Wenzheng Hall | 403 | 1200 | | 500、2000 | 主、辅屏分开计费只播放会标 500 元 / 半天，播放视频 /PPT2000 元 / 半天 Billing is separate for the large main screen and the small screen in the meeting room, and their rates differ. Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 2000 yuan/half day. |
| | | 204 贵宾接待室 204 VIP Reception Room | 10 | 500 | | | |
| | | 205 会议室 205 Meeting Room | 28 | 400 | 200 | | 桌面 18 人，外圈加座 10 人 A table for 18 people, with extra seats for 10 people at the outer circle |



| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 光华楼 Guanghua Tower | 206 会议室 206 Meeting Room | 26 | 400 | 200 | | 桌面 18 人，外圈加座 8 人 A table for 168people, with extra seats for 68people at the outer circle |
| | | 208 会议室 208 Meeting Room | 28 | 400 | 200 | | 桌面 18 人，外圈加座 10 人 A table for 18 people, with extra seats for 10 people at the outer circle |
| | | 三楼展区 Exhibition Area on the third floor | | 1500 | | | |
| | | 第一会议室 Conference Room No.1 | 22 | 200 | | | 桌面 16 人，外圈加座 6 人 A table for 16 people, with extra seats for 6 people at the outer circle |
| | | 第二会议室 Conference Room No.2 | 22 | 200 | | | 桌面 16 人，外圈加座 6 人 A table for 16 people, with extra seats for 6 people at the outer circle |
| | | 第三会议室 Conference Room No.3 | 22 | 200 | | | 桌面 16 人，外圈加座 6 人 A table for 16 people, with extra seats for 6 people at the outer circle |
| | | 第四会议室 Conference Room No.4 | 22 | 200 | | | 桌面 16 人，外圈加座 6 人 A table for 16 people, with extra seats for 6 people at the outer circle |

| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 光华楼 Guanghua Tower | 第五会议室 Conference Room No.5 | 22 | 200 | | | 桌面 16 人，外圈加座 6 人 A table for 16 people, with extra seats for 6 people at the outer circle |
| | | 第六会议室 Conference Room No.6 | 22 | 200 | | | 桌面 16 人，外圈加座 6 人 A table for 16 people, with extra seats for 6 people at the outer circle |
| | | 第七会议室 Conference Room No.7 | 20 | 200 | | | 桌面 20 人 A table for 20 people |
| | | 第八会议室 Conference Room No.8 | 20 | 200 | | | 桌面 20 人 A table for 20 people |
| | | 金厅接待室 The Golden Reception Room | 30 | 1200 | | | 内圈 16 人，外圈 14 人无茶几 16 people at the inner circle, with 14 people at the outer circle without a coffee table |
| | | 绿厅接待室 The Green Reception Room | 16 | 700 | | | |
| | | 红厅接待室 The Red Reception Room | 16 | 700 | | | |
| | | 13 楼多功能厅 Multi-Function Hall on the thirteenth floor | 180 | 3000 | | 500、2000 | 只播放会标 500 元 / 半天，播放视频 /PPT2000 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 2000 yuan/half day. |



| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 光华楼 Guanghua Tower | 思源报告厅 Siyuan Lecture Hall | 66 | 6000 | 200 | | 内圈 16 人，外圈 30 人（10*3），长条桌共 20 人（10*2） 16 people at the inner circle, 30 people at the outer circle (10*3), and a long table for 20 people (10*2). |
| | | 李达三贵宾接待室 Li Dasan VIP Reception Room | 46 | 6000 | | | 人数待定（根据实际会议需求布置，场内无桌椅、投影） Number of attendees to be determined. Layout arranged according to actual meeting requirements. No tables, chairs or projection equipment inside the venue. |
| | 逸夫科技楼 Yifu Technology Building | 一楼报告厅 Lecture Hall on the first floor | 470 | 1000 | | 500、1500 | 只播放会标 500 元 / 半天，播放视频 /PPT1500 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1500 yuan/half day |

| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 逸夫科技楼 Yifu Technology Building | 二楼多功能厅 Multi-Function Hall on the second floor | 44-56 | 1000 | | 500、1000 | 只播放会标 500 元 / 半天，播放视频 /PPT1000 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1000 yuan/half day U 字型 44 人（内圈 24 人，外圈左右两边各 10 人）; 课桌式 56 人 AU-shaped table for 44 seats (24 people at the inner circle, and 10 seats for each wing ; or 56 seats in rows. |
| | | 接待室 1 Reception Room 1 | 13 | 400 | | | |
| | | 接待室 2 Reception Room 2 | 8 | 400 | | | |
| | | 会议室 1 Meeting Room 1 | 30 | 200 | 200 | | 桌面 16 人，外圈加座 14 人 A table for 16 , and additional 14 seats. |
| | | 会议室 2 Meeting Room 2 | 26 | 200 | 200 | | 桌面 16 人，外圈加座 10 人 A table for 16 , and additional 10 seats. |
| | | 会议室 3 Meeting Room 3 | 24 | 200 | 200 | | 桌面 14 人，外圈加座 10 人 A table for 16 , and additional 10 seats. |



| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 子彬院 Zibin Courtyard | 北 205 会议室 North 205 Meeting Room | 40 | 1000 | | 200 | 桌面 20 人，外圈 20 人 A table for 16 , and additional 20 seats. |
| | | 南 205 贵宾厅 South 205 VIP Lounge | 12 | 500 | | | |
| | 逸夫楼 Yifu Building | 一楼报告厅 Lecture Hall on the first floor | 182 | 500 | | 500、1500 | 只播放会标 500 元 / 半天，播放视频 /PPT1500 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1500 yuan/half day. |
| | | 贵宾接待室 VIP Reception Room | 6 | 400 | | | |
| | | 校董厅 School Board Hall | 36 | 1000 | 200 | | 桌面 16 人，外圈加座 20 人 A table for 16 people, and extra seats for 20 people around the outer circle. |
| 江湾校区 Jiangwan Campus | 报告厅、会议室 Lecture hall Meeting Room | 第一会议室 First Conference Room (101 室) (Room 101) | 38 | 400 | 200 | | 围桌 22 人，外圈加座 16 人 22 people sitting at the inner table, with extra seats for 16 people at the outer circle. |
| | | 第二会议室 Second Conference Room (102 室) (Room 102) | 36 | 400 | 200 | | |

| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 江湾校区 Jiangwan Campus | 报告厅、会议室 Meeting Room | 第三会议室 Third Conference Room (103 室) (Room 103) | 40 | 400 | | 200 | 围桌 22 人，外圈加座 18 人 22 people sitting at the inner table, with extra seats for 18 people at the outer circle. |
| | | 第四会议室 Fourth Conference Room (104 室) (Room 104) | 34 | 400 | | 200（电视机） (Television) | 远程会议系统（与信息办协商）；围桌 18 人，外圈加座 16 人 Remote Conference System (requiring consultation with the Information Office); 18 people sitting at the inner table, with extra seats for 16 people at the outer circle. |
| | | 第六会议室 Sixth Conference Room (106 室) (Room 106) | 8 | 400 | 200 | | 只有幕布 Equipped with projection screen only. |
| | | 贵宾接待室（105 室） (Room 105) | 8 | 400 | | | |
| | | 五百人报告厅 Lecture Hall for 500 people | 455 | 1200 | | 主屏 Main screen 1000 辅屏 Secondary screen 200 | 远程会议系统（与信息办协商） Remote Conference System (requiring consultation with the Information Office) |
| | | 图书馆报告厅 Library Lecture Hall | 244 | 1000 | | 200 | |



| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 枫林校区 Fenglin Campus | 明道楼 Mingdao Building | 一楼报告厅 Lecture Hall on the first floor | 347 | 600 | | 500、2000 | 只播放会标 500 元 / 半天，播放视频 /PPT2000 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 2000 yuan/half day. |
| | | 一楼贵宾室 VIP Reception Room on the first floor | 10 | 300 | | | |
| | | 二楼贵宾室 VIP Reception Room on the second floor | 10 | 300 | | | |
| | | 二楼报告厅 Lecture Hall on the second floor | 500 | 800 | | 500、2000 | 只播放会标 500 元 / 半天，播放视频 /PPT2000 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 2000 |
| | | 二楼多功能厅 Multi-Function Hall on the second floor | 50 | 600 | 200 | | |
| | | 二楼会议室 1 Meeting Room 1 on the second floor | 15 | 200 | 200 | | |
| | | 二楼会议室 2 Meeting Room 2 on the second floor | 15 | 200 | 200 | | |

| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 枫林校区 Fenglin Campus | 复星楼 Fuxing Building | 共享直播教室 Live Streaming Classroom | 40 | 600 | | 500、1000 | 只播放会标 500 元 / 半天，播放视频 /PPT1000 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1000 yuan/half day |
| | 图文信息楼 Image-Text Information Building | 1811 会议室 Meeting Room 1811 | 15-25 | 200 | 200 | | |
| | | 1829 会议室 Meeting Room 1829 | 70-80 | 600 | | 500、1000 | 只播放会标 500 元 / 半天，播放视频 /PPT1000 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1000 yuan/half day |
| | | 1815 会议室 Meeting Room 1815 | 40-50 | 400 | | 500、1000 | 只播放会标 500 元 / 半天，播放视频 /PPT1000 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1000 yuan/half day |
| | 上医文化中心（西 6 号楼） Shangyi Cultural Center (West Building 6) | 三楼多功能厅 Multi-Function Hall on the third floor | 45 | 400 | 200 | | |
| | 二号科研楼 Research Building 2 | 第一会议室 First Conference Room | 50 | 400 | | 200（液晶电视机） LCD television | |



| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 枫林校区 Fenglin Campus | 二号科研楼 Research Building 2 | 第二会议室 Second Conference Room | 50 | 400 | | 200（液晶电视机） LCD television | |
| | | 报告厅 Lecture Hall | 200 | 600 | | 500、2000 | 只播放会标 500 元 / 半天，播放视频 /PPT2000 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 2000 yuan/half day |
| 张江校区 Zhangjiang Campus | 3 号科研楼报告厅 Research Building 3 Lecture hall 会议室 Meeting Room | 一号报告厅 Lecture Hall 1 | 478 | 1200 | | 500、1500 | |
| | | 二号报告厅 Lecture Hall 2 | 229 | 1000 | | 500、1500 | 只播放会标 500 元 / 半天，播放视频 /PPT 1500 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1500 yuan/half day |
| | | 三号报告厅 Lecture Hall 3 | 120 | 800 | | 500、1500 | 只播放会标 500 元 / 半天，播放视频 /PPT 1500 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1500 yuan/half day |
| 张江校区 Zhangjiang Campus | 3 号科研楼报告厅 Research Building 3 Lecture hall 会议室 Meeting Room | 四号报告厅 Lecture Hall 4 | 250 | 1000 | | 500、1500 | 只播放会标 500 元 / 半天，播放视频 /PPT 1500 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1500 yuan/half day |

| 校区 Campus | 楼栋 Building | 会议室名 Meeting Room Name | 容纳人数（人） Number of seats | 场地费（元/半天） Venue fee (half day) | 投影仪（元/半天） Projector (half day) | LED（元/半天） LED (half day) | 备注 |
|---|---|---|---|---|---|---|---|
| 张江校区 Zhangjiang Campus | 3 号科研楼报告厅 Research Building 3 Lecture hall 会议室 Meeting Room | 102 贵宾室（大） Room 102 - Large VIP Reception Room | 10 | 500 | | 500、1500 | 只播放会标 500 元 / 半天，播放视频 /PPT 1500 元 / 半天 Exhibiting logo costs 500 yuan/ half day, playing videos/PPT costs 1500 yuan/half day |
| | | 110 贵宾室（小） Room 110 - Small VIP Reception Room | 4 | 200 | | | |
| | | 204 会议室 Meeting Room 204 | 22 | 400 | 200 | | |
| | | 208 会议室 Meeting Room 208 | 14 | 400 | 200 | | |
| | | 301 会议室 Meeting Room 301 | 62 内圈 30 座 外圈 32 座 Inner ring: 30 seats Outer ring: 32 seats | 400 | | 200 | |
| | | 320 | 16 | 600 | | 200 | |
| | | 321 贵宾室（大） Room 321- Large VIP Reception Room | 12 | 500 | | | |
| | | 207 会议室 Meeting Room 207 | 20 | 400 | 200 | | |
| | | 213 会议室 Meeting Room 213 | 20 | 400 | 200 | | |



# 公共会场预约流程

# Reservation

教职工可登录 eHall 网上办事大厅，选择“校内会议讲座审批”应用获取授权码后，再选择“校内公共会场借用”服务，凭借授权码借用会场资源。系统自动开放 90 天内公共会场资源。

Log in the eHall, select the "Approved Events" for the authorization code, and then select the "Venue Reservation" and enter the code. The venues available in the next 90 days will be displayed.

### 1．获得授权码

### 1. Obtaining Authorization Code

登陆 eHall 网上办事大厅，在“校内会议讲座审批”中完成审批流程，获取会场借用授权码。在会议结束日期之前，授权码可以一直使用。

The authorization code for venue reservation is generated upon the completion of event application process. The code is valid through the end of the event date.

### 2．会场预约

### 2. Venue Reservation

再次登陆 eHall 网上办事大厅，在“校内公共会场借用”中找到心仪的会议室，输入授权码，填写订单信息，提交订单。其中，事务说明页有《四校区公共会场容纳人数和收费标准》可供下载。系统开放 90 天内的会场资源，会场当日不可预约，最新资源在每天 12:30 开放。

Login to eHall again, find the desired meeting room in "Venue reservation", enter the authorization code, fill in the form, and submit the request. Venue description and rates are available for download. The venues available in the next 90 days will be displayed and the information is updated daily at 12:30.

### 3．会场使用

### 3. Using the Venue

按照预约的时间和地点使用会议室。公共会场还有场地布置、投影、音响、茶水等增值服务，请提前跟物业客服核对确认。特别提醒：场地布置免费时间为 2 小时，超时需提前借用。

Please check with the property customer service in advance for venue setup, projector, sound system, beverages, and other value-added services. Special reminder: "You have 2 hours for setup before the event without charge. If you require additional setup time, a new reservation is needed."

### 4．会场费用结单

### 4. Venue Fee Invoice

继续登陆 eHall 网上办事大厅，打开会场订单页，填写预约报销单号，并将预约报销单或发票通知联交至物业客服，完成费用支付。

Log in to the eHall, open the venue reservation page, fill in the appointment reimbursement number, and submit the appointment reimbursement form or invoice notification to the property customer service to complete the payment

# 展板展架摆放申请流程

# Application Process for Display Board and Stand Placement

如需在公共会场内或外部走廊摆放展板展架，教职工可在会议举办前至少 3 天登录 eHall 网上办事大厅，选择“公共会场展板展架申请”服务，填写表格并提交即可。

If you would like to place a display board or stand in the public meeting room or in an external corridor, please log in to eHall at least 3 days prior to the meeting and select the "Request for Display Board in Public Meeting Room" service, fill out the form and submit it.

## 注意事项

## Cautions

1. 公共会场不得转租转借；

1. Please refrain from renting or lending the venue to others.

2. 申请单位应在活动结束一周内缴纳会场费;

2. The venue fee must be paid within ONE WEEK after the event.

3. 会场内原则上不允许有外带展板展架、音响、照明等设备；

3. Applicants are not permitted to bring their own display boards/stands, sound systems, lighting equipment, etc., to the venue.

4. 会场内不得进行商业活动，不得随意张贴、悬挂宣传品；

4. Commercial activities, random posting, and hanging of advertisements are strictly prohibited.

5. 会场内不得饮用咖啡等有色饮料及含酒精饮品，不得用餐。

5. Colored beverages such as coffee and beverages containing alcohol, as well as meals, are not allowed.

## 物业客服电话

## （工作日 08:00-17:00）

Property Management Service Hotline (Monday to Friday 08:00-17:00)

邯郸校区：55664248

Handan Campus: 55664248

江湾校区：31245879

Jiangwan Campus: 31245879

枫林校区：54237721

Fenglin Campus: 54237721

张江校区：58316571

Zhangjiang Campus: 58316571









# 4、体育场馆服务指南
# Sports Venue

热血体育场，青春正当时。学校校园体育文化氛围浓厚，四校区有篮球、足球、田径场、游泳馆等各类室内外体育场馆场地，为在校师生开展丰富多彩的体育活动提供场地服务保障。具体分布情况如下。

Fudan University boasts a vibrant sports atmosphere with well-equipped facilities supporting diverse athletic activities. Please check the form below for detailed information of the venues.

## 室内体育馆

## Indoor Sports Complex

| 校区 Campus | 场馆名称 Venue name | 运动项目 Sports Name | 开放时间 Opening Hours | 地址 Address | 咨询电话 Contact |
|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 北区体育馆 | 篮球、排球、羽毛球、乒乓球、健身房、舞蹈房 Basketball, volleyball, table tennis, badminton, gym,and dance studio | 7:00-21:30 7:00 a.m. - 9:30 p.m. | 北区学生公寓 73 号楼旁 Next to Building 73, North Campus Student Residence Halls | 65642128 |
| | 正大体育馆 Zhengda Gymnasium | 羽毛球 Badminton | 周一至周五 12:00-13:00、19:00-22:00，周六 13:00-22:00，周日 8:00-22:00 Monday to Friday 12:00 p.m. - 1:00 p.m., 7:00 p.m. - 10:00 p.m.; Saturday 1:00 p.m. - 10:00 p.m.;Sunday 8:00 a.m. - 10:00 p.m. | 国权路 505 号 No. 505, Guoquan Road | 55664996 |
| | 南区乒乓房 Table Tennis Room (South) | 乒乓球 Table tennis | 周一、周三、周五 12:00-13:00，周四 12:00-13:00、18:00-21:00，周六 12:00-21:00，周日 8:00-19:00 Monday, Wednesday, Friday: 12:00 p.m.–1:00 p.m. ; Thursday: 12:00 p.m.–1:00 p.m., 6:00p.m. 9:00 p.m. ; Saturday: 12:00 p.m.–9:00 p.m. ; Sunday: 8:00 a.m.–7:00 p.m. | 南区游泳馆西侧 West side of the natatorium in the south residential quarters of Handan Campus | 55664996 |

| 校区 Campus | 场馆名称 Venue name | 运动项目 Sports Name | 开放时间 Opening Hours | 地址 Address | 咨询电话 Contact |
|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 南区健身房 Gym (South) | 健身器材 | 周一至周五 11:45-13:15、18:00-22:00，周六至周日 8:00-22:00 Monday to Friday 11:45 a.m. - 1:15 p.m., 6:00 p.m. - 10:00 p.m.; Saturday and Sunday 8:00 a.m. - 10:00 p.m. | 南区游泳馆西侧 West side of the natatorium in the south residential quarters of Handan Campus | 55664996 |
| 江湾校区 Jiangwan Campus | 综合体育馆 Administrative Gymnasium | 篮球、排球、羽毛球、网球、乒乓球、健身房、多功能厅 Basketball, volleyball, table tennis, badminton, tennis, dance studio, and gym. | 8:00-22:30 8:00 a.m. - 10:30 p.m. | 经二路西，纬八路南侧（近3号门） West Jing'er Road, South Weiba Road (near Gate No.3) | 31242035 |
| | 游泳馆 Natatorium | 大小 25*50m，Size: 25*50m 水深 1.2m—1.8m Water depth: 1.2m—1.8m | 日场 9:00-17:00、夜场 17:00-21:00 Day: 9:00 a.m. -5:00 p.m.; Evening: 5:00 p.m. - 9:00 p.m. | 经一路东，纬八路南侧（近6号门） East Jingyi Road, South Weiba Road (near Gate No.6) | 65641205 |
| 枫林校区 Fenglin Campus | 综合体育馆 Administrative Gymnasium | 篮球、排球、舞蹈房 Basketball court, dance studio, and gym. | 6:00-22:00 6:00 a.m. - 10:00 p.m. | 书院楼学生公寓东侧 East side of Shuyuan Building (Student Dormitory). | 54237917 |
| | 学生活动中心 Student Activity Center | 乒乓球、羽毛球、健身房 Table tennis, badminton, gym. | 8:00-21:30 8:00 a.m. - 9:30 p.m. | 康泉图书馆西侧 West side of Kangquan Library | 54237123 |
| | 游泳馆 Natatorium | 大小 25*50m，Size: 25m*50m 水深 1.2m—2m Water depth: 1.2m—2m | 日场 9:00-17:00、夜场 17:00-21:00 Day: 9:00 a.m. -5:00 p.m.; Evening: 5:00 p.m. - 9:00 p.m. | 书院楼学生公寓东侧 East side of Shuyuan Building (Student Dormitory). | 65641205 |
| 张江校区 Zhangjiang Campus | 学生活动中心 Student Activity | 羽毛球、乒乓球、健身房 Badminton, table tennis, and gym. | 9:00-22:00 9:00 a.m. - 10:00 p.m. | 张江食堂三楼 The 3rd floor of Zhangjiang | 50391398 |



# 室外体育场地

# Outdoor sports venues

| 校区 Campus | 场地名称 Venue Name | 运动项目 Sports Name | 开放时间 Opening Hours | 地址 Address | 联系电话 Contact |
|---|---|---|---|---|---|
| 邯郸校区 Handan Campus | 北区三角地篮球场 The Basketball Court (North) | 篮球 Basketball | 周一至周五 15:30-18:00 Monday to Friday: 3:30 p.m.- 6:00 p.m. 周六至周日 9:00-11:00、14:30-18:00 Saturday and Sunday: 9:00 a.m. - 11:00 a.m., 2:30 p.m. - 6:00 p.m. | 北区学生公寓 73 号楼斜对面 Across from Building 73, North Campus Student Residence Halls | 65642128 |
| | 本北高速室外体育场 Playfield | 篮球、网球 Basketball and tennis | 9:00-11:30、14:30-20:00 9:00 p.m. - 11:30 a.m., 2:30 p.m. - 8:00 p.m. | 本北高速附近 By the road that connects the north residential quarter and main campus | 65642128 |
| | 本部室外体育场 Playfield on the main campus | 篮球、排球、五人制足球场 Basketball, volleyball, five-a-side soccer pitch | 7:00-22:00 7:00 a.m. - 10:00 p.m. | 叶耀珍楼东侧 East of Yip Yio Chin Building | 保卫处 65642221 物业 65643535 |
| | 本部 0 号楼西篮球场 Basketball Court on the main campus | 篮球 Basketball | 24 小时 24 hours | 0 号楼西侧 West of Building No. 0 on the main campus | 65643535 |
| | 国福路田径场 Track-and-Field Ground on Guofu Road | 田径、标准足球场 Track-and-Field and football (standard) | 田径：5:00-7:30、11:45-13:15、20:00-22:30，足球：18:00-20:00 Track and field: 5:00 a.m.–7:30 a.m., 11:45 a.m.–1:15 p.m., 8:00 p.m.–10:30 p.m. Football: 6:00 p.m.–8:00 p.m. | 史带楼东侧 East of Shidai Building | 55664996 |
| | 国权路运动场 Sports Field (on Guoquan Road) | 网球 Tennis | 8:00-18:00 8:00 a.m. - 6:00 p.m. | 国权路 252 号对面（近政肃路口） Across from No. 252 Guoquan Road, near Zhengsu Road | 55664996 |
| | 南区网球场 Tennis Court (South) | 网球 Tennis | 周一至周五 18:00-22:00，周六至周日 8:00-22:00 Monday to Friday 6:00 p.m. - 10:00 p.m., Saturday and Sunday 8:00 a.m. - 10:00 p.m. | 南区宿舍楼附近 Near the student dormitory in the south residential quarter of Handan Campus | 55664996 |

| 校区<br>Campus | 场地名称<br>Venue Name | 运动项目<br>Sports Name | 开放时间<br>Opening Hours | 地址<br>Address | 联系电话<br>Contact |
|---|---|---|---|---|---|
| 邯郸校区<br>Handan Campus | 南区室外篮排球场<br>Outdoor basketball and volleyball court (South) | 篮球、排球<br>Basketball and volleyball | 周一至周五 6:00-7:30、11:45-13:15、17:00-22:00，<br>周六至周日 6:00-22:00<br>Monday to Friday<br>6:00 a.m. - 7:30 a.m.,<br>11:45 a.m. -1:15 p.m.,<br>5:00 p.m.- 10:00 p.m.;<br>Saturday and Sunday<br>6:00 a.m. - 10:00 p.m. | 南区体教部西侧<br>West of the building of Physical Education faculty | 55664996 |
| | 南区田径场<br>Track-and-Field Ground (South) | 田径<br>Track and Field | 5:00-7:30、11:45-13:15、18:00-22:30<br>5:00 a.m. - 7:30 a.m.; 11:45 a.m. - 1:15 p.m.;6:00 p.m. - 10:30 p.m. | 南区体教部东侧<br>East of the building of Physical Education faculty | 55664996 |
| | 南区游泳池<br>Natatorium (South) | 大小 25*50m<br>Size: 25m*50m<br>水深 1.2m—1.8m<br>Water depth: 1.2m—1.8m | 仅暑期 7-8 月开放；<br>日场 9:00-11:30、15:00-17:30，<br>夜场 18:00-20:30<br>Open only during the summer vacation in July and August;<br>Day: 9:00 a.m. -11:30 a.m.,<br>3:00 p.m. - 5:30 p.m.;<br>Evening: 6:00 p.m. - 8:30 p.m. | 南区游泳馆室外<br>Outdoor natatorium in the south residential quarter of Handan Campus | 65641205 |
| 江湾校区<br>Jiangwan Campus | 室外体育场<br>Playfield | 田径、标准足球场、篮球、排球<br>Track-and-Field, football (standard), basketball, and volleyball | 5:00-23:00<br>5:00 a.m. - 11:00 p.m. | 经一路（5 号门至 6 号门之间）<br>Jingyi Road (between Gate No.5 and Gate No.6) | 31245888 |
| | 室外网球场<br>Outdoor tennis court | 网球<br>Tennis | 8:00-22:00<br>8:00 a.m. - 10:00 p.m. | 经一路（近 6 号门）<br>Jingyi Road (near Gate No.6) | 31245888 |
| 枫林校区<br>Fenglin Campus | 田径场<br>Track-and-Field Ground | 田径、标准足球场<br>Track-and-Field and football (standard) | 6:00-22:00<br>6:00 a.m. - 10:00 p.m. | 综合体育馆顶层<br>Top floor of the Administrative Gymnasium | 54237917 |
| 张江校区<br>Zhangjiang Campus | 室外体育场<br>Playfield | 篮球、排球<br>Basketball and volleyball | 6:00-22:30<br>6:00 a.m. - 10:30 p.m. | 张江食堂旁<br>Next to the cafeteria on Zhangjiang Campus. | 50391398 |
| | 网球场<br>Tennis Court | 网球<br>Tennis | 9:00-22:00<br>9:00 a.m. - 10:00 p.m. | 张江食堂旁<br>Next to the cafeteria on Zhangjiang Campus. | 50391398 |



# 四校区室内外体育场馆场地分布地图

# Map of Indoor and Outdoor Sports Venues on Four Campuses.




1. 北区体育馆（7:00-21:30）：
羽毛球、篮球、排球、乒乓球（需网上预约后使用）
健身房、舞蹈房（限流管理，无需预约，先到先得）
2. 北区三角地篮球场（周一至周五15:30-18:00 周六至周日9:00-11:00、14:30-18:00）：
篮球（限流管理，无需预约，先到先得）
3. 本北高速室外体育场（9:00-11:30、14:30-20:00）：网球（需网上预约后使用）
篮球（限流管理，无需预约，先到先得）
4. 本部室外体育场（7:00-22:00）：篮球、排球、足球（限流管理，无需预约，先到先得）
5. 本部0号楼西篮球场（24小时）：篮球（限流管理，无需预约，先到先得）
6. 国福路田径场（田径：5:00-7:30、11:45-13:15、20:00-22:30，足球：18:00-20:00）：
足球（需网上预约后使用）
田径（限流管理，无需预约，先到先得）
7. 正大体育馆（周一至周五12:00-13:00、19:00-22:00，周六13:00-22:00，
周日8:00-22:00）：羽毛球（需网上预约后使用）
8. 南区网球场（周一至周五18:00-22:00，周六至周日8:00-22:00）：
网球（需网上预约后使用）
9. 南区游泳池（仅暑期7-8月开放；日场9:00-11:30、15:00-17:30，夜场18:00-20:30）：
游泳（限流管理，无需预约，先到先得）
10. 南区健身房（周一至周五11:45-13:15、18:00-22:00，周六至周日8:00-22:00）：
健身器材（限流管理，无需预约，先到先得）
11. 南区乒乓房（周一、周三、周五12:00-13:00，周四12:00-13:00、18:00-21:00，
周六12:00-21:00，周日8:00-19:00）：乒乓球（需网上预约后使用）
12. 南区室外篮排球场（周一至周五6:00-7:30、11:45-13:15、17:00-22:00，
周六至周日6:00-22:00）：篮球、网球（限流管理，无需预约，先到先得）
13. 南区田径场（5:00-7:30、11:45-13:15、18:00-22:30）：田径（限流管理，无需预约，先到先得）
14. 国权路运动场（8:00-18:00）：网球（限流管理，需网上预约后使用）




1. 室外体育场（5:00-23:00）：
田径、篮球、排球、足球（限流管理，无需预约，先到先得）
2. 网球场（8:00-22:00）：
网球（需网上预约后使用）
3. 综合体育馆（8:00-22:30）：
篮球、排球、羽毛球、网球、乒乓球（需网上预约后使用）
健身房、多功能厅（限流管理，无需预约，先到先得）
游泳馆（日场9:00-17:00、夜场17:00-21:00）：
游泳（限流管理，无需预约，先到先得）







# 使用说明

## User Manual

四校区室内健身房及室外田径场、篮球场、排球场，邯郸北区体育馆（舞蹈房）、邯郸本部室外体育场（足球）、江湾综合体育馆（多功能厅）、枫林综合体育馆（舞蹈房）、枫林田径场（足球）根据体育资源和器材配备情况限流管理，无需预约，先到先得。

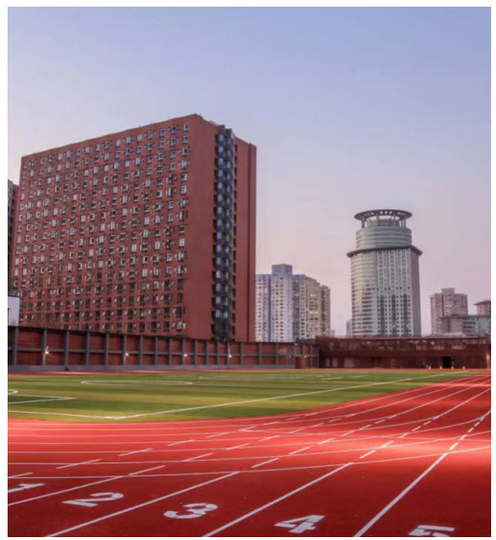
No reservations are required for the following facilities: indoor fitness centers and outdoor track-and-field grounds, basketball courts, and volleyball courts on all four campuses; the dance studio at the North District Gymnasium on Handan Campus; the soccer field at the Handan Main Campus Outdoor Sports Field; the multipurpose hall at Jiangwan Campus Stadium; the dance studio at Fenglin Campus Gymnasium; and the soccer field at Fenglin Track-and-Field Ground. These facilities are available on a first-come, first-served basis, subject to capacity limits and the availability of space and equipment.

邯郸北区体育馆（羽毛球、篮球、排球、乒乓球）、邯郸本北高速室外体育场（网球）、邯郸正大体育馆羽毛球场、邯郸南区室外网球场、邯郸国福路田径场（足球）、邯郸国权路室外网球场、邯郸南区乒乓房、江湾综合体育馆（羽毛球、网球、篮球、排球、乒乓球）、江湾室外网球场、枫林学生活动中心（羽毛球场、乒乓球）、枫林综合体育馆（篮球）、张江学生活动中心（羽毛球、乒乓球）、张江室外网球场实行预约管理。

Reservations are required for the following facilities: North District Gymnasium, Handan Campus (badminton, basketball, volleyball, and table tennis); Outdoor Tennis Courts near Handan Main-North Road; badminton courts at Zhengda Gymnasium; South District Outdoor Tennis Courts; Guofu Road Track and Field (soccer); Guoquan Road Outdoor Tennis Courts; South District Table Tennis Room; Jiangwan Campus Stadium (badminton, tennis, basketball, volleyball, and table tennis); Jiangwan Campus Outdoor Tennis Courts; Fenglin Student Activity Center (badminton and table tennis); Fenglin Campus Gymnasium (basketball); Zhangjiang Student Activity Center (badminton and table tennis); and Zhangjiang Outdoor Tennis Courts.

江湾游泳馆、枫林游泳馆、南区游泳池可凭本人一卡通（教师卡、学生卡、临时卡）刷卡收费入场，无需预约。进入泳池需先冲淋，佩戴好泳帽，心脏病、高血压、传染性疾病患者请勿入内，饮酒后禁止进入，1.2 米以下儿童需由监护人陪同。

The Natatorium on Jiangwan, Fenglin campus and in the south residential quarter of Handan Campus can be accessed by the campus card (Teacher Card, Student Card, or Interim Card) without the need of reservation. Before entering the natatorium, please shower first, and wear a swimming cap. Individuals with heart disease, high blood pressure, or infectious diseases are not allowed to enter. It is prohibited to enter after drinking alcohol. Children below 1.2 meters must be accompanied by a guardian.



# 个人预约指南

## Venue Reservation

师生可登录 eHall 网上办事大厅（http://ehall.fudan.edu.cn）或“复旦 eHall”微信小程序，选择“体育场馆个人预约”业务。选择目标校区、场馆后，选择具体预约时间。

Faculty, staff, and students may log in to the eHall portal (http://ehall.fudan.edu.cn) or use the Fudan eHall WeChat Mini Program. Select “体育场馆个人预约” (“Individual Sports Facility Reservation”), then choose the campus, facility, and reservation time.

**体育场馆网上预约管理规定（试行）：**

**Interim Rules for Online Sports Facility Reservations:**

1.预约系统全时开放 3 天内的场馆预约服务，每日上午 7:00 以后可以预约最新开放的场馆资源。

1.The reservation system is available around the clock for bookings within the next three days.



Beginning at 7:00 a.m. each day, users may book facilities for the newly released date.

2. 每一预约人同一天的同一时段只能预约 1 个场次。

2.A user may reserve only one facility slot for any given time period on a given day.

3. 同一预约人最多可同时预约 3 个场次。

A user may hold no more than three active reservations.

4. 预约人不可使用脚本、插件等第三方程序软件进行场地查询、预约等操作。

4.It is prohibited to use scripts, plug-ins, and other third-party software to search for or reserve facilities.

5. 预约成功后，预约人在使用场馆时应提前 15 分钟至现场出示二维码进行签到确认。

5.Arrive 15 minutes early and present the reservation QR code on site to check in.

6. 对于未能签到确认的预约人，过时则视为一次未使用记录，并减少一次场地预约权限。

6.Failure to check in by the scheduled time will be recorded as a no-show, and one booking credit will be deducted.

7. 预约成功后，预约人不可将场地以任何形式转让。

7.Reservations may not be transferred in any form.

8. 预约成功后，预约人可在实际开始时间之前随时在预约系统中撤销该预约。

8.A reservation may be canceled in the system at any time before its scheduled start time.

9. 预约人在半年内出现 3 次预约成功未使用记录、违反体育场馆规定以及采取不正当方式违规预约后，系统将关闭其随后半年的预约权限，关闭期结束预约权限恢复。

9.If, within six months, a user accumulates three no-shows, violates sports facility rules, or makes a reservation through improper means, the user’s reservation privileges will be suspended for the following six months. Privileges will be restored when the suspension ends.

**预约签到地点：**

**Reservation Check-In Locations:**

邯郸校区：正大体育馆（南区），电话：55664996；北区体育馆（北区），电话：65642128。

Handan Campus: Zhengda Gymnasium (South District), tel. 55664996; North District Gymnasium, tel. 65642128.

江湾校区：江湾综合体育馆，电话：31242035；江湾校园生活服务平台（校车站点西侧），电话：31245888。

Jiangwan Campus: Jiangwan Campus Stadium, tel. 31242035; Jiangwan Campus Life Service Center (west of the campus shuttle stop), tel. 31245888.

枫林校区：枫林综合体育馆，电话：54237917；枫林学生活动中心，电话：54237123。

Fenglin Campus: Fenglin Campus Gymnasium, tel. 54237917; Fenglin Student Activity Center, tel. 54237123.

张江校区: 张江食堂三楼物业体育馆值班室，电话：50391398。

Zhangjiang Campus: Sports Facilities Duty Office, Facilities Management, third floor of Zhangjiang Dining Hall, tel. 50391398.

## 集体预约指南

## Group Reservation Guide

在职教职工可通过“体育场馆集体借用”服务进行集体活动预约。登陆 eHall 网上办事大厅（http://ehall.fudan.edu.cn），选择“体育场馆集体借用”业务，按实际情况填写场地借用信息，审批完成后按时到场活动。

Faculty and staff may reserve facilities for group activities through “体育场馆集体借用” (“Group Use of Sports Facilities”). Log in to the eHall portal (http://ehall.fudan.edu.cn), select the service, enter the requested facility information for approval.

如需集体借用游泳馆 / 池，教职工可通过“文体类专业公共场馆”服务进行预约。登陆 eHall 网上办事大厅（http://ehall.fudan.edu.cn），选择“文体类专业公共场馆”业务，仔细阅读场馆使用及管理说明和收费标准，按实际情况填写场地借用信息并按要求上传相应材料，审批完成后将有专人对接场馆具体使用需求，请保持联系电话畅通。

To reserve a swimming facility for group use, faculty and staff may use “文体类专业公共场馆”("Specialized Public Cultural and Sports Facilities"). Log in to the eHall portal (http://ehall.fudan.edu.cn), select the service, carefully review the facility rules and fee schedule, enter the requested facility information, and upload the required materials. After approval, a staff member will call you to coordinate the use of the facility. Please ensure that you can be reached by phone.

特别提醒：

**Important Notes:**

1. 体育场馆优先保证学校体育教学使用，场地空余时段可接受集体活动使用申请，使用单位需在本学期内提出申请。

1. Sports facilities are first and foremost used for scheduled physical education classes. Applications for group use may be submitted for available time slots, but only for dates within the current semester; requests may not be made for a subsequent semester.

2. 体育场馆遵循“先预约先办理”的原则安排使用，已申请活动与学校重大活动冲突时，须服从学校安排。

2. Facility use is arranged on a first-requested, first-processed basis. If an approved activity conflicts with a major University event, University arrangements take precedence.

3. 体育场馆使用单位必须保证场馆申请单位和使用单位一致，严禁转租转借。

3. Subleasing or lending is prohibited.

4. 体育场馆不允许存在商业活动、私自教学活动或有赞助单位参与，欢迎师生共同监督。

4. Commercial activities, unauthorized instruction, and activities involving sponsors are not permitted in sports facilities. Faculty, staff, and students are encouraged to report violations.

5. 如需变更活动内容或活动时间，请及时联系体育场馆管理方，反复取消和违约将被视情况暂停借用资格。

5. To change an activity or its scheduled time, contact facility management. Repeated cancellations or violations may result in suspension of reservation privileges.

6. 学校各单位或学生社团使用部分体育场馆及附属设施，均须根据学校制定的收费标准承担相应费用。

6. The schools, departments, administrative offices and student organizations must pay the applicable fees for using sports facilities.

7. 体育场馆使用单位须负责对活动内容审核把关，落实安全责任，遵守场馆使用规定。

7. The schools, departments, and administrative offices must review and approve the activity in application, fulfill its safety responsibilities, and comply with all facility rules.

# 5、快递服务指南
# Mail Service

学校目前在四校区共设 10 个快递站点，可为师生提供便捷高效寄取快递服务，具体信息如下。

Fudan University currently has 10 mail service stations and on its 4 campuses, serving students and faculties. The detailed information is as follows.

## 四校区快递中心联系方式

## Contact Numbers of the Courier Stations on 4 Campuses

| 校区<br>Campus | 联系电话<br>Contact Number |
|---|---|
| 邯郸校区快递中心<br>Mail service station on Handan Campus | 18918115187 |
| 江湾校区快递中心<br>Mail service station on Jiangwan Campus | 15108120446 |

| 校区<br>Campus | 联系电话<br>Contact Number |
|---|---|
| 枫林校区快递中心<br>Mail service station on Fenglin Campus | 13761456561 |
| 张江校区快递中心<br>Mail service station on Zhangjiang Campus | 15549487022 |






邯郸快递中心（主站）
地点：北区三角地（近体育馆南门）

营业时间：9:00-19:00

Mail service station on Handan Campus (Main station)
Location: Near the south gate of the stadium in the north residential quarter of Handan Campus
Opening hours: 9:00 a.m. - 7:00 p.m.





邯郸快递中心（本部分站）
地点：本部零号楼外空地
营业时间：9:00-19:00

Sub-station on Handan Campus
Location: Outside Building No. 0 on Handan Campus
Opening hours: 9:00 a.m. - 7:00 p.m.



邯郸快递中心（南区分站）
地点：松花江路 2500 号
营业时间：9:00-19:00

Sub-station in the south residential quarter of Handan Campus
Location: No. 2500, Songhuajiang Road
Opening hours: 9:00 a.m. - 7:00 p.m.



邯郸快递中心（东区分站）
地点：东区杨咏曼楼西北侧
营业时间：9:00-19:00

Sub-station in the east residential quarter of Handan Campus
Location: Northwest of Yang Yongman Building in the east residential quarter of Handan Campus
Opening hours: 9:00 a.m. - 7:00 p.m.






江湾生活园区快递中心
地点：国政路 6 号
营业时间：9:00-19:00

Courier station in Jiangwan residential area
Location: No. 6, Guozheng Road
Opening hours: 9:00 a.m. - 7:00 p.m.



江湾校区快递服务中心
地点：2 号门北侧
营业时间：9:00-19:00

Mail service station on Jiangwan Campus
Location: North of Gate No.2
Opening hours: 9:00 a.m. - 7:00 p.m.







枫林快递中心（总站）
地点：西苑综合体育馆南侧
营业时间：9:00-19:00

Mail service station on Fenglin Campus (Main Station)
Location: South of the Administrative Gymnasium in the residential area of Fenglin campus
Opening hours: 9:00 a.m. - 7:00 p.m.




枫林快递中心（护理学院分站）
地点：护理学院 8 号楼东南侧
营业时间：9:00-19:00

Mail service station on Fenglin Campus (Sub-station in the School of Nursing)
Location: Southeast of Building No. 8, School of Nursing.
Opening hours: 9:00 a.m. - 7:00 p.m.








张江快递中心（主站）
地点：张江生活组团 2 号楼一层
营业时间：9:00-19:00

Mail service station on Zhangjiang Campus (Main station)
First Floor, Building 2, Zhangjiang Campus Residential Complex
Opening hours: 9:00 a.m. - 7:00 p.m.



张江快递中心（二期分站）
地点：张江校区二期 4 号门内北侧
（建设中，预计年底投入使用）

Zhangjiang Campus Package Center (Phase II Location)
North side, just inside Gate 4 in the Phase II area of Zhangjiang Campus
Under construction, expected to be put into use by the end of the year.

## 取件流程

## Pick-up

**快递站点取件：**

**Pick-up at the mail service station:**

1. 提前扫码下载“菜鸟 APP”，下载完成后，领取身份码。

1. Scan the QR code in advance to download the "Cainiao" APP. You will obtain your identity code.



2. 收到取件短信通知后（取件码包括三组数字：货架号 - 层号 - 货号），前往驿站拿取包裹。

2. After receiving the Pick-up notification message (the Pick-up code consists of three sets of numbers: shelf number - layer number - item number), go to the station to claim the parcel.

3. 把手机身份码和包裹一起放置在驿站出库仪上指定位置，即可完成校验出库。

3. Place the mobile phone with identity code on the screen and the parcel together in the designated position on the station's outbound verification device to check-out.

## 问答提示

## Q&A

**1．如果找不到包裹怎么办？**

**1. What should I do if I can't find my parcel?**

各快递中心设有咨询服务台，如找不到包裹可在现场咨询，或直接拨打取件短信上的联系方式。

Each mail service station has a service counter. If you cannot find your package, you can consult on-site or dial the number provided in the pick-up message to contact your deliverer.

**2．如果包裹拿错了怎么办？**

**2. What should I do if I took the wrong package?**

取包裹时请仔细核对信息，若不慎拿错请放归原处，或者交给工作人员。若误领包裹已拆，请拿到咨询服务台进行归还。

Please double check the name and address before you pick up. If you accidentally take the wrong one, please return it to its original place or hand it over to the staff. If the parcel is already opened, please take it to the service counter for return.

**3．如在非营业时间有需要紧急领取的包裹怎么办？**

**3. What should I do if there is a parcel to collect during non-opening hours?**

快递中心营业时间已列出，如果在非营业时间却有领取包裹的需求可拨打对应校区快递中心联系方式，工作人员会尽量帮您领取快递。

The opening hours of each mail service station are listed above. If there is a need to collect parcel during non-opening hours, please contact the corresponding mail station. The staff will try their best to help you collect the parcel.

**4．拆开的快递包装怎么处理？**

**4. What should I do with the boxes or bags?**

快递中心设有快递包装回收区域，您可以把拆开后废弃的快递包装放置在回收箱里。温馨提示：丢之前记得把涉及个人信息的快递标签撕掉哦～

Each mail center has a designated area for package recycling. You can place the boxes and bags in the recycling bin. For privacy protection, please remember to remove the labels with your personal information.

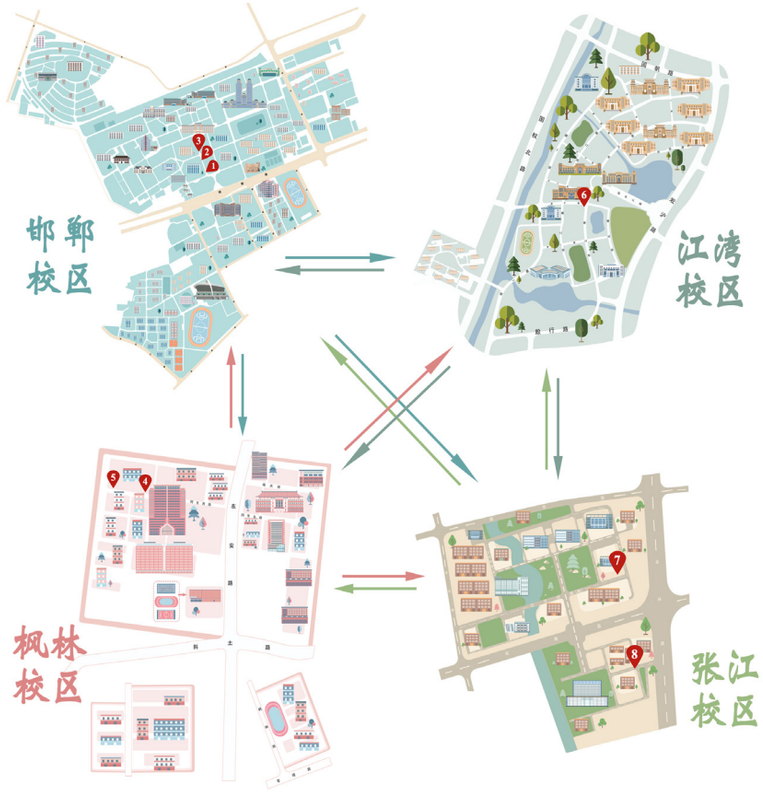


# 6、校车服务指南
# Shuttle Bus Service

为满足师生跨校区学习科研交流通勤需要，四校区共开设邯郸 - 江湾、邯郸 - 枫林、邯郸 - 张江、江湾 - 张江、张江 - 枫林、江湾 - 枫林 6 条校车运行线路，师生可根据个人需求刷卡乘车。

To meet the commuting needs of faculty and students between different campus, a total of six campus bus routes have been set up: Handan-Jiangwan, Handan-Fenglin, Handan-Zhangjiang, Jiangwan-Zhangjiang, Zhangjiang-Fenglin, and Jiangwan-Fenglin. faculty and students can show their ID cards to take the bus.

## 四校区校车服务
## Shuttle Bus Services Between Four Campuses




**邯郸校区上车地点**

1 邯郸-江湾
日月西路近理科图书馆

2 邯郸-张江
日月西路近理科图书馆

3 邯郸-枫林
老化学楼东侧

**枫林校区上车地点**

4 枫林-邯郸
西苑8号楼东南侧

5 枫林-张江
枫林-江湾
西苑8号楼西南侧

**江湾校区上车地点**

6 江湾-邯郸 | 江湾-张江
江湾-枫林
校区宣传栏

**张江校区上车地点**

7 张江-邯郸
微电子楼南侧

8 张江-枫林
二期化学实验楼南侧

## 问答提示

## Q&A

**1．乘坐校车需要刷一卡通吗？**

**1. Is a campus card required to take the shuttle bus?**

乘客本人需凭一卡通（教师卡、学生卡）刷卡乘车，不得出借、伪造、冒用。

Yes, a campus card required to take the shuttle bus.

Passengers must use their own campus card to board the shuttle bus. It's strictly prohibited to lend, counterfeit, or use someone else's card. Offenders will face consequences for such actions.

**2．如何获取校车时刻表？**

**2. How to check the shuttle bus schedule?**

获取校车时刻表主要有 4 个途径：

There are 4 ways to check the shuttle bus schedule:

1）关注“复旦总务”微信公众号进行查询；

1) Follow the "General Affairs Department of Fudan University（复旦总务）" WeChat official account for schedule updates.

2）登陆总务处网站（zongwuchu.fudan.edu.cn），在首页“常用服务”中即可查询；

2) Visit the official website of the General Affairs Department (zongwuchu.fudan.edu.cn), and find the schedule in the "Common Services" section on the homepage.

3）校车站点设置有站牌，会显示对应线路校车时刻；

3) Check the schedule for specific bus routes at the shuttle bus stops.

4）登陆 eHall 办事大厅，搜索“校车时刻表”服务，即可查询。

4) Log in to eHall, access the "shuttle bus schedule（校车时刻表）" service and check the schedule.

温馨提示：节假日及新学期，校车时刻会调整变动，请及时关注总务处相关通知公告哦～

Note: There may be some alternations of the shuttle bus schedule during holidays and at the start of a new semester. Stay updated by following the WeChat official account of General Affairs Department for any schedule changes.

**3．乘坐校车时禁止携带哪些物品？**

**3. What items are prohibited on the shuttle bus?**

为了您和车上乘客安全，乘坐校车严禁携带危险物品和实验室药品，试剂及小动物等。

For the safety of all passengers, pets and dangerous items including laboratory drugs and reagents are not allowed on the shuttle bus.

**4．如有个人物品不慎遗失在校车上，如何寻找？**

**4. What should I do if my personal belongings is lost on the shuttle bus?**

如有个人物品不慎遗失在校车上，可致电校车运行监督电话：65640000 联系寻找。若对校车运行有意见建议，也可拨打该电话反映情况。

If you've lost personal belongings on the shuttle bus, please contact us at 65640000 for help. We also welcome any suggestions you may have regarding the shuttle operation.

**5．如乘车时遇到身体不适情况怎么办？**

**5. What should I do if I feel unwell during the ride?**

如乘车时遇到呕吐等身体不适情况，请第一时间告知驾驶员。同时，车辆也配有呕吐袋及医疗包。

If you experience nausea or any sickness during the ride, please inform the driver immediately. Additionally, the bus is equipped with vomit bags and medical kits for emergencies.



# 7、新能源汽车充电服务指南
# New Energy Vehicle Charging

## 邯郸校区新能源汽车充电桩地图（共计 140 个）

## Handan Campus New Energy Vehicle Charging Pillars Map (Total of 140)




1. 邯郸校区北区三角地

1. North Triangle Area, Handan Campus

2. 复旦源地下车库

2. Fudan Origins Underground Parking Garage

3. 邯郸校区逸夫科技楼南侧停车场

3. South Parking Lot of Yifu Science and Technology Building, Handan Campus

4. 邯郸校区科学楼南侧停车场

4. South Parking Lot of the Science Building, Handan Campus

5. 邯郸校区微电子楼北侧停车场

5. North parking lot of the Microelectronics Building at Handan Campus

6. 邯郸校区光华楼地下车库

6. Handan Campus Guanghua Building Underground Parking Lot

7. 邯郸校区新闻学院变电站西侧停车场

7. Handan Campus, West Side Parking Lot of the School of Journalism

8. 邯郸校区物理楼南侧停车场

8. South parking lot of the Physics Building at Handan Campus

9. 邯郸校区保卫处停车场

9. Handan Campus Security Office Parking Lot

10. 邯郸校区文科楼西北侧停车场

10. Parking lot on the northwest side of the Humanities Building at Handan Campus

11. 袁天凡、慧敏校园地下车库

11. Francis and Rose Yuen Campus Underground Parking Garage

12. 邯郸校区正大体育馆停车场

12. Handan Campus Zhengda Gymnasium Parking Lot

13. 邯郸校区政修路停车场

13. Handan Campus, Zhengxiu Road Parking Lot

## 江湾校区新能源汽车充电桩地图 （共计 142 个）

## Map of New Energy Vehicle Charging Pile at Jiangwan Campus (142 in total)




1. 江湾生活园区地下车库

1. Jiangwan Residential Area Underground Parking Lot

2. 江湾校区综合地下停车场

2. Jiangwan Campus Central Underground Parking Garage

3. 发育生物所

3. Developmental Biology Institute

4. 实验物资站停车场

4. Laboratory Supplies Station Parking Lot

5. 二号交叉学科楼地下车库

5. Second Interdisciplinary Building Underground Parking Lot

6. 化学楼地下停车场

6. Chemistry Building Underground Parking Lot

7. 先进材料楼地面

7. Advanced Materials Building Ground Floor

8. 一号交叉学科楼地下车库

8. Interdisciplinary Building One Underground Parking Lot

9. 环境科学楼地下停车场

9. Environmental Science Building Underground Parking Lot

10. 上海数学中心地下停车场

10. Shanghai Mathematics Center Underground Parking Lot

11. 物理楼、生命科学楼地面

11. Physics Building, Life Science Building Ground

12. 行政楼 B2 地下车库

12. Administrative Building B2 Underground Parking Lot

13. 后勤楼

13. Logistics Building

14. 综合体育馆

14. Sports Complex



## 张江校区新能源汽车充电桩地图 （共计 155 个）

## Map of New Energy Vehicle Charging Pillars at Zhangjiang Campus (155 in total)




1. 二号科研楼地下车库

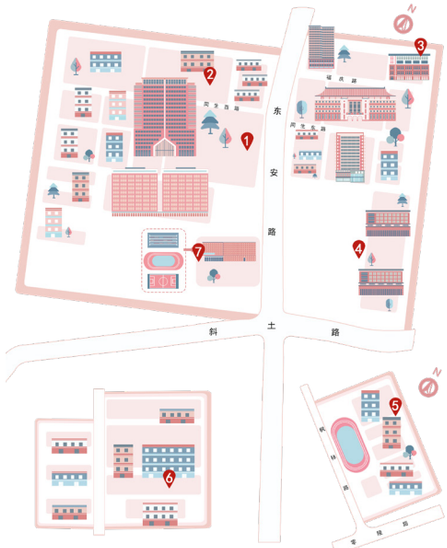
1. Research Building 2 Underground Parking Garage

2. 三号科研楼地下车库

2. Research Building 3 Underground Parking Garage

## 枫林校区新能源汽车充电桩地图（共计 69 个）

## Map of New Energy Vehicle Charging Pile at Fenglin Campus (69 in total)




1. 枫林校区西苑地下停车场

1. West Campus Underground Parking Lot, Fenglin Campus

2. 西 7 号楼北侧停车场

2. Parking Lot north of West Building 7

3. 枫林校区一号科研楼《复星楼》地下一楼停车场

3. Underground parking lot on the first floor of Building 1, "Fuxing Building," Fenglin Campus

4. 二号科研楼 B 楼西侧停车场

5. 枫林校区护理学院 5 号宿舍楼北

5. North of Nursing College Dormitory 5, Fenglin Campus

6. 枫林校区放医所 1 号楼南

6. South of Institute of Radiation Medicine Building 1, Fenglin Campus

7. 综合体育馆西侧停车场

7. Parking Lot west of the Comprehensive Gymnasium

## 新能源汽车充电如何理手续？

## What's the procedure of charging new energy vehicles?

只要关注“复旦总务”微信公众号，在“总+服务”中选择“新能源车充电”弹出“复旦智慧充电”小程序即可充电。

1. Follow "General Affairs Department of Fudan University ( 复旦总务 )" WeChat account. 2. Upon accessing the account, navigate to the "General Services ( 总+服务 )" section and select "New Energy Vehicle Charging ( 新能源车充电 )". 3. A "Fudan Smart Charging ( 复旦智慧充电 )" mini-program will pop up, allowing you to charge your vehicle.




## 如何充电？

## How to charge?

**充值 / 开通**

**Recharge / Activate**

寻找空闲充电桩→扫码→解锁→插入充电桩进行充电；

Find available charging piles → Scan the QR code → Unlock → Insert the charging pile for charging

若车端充电接口离充电桩位置较远，可先插好枪，再扫码解锁（成功率更高）。

If the charging port of the vehicle is far away from the charging pile, you can first plug in the charging gun and then scan the code to unlock (higher success rate).

**解锁成功**

**Unlock the device**

解锁成功→原地逗留 1 分钟→观察屏幕显示数据电流快速上升 10~30A →充电成功。

Unlock the device → Wait for 1 minute → Observe the screen until it displays electric current rapidly rising 10 to 30A → Vehicle successfully charged.

**充满结算**

**Payment**

电池完全充满→自动结束充电结算→打开“复旦智慧充电”小程序“待支付”订单→支付。

When the battery is fully charged, the charging will stop automatically, and a bill will be generated. To proceed with payment, open the "Fudan Smart Charging" mini-program, select "Order for Payment," and complete the payment process.

提前结束充电→点击[ 结束充电 ]→待支付( 使用一卡通充值不会发生 )。

To end charging in advance, click on "End Charging ( 结束充电 )." Payment will be pending (no charge will occur if using the campus card to top up).

## 如何查找空闲充电桩？

## How to find available charging piles?

复旦总务公众号→总·服务→新能源车充电→首页地图查找空余充电桩→蓝色图标有空余、灰色图标无空余充电桩。

Fudan General Affairs Official Account → General Services → New Energy Vehicle Charging → Map at the Home Page for Available charging piles → Blue icons indicate availability, gray icons indicate no availability of charging piles.

四校区新能源汽车充电桩分布地图见图。

Map of Smart Charging Piles



1、需要开启手机定位才能正常显示充电桩地图。

1. The phone's location services should be enabled in order to display the charging pile map.

2、充电桩地图仅显示充电桩工作状态，是否存在车位被占用、未拔枪等情况以现场为准。

2. The charging pile map only displays the status of the charging piles. The charging service maynot be used in case the parking spaces are occupied.

**如何充值？**

**How to top up?**

第一次扫充电桩的码会弹出登录信息，使用复旦大学 UIS 账号和密码（即您登陆 ehall 的账号和密码）进行验证。在正式解锁充电之前，请先往账户充值或者开通“一卡通支付”（推荐使用“一卡通支付”）。

The first time you scan the charging pile's code, a login information will pop up. Use your Fudan University UIS account and password (the same as your ehall account and password) for verification. Before starting charging, please top up your account or activate "Campus Card Payment" (recommended to use "Campus Card Payment").

**账户充值**

**Top up the account**

个人中心→账户余额→充值→输入金额去支付→复旦信息办微信公众号→个人中心支付平台→支付成功。

The first time you scan the charging pile's code, a login information will pop up. Log in with your UIS account and password (the same as your eHall account and password) . Before starting charging, please top up your account or activate "Campus Card Payment" (recommended to use "Campus Card Payment").

**首次使用**

**First time use**

首次使用开通“一卡通支付”功能，无需单独充值，只需保证一卡通余额大于预扣金额即可，或在个人中心“支付管理”中开通，即可充电。

To activate the "Campus Card Payment" function for the first time, you don't need to add funds right away. Just make sure you have sufficient balance available, or activate it in the "Payment Management" section of your personal center to start charging.

## 如何退款？

## How to get a refund?

充电小程序的账户余额可以带着一卡通到生活服务平台（建议到邯郸生活服务平台）开退费单，到学校财务处办理退款。

You can go to the service office (Handan service office recommended) with your campus card to apply for a refund , and process the refund at the school's financial office.

## 常见问题

## Q&A

**Q1：是否可以开具充电发票？**

**Q1: Can I request an invoice for charging?**

A: 学校充电的费用直接进入校财务账户，收费标准也是按学校支付的电费单价收取，并无加收任何费用，因此根据学校财务规定，不能开具发票。

A: The payment for campus charging is deposited directly into the school's financial account. Charging fees are determined by the school's electricity unit price and do not include any service fees. Consequently, as per the school's financial regulations, invoices cannot be issued.

**Q2：我的车市面的较少，学校的充电桩是否可以使用？**

**Q2: Will my vehicle, which has a rare type, be compatible with the campus charging stations?**

A: 只要车辆有国标交流充电接口（慢充）均可以使用。

A: As long as your vehicle is equipped with a national standard AC charging interface (slow charging), it should be compatible.

**Q3：身份认证时提示密码错误**

**Q3: What to do when there's a password error during identity authentication?**

A: 咨询信息办 65643207/65643247

A: Please consult the Information Office at 65643207/65643247

**Q4：非编员工是否可以使用学校的充电桩**

**Q4: Can non-staff members use the school's charging piles?**

A: 只要能通过学校 UIS 身份认证，均可以使用学校的充电桩。

A: As long as you can pass the school's UIS identity authentication, you can use the charging piles.

## 常见故障问题解答

## Common troubleshooting solutions

**Q1：看到充电桩闪烁红灯，屏幕上显示“急停保护，暂停充电”，如何解决？**

**Q1: What to do when the charging pile's red light is flashing and the screen displays "Emergency stop for protection, charging suspended"?**

A: 找到充电桩上方红色按钮，轻轻提起的同时，按照顺时针旋转，待充电桩变成蓝色就可以正常使用。

A: Find the red button above the charging pile, gently lift it while rotating it clockwise, and wait for the charging pile to turn blue before it can be used normally.

**Q2：扫码充电没有反应？**

**Q2: What to do when the charging pile doesn't respond to the scanning?**

A: ①再次插入充电枪，确定充电枪与车辆充电口完全连接到位确认枪头触点按钮完好无损、行程正常、闭合断开声音清脆；

A: ① Reinsert the charging gun, make sure the charging gun is fully connected to the vehicle's charging port. Confirm that the contact button on the gun head is intact, the stroke is normal, and the closing and opening sound is clear.

②更换一个充电桩充电，排除车辆自身问题；

② Try another charging pile to make sure there is no issue with the vehicle itself.

③关闭微信，重新打开微信，再打开“复旦智慧小程序”，按照充电步骤再操作一遍。

③ Close WeChat and then reopen. Open the "Fudan Smart Mini Program" again. Follow the charging steps and repeat the operation.

**Q3：扫码显示“当前充电桩不在空闲状态”**

**Q3: What to do when "The current charging pile is not available" is displayed after scanning the QR code.**

A: 观察屏幕右下角是否提示“正在联网”？

A: Check if there's a prompt in the bottom right corner of the screen showing "Connecting to the internet"?

①若是，可以按下顶上急停按钮，在拔起顺时针转一圈，屏幕右下角显示充电桩即恢复正常，过 1-2 分钟再扫码。如果屏幕仍提示“正在联网”，可在车主群或致电：65640000 反映。

① If so, press the emergency stop button on the top, turn it clockwise for one circle. The bottom right corner of the screen would display the charging pile to restore normal operation, and then scan the code again after 1 to 2 minutes. If the screen still shows "Connecting to the network", you can report it in the car owner group or call 65640000 for assistance.

②若屏幕右下角是正常显示充电桩编号，则可能网络有延迟，可过 1-2 分钟再尝试扫码，如仍不能解决，可在车主群或致电：65640000 反映。

① If otherwise the charging pile number is displayed normally in the bottom right corner of the screen, there may be a delay in the network. You can try scanning the code again after 1 to 2 minutes. If the problem still cannot be resolved, you can report it in the car owner group or call 65640000 for assistance.

**Q4：扫码提示“您正在使用其他充电桩”**

**Q4: What to do when a prompt "You are using another charging pile" pops up after scanning?**

A: 可在车主群或致电：65640000 反映，并告知工作人员自己的工号。

A: You can report in car users' Wechat group or call 65640000, and inform the staff of your uinversity identification number.

**Q5：扫码提示“您有未支付订单”**

**Q5: What to do when a prompt "You have unpaid bills" pops up after scanning?**

A: 可在充电小程序主页面点击右下角人头图形，进入“个人中心”，点击“充电记录”找到待支付的订单支付完毕即可。

A: You can click on the person icon in the bottom right corner of the charging mini program's main page to enter the "Personal Center". Click on "Charging Records" to find the pending bill and complete the payment.

**Q6：小程序提示“网络错误”**

**Q6: What to do when a prompt "Network error" pops up in the mini program after scanning?**

A: 特殊时期，当手机移动网络无法正常使用“复旦智慧充电”小程序时，请使用校园 wifi 连接，并关闭手机移动网络扫码充电。

A: When the mobile network cannot be used properly with the "Fudan Smart Charging" mini program, please connect to the campus Wi-Fi and turn off the mobile network to scan and charge.

**Q7：充电桩黑屏怎么处理？**

**Q7: What to do when the screen of charging pile is dead?**

A: 可在车主群或致电：65640000 反映。

A: You can report in car users' Wechat group or call 65640000.

**Q8、充满电后枪头拔不下来怎么办？**

**Q8: What to do if the charger cannot be pulled out after fully charged?**

A: 先确认车辆是否处在车锁打开的状态，如果车锁已打开，按住枪头的锁扣先往里推再往后拔。如还不能解决，电话：65642000 或者在车主群内反映。

A: First, confirm whether the vehicle is in the state of the lock being open. If the lock is already open, press and hold the lock button on the nozzle, push it inward, and then pull it backward. If the problem can not be resolved, please call 65642000 or report in car users' Wechat group or call 65640000.

## 实用建议分享

## Tips

新能源车充电桩可以先插抢，再扫码解锁，更容易操作成功。

To operate smoothly, plug in the connector first and then scan the code to unlock.

充电完成，待订单支付完成后，再拔枪，标准操作更安全。

After charging is complete, it's safer to unplug the connector only after completing the payment for

the order, following standard procedure.

充满电后，出现即使支付了枪头也拔不下来的情况，需要先把车辆门解锁，然后就可以拔出枪头。

If you're unable to remove the connector after payment, unlock the vehicle's door first, then remove the connector.

有些车型可以在锁车的同时不锁定充电口，这样出现充满电后人没有及时来的情况，别人可以自己把充电枪从车上拔下来充电，从而提高充电桩的利用率。

Some car models allow the charging port to remain unlocked while the vehicle is locked. In such cases, if the vehicle is fully charged and the owner is absent, others can remove the charging connector, increasing the charging pile's utilization rate.

请勿跨车位充电，充电后请检查枪头是否放回到充电桩原位，车辆周围有无充电线环绕，确认无误后再将车辆驶离。

Avoid charging across parking spaces. After charging, ensure the charger is returned to its original position on the charging pile. Also, check for any charging cables around the vehicle before driving away.

## 服务信息

1. 设备报修电话：021-65640000.

Maintenance Request Hotline: 021-65640000.

2. 技术服务支持：18964911878.

Technical Support: 18964911878.

## 注释

## Note

电价标准参照《上海市发展改革委关于本市居民生活用电试行阶梯电价实施方案的通知》（沪价管【2012】20 号）以及上海市物价局关于进一步规范居民生活电价适用范围的通知（沪价管【2015】13 号）不享受分时电价；

The electricity price is set according to the guidelines in the "Notice of the Implementation Plan for Tiered Electricity Pricing for Residential Use in Shanghai" (Shanghai Price Regulation [2012] No. 20) and the notice from the Shanghai Price Bureau regarding further standardizing the scope of application of residential electricity prices (Shanghai Price Regulation [2015] No. 13).Off-peak tariffs are not applicable.

目前暂时只收电费，不收服务费。

Only electricity fees are charged, with no additional service fees.

复旦大学新能源汽车充电桩使用指南
可扫描下方二维码查看



# 8、电动自行车充电服务指南
# Electric Bicycle Charging

各位新复旦人：为响应国家“双碳”目标，请尽量绿色出行，步行或自行车更低碳哦。目前，四校区共装 2276 个电动自行车智能充电插座，安装量位列上海高校第一。电动自行车无需每天充电，使用充电系统查询合适的充电点错峰充电，助力爱车出行无忧。

Dear new FDUers,

In support of national carbon peaking and carbon neutrality goals, we promote environmentally friendly transportation options such as walking and cycling. To facilitate this, Fudan University has installed 2,276 smart charging sockets for electric bicycles across our four campuses, ranking first among Shanghai universities. Utilize our online charging system to find convenient charging points. Join us in embracing eco-friendly commuting!

## 分布位置

## Charging Socket Locations

具体的电瓶车充电插座分布位置可参见“充电插座查询”模块。在充电插座查询界面中可通过地图查询周围充电插座的位置信息，在充电插座列表中可查看充电插座是否空闲，点击右侧的定位图标可跳转到高德地图进行导航。

For specific locations of electric bicycle charging sockets, refer to the "Charging Socket Search" section. This interface includes:

1. “地图”：在地图上可直观的查看周围充电插座的位置，点击相应的充电插座进入列表可查看当前充电插座空闲情况。

1. "Map"：Check locations of nearby charging sockets on the map. Click on a charging socket option to access its current vacancy status.

2. “列表”：在列表中可直接查看充电插座的空闲情况，点击充电插座可查看充电插座空闲情况。列表中右侧提示充电插座的距离，点击定位图标可进入高德地图进行导航。

2. "List"：Check the availability of charging sockets in the list. Click on a charging socket option to view its availability. The distance to each socket is displayed on the right side of the list. Click on the location icon to go to Amap for navigation.

3. 四校区电动自行车智能充电插座分布地图:

3. Map of Smart Charging Sockets across Four Campuses.

江湾校区电动自行车充电桩地图
共计844个






邯郸校区

电动自行车充电桩地图　共计596个

1. 北区留学生公寓车棚
2. 北区武东路围墙内侧车棚
3. 现代物理所车棚
4. 逸夫科技楼南侧停车场
5. 遗传楼车棚
6. 恒隆物理楼车棚
7. 袁成英楼车棚
8. 文印中心车棚
9. 旦苑北侧车棚
10. 东区学生公寓14号楼车棚
11. 东区学生公寓18号楼北侧
12. 1号楼车棚
13. 5号楼车棚
14. 2号楼车棚
15. 叶耀珍楼
16. 光华楼广场西北停车场
18. 理科图书馆车棚
19. 校正门西侧车棚
20. 保卫处车棚
21. 综合楼西侧车棚
22. 一教北侧车棚
23. 文科图书馆南侧、北侧两处车棚
24. 管理学院车棚
25. 工会车棚
26. 南区学生公寓45号楼车棚
27. 南区学生公寓31号楼东侧车棚
28. 南区学生公寓一期10号楼
29. 南区学生公寓28号楼车棚
30. 南区乒乓房
31. 南区排球场东侧车棚
32. 南区排球场西侧光伏车棚
33. 南区排球场36号楼东侧车棚
34. 南区学生公寓37号楼车棚
35. 南区学生公寓35号楼车棚




枫林校区电动自行车充电桩地图

共计254个

1. 西部二号学生书院车棚
2. 一教西侧车棚
3. 西部7号楼车棚
4. 西部留学生楼车棚
5. 东4号楼车棚
6. 东5号楼南
7. 东部二号医学科研楼
8. 护理学院车棚
9. 放医所1号楼北侧车棚




张江校区电动自行车充电桩地图

共计388个

1. 张江高科苑生活园区1号楼、3号楼、8号楼车棚
2. 后勤楼北侧车棚
3. 计算机楼东南侧车棚
4. 第二教学楼西南侧车棚
5. 微分析楼车棚
6. 软件楼东南侧车棚
7. 微电子楼西南侧、西北侧两处车棚
8. 化学南北楼之间车棚
9. 药学院科研楼南车棚



# 收费标准

## Charging Tariffs

1. 电价标准参照《上海市发展改革委关于本市居民生活用电试行阶梯电价实施方案的通知》（沪价管［2012］20 号）以及上海市物价局关于进一步规范居民生活电价适用范围的通知（沪价管［2015］13 号），不享受分时电价。

1. The electricity pricing follows the guidelines in the "Notice of the Implementation Plan for Tiered Electricity Pricing for Residential Use in Shanghai" (Shanghai Price Regulation [2012] No. 20) and the notice from the Shanghai Price Bureau regarding further standardizing the scope of application of residential electricity prices (Shanghai Price Regulation [2015] No. 13). This system does not implement off-peak electricity pricing.

2. 目前暂不收取服务费。

2. No service fee is charged.

3. 电动自行车充电器显示绿灯后还会继续充电，起到保护电瓶的作用。

3. The electric bicycle charger continues to charge even after displaying a green light (indicating the battery is fully charged), as this helps protect the battery.

# 充值方式

## Recharge Method

用户可在“用户中心”页面里进行充值：

Please recharge through the "User Center ( 用户中心 ) " page. This interface includes:

1.“我要充值”：支持 10 元、20 元、30 元、50 元、100 元、200 元固定金额充值，充值金额实时到账。微信和支付宝可直接支付，推荐使用微信支付。如需通过支付宝支付，需点击右上角“…”图标，选择“在浏览器打开”，在新打开的支付界面才可通过支付宝进行支付。为确保正常充电，请充值 2 元及以上金额（低于 2 元将无法进行扫码充电）。

1. To conveniently recharge your account, the "Recharge ( 我要充值 )" feature provides fixed amounts of 10 RMB, 20 RMB, 30 RMB, 50 RMB, and 100 RMB with instant crediting. You can make payments directly using WeChat or Alipay, although WeChat is recommended. For Alipay payments, simply click the top-right "..." icon, select "Open in Browser," and proceed with the payment through the new interface. To ensure a successful charging process, make a minimum recharge of 2 RMB to enable scan charging (charges below 2 RMB cannot be scanned).

2.“资金明细”：显示每笔资金变动情况。可通过交易类型进行分类查询。

2. "Transaction Records ( 资金明细 ) " displays every transaction, and inquiries are enabled.

3.“充电记录”：显示每一笔充电记录

3. "Charging Records ( 充电记录 ) " shows an overview of each charging transaction

4.“附近充电插座”：跳转到地图界面，用于查询附近充电插座数量及充电信息。

4. "Nearby Charging Sockets ( 附近充电插座 )" redirects to the map interface to search charging sockets and charging information.

5.“正在充电”：显示用户当前正在充电的信息。

5. "Currently Charging ( 正在充电 )" displays information about ongoing charges.

# 使用步骤

## How to Use the Charging Sockets

1. 微信关注“复旦总务”微信公众号，进入

微信号，在下方子菜单“总＋服务”中选择“电瓶车充电”选项。

1. Follow "General Affairs Department of Fudan University ( 复 旦 总 务 )" WeChat official account. following their official WeChat account. Upon accessing the account, navigate to the "General Services ( 总 + 服 务 )" section and select "Electric Bicycle Charging ( 电瓶车充电 )" from the sub-menu located at the bottom.

2. 查看《电动自行车充电设施安全使用承诺书》页面，阅读完毕后，勾选“同意”，选择角色类型:“我是校内人员”须在“用户中心”里的“身份认证（师生）”进行统一身份认证后才能使用电瓶车充电插座充电功能。

2. Before utilizing the electric bicycle charging facilities, please read and agree to the "Safety Rules for the Use of Electric Bicycle Charging Facilities." Next, choose your user type and proceed to complete the "Identity Authentication ( 身份认证 )" process in the "User Center ( 用户中心 )." This authentication is mandatory for on-campus personnel to access and use the charging socket.

3. 将电瓶车充电器插头插入充电插座插孔，此时充电插座液晶背光点亮，并且在插头对应的正上方显示二维码，若隔壁插座上面二维码被点亮，请重新插拔插头。

3. Insert the electric bicycle charger plug into the charging socket. Check for the illuminated LCD and the QR code display. Replug if an adjacent socket's QR code lights up.

4. 点击页面下方“我要充电”图标，解锁方式可分为两种：一种是扫描二维码解锁，另一种是手动输入二维码下方序列号后 8 位（即二维码下方第二行数字，且保证电瓶车充电插头插在二维码下方的插座上）解锁；

4. Click the "I want to charge ( 扫 码 充 电 )" icon at the bottom of the page. Choose between two unlocking methods: scanning the QR code and manually entering the last 8 digits of the sequence number below the QR code (which is the second line of numbers below the QR code, ensuring the electric bicycle charger plug is in the socket beneath the QR code).

① 左图为扫码解锁，摄像头对准充电插座屏幕上的二维码，然后在“扫码充电”页面里点击“扫码”按钮，即可通过扫描二维码进行解锁；

① Scanning method (left): Scan the QR code on the charging socket screen, then click the "Scan ( 扫 码 )" button on the "Scan to Charge ( 扫 码 充 电 )" page to unlock.

② 右图为手动输入解锁，在“扫码充电”页面里点击“输入序列号”按钮进入解锁页面，按弹出框提示输入二维码下方序列号后 8 位即可进行解锁。

② Manually input method (right): Click the "Enter Serial Number ( 输入序列号 )" button on the "Scan to Charge ( 扫码充电 )" page, and then input the last 8 digits of the sequence number as prompted in the pop-up box to unlock.









5. 选择充电时间后点击“确认”开始充电。充电完成、中途拔出插头、停电后再上电均视为充电完成，系统会自动结算费用。

5. Click "Confirm" to start charging after selecting the charging duration. Charging is considered complete if:

1) the battery reaches full charge, or

2) the plug is removed before completion, or

3) a power interruption happens during the charging process.

Upon completion, the system will automatically calculate the fees.

6. 进行过“身份认证（师生）”的账户，可以使用“使用一卡通充值”、“退款至一卡通”功能。

6. "Recharge via Campus Card ( 使用一卡通充值 )" or "Refund to Campus Card ( 退款至一卡通 )" functions are enabled after the user's identity verified.

# 服务信息

# Contacts

1. 设备报修电话：13611855687

1. Equipment Repair: 13611855687

2. 服务咨询热线：021-65640000

2. Service Consultation: 021-65640000

校园生活服务平台工作时间：每天 8:00-20:00

Campus Life Service Platform Working Hours: Daily from 8:00 a.m. to 8:00 p.m.

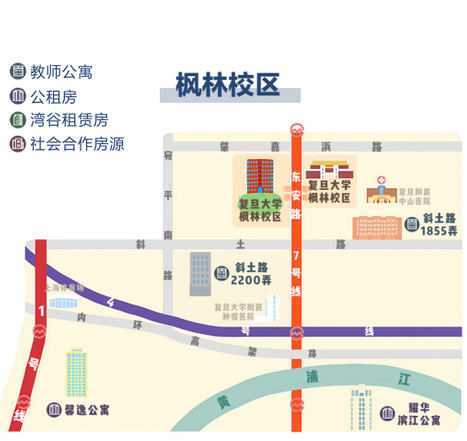
# 9、住房服务指南
# Housing Services

**邯郸校区**




**江湾校区**







## 学校有哪些住房资源？
## House offerings

为服务学校“大人才”战略，保障人才安居乐业，目前学校搭建了住房“立体保障网”，包括学校自有产权教师公寓、整体租赁市筹公共租赁住房（简称“公租房”）、湾谷租赁房和社会合作房源。

In order to meet the housing needs of the faculty, Fudan University offers a comprehensive housing project, including faculty rental apartments, government-owned rental apartments, Bay Valley rental apartments, and other resources supported by our partners.



## 自有产权教师公寓
## Faculty Rental Apartments

| 基本情况<br>Basic Information | 房源<br>Locations | 建筑面积<br>Gross floor area | 装修配置<br>Layout and Furnishings |
|---|---|---|---|
| 集体宿舍<br>Dormitory | 国定路教师公寓（国定路 408 弄）<br>Guoding Road Teacher Apartment (Lane 408, Guoding Road)<br>国福路教师公寓（国福路 50 弄）<br>Guofu Road Teacher Apartment (Lane 50, Guofu Road)<br>枫林教师公寓（斜土路 1855 弄 1 号楼）<br>Fenglin Teacher Apartment (Building 1, Lane 1855, Xietu Road)<br>张江教师公寓（药学院后）<br>Zhangjiang Teacher Apartment (Behind the School of Pharmacy) | 22-36m²<br>22-36m²<br>（一居室）<br>(One-bedroom) | 基本家具、独立卫浴、部分有公共厨房<br>Basic furniture, independent bathrooms, some with communal kitchens |
| 成套公寓<br>Apartment<br>（现均作为引进人才或博士后公寓）<br>(Now for high-end talents or postdoctoral fellows) | 仁德路教师公寓（仁德路 148 弄）<br>Rende Road Teacher Apartment (Lane 148, Rende Road)<br>国泰路教师公寓（国泰路 85 弄）<br>Guotai Road Teacher Apartment (Lane 85, Guotai Road)<br>红旗教师公寓（斜土路 2200 弄）<br>Hongqi Teacher Apartment (Lane 2200, Xietu Road)<br>江湾教师公寓（国权北路 1380 弄）<br>Jiangwan Teacher Apartment (Lane 1380, North Guoquan Road) | 42-117m²<br>42-117m²<br>（一居室、二居室、三居室）<br>(One, two, and three-bedroom available) | 基本家具、独立卫浴、独立厨房<br>Basic furniture, independent bathrooms, and separate kitchens |

## 保障性租赁住房
## Government-subsidized rental housing

| 项目地址<br>Locations | 尚景园<br>Shang Jing Yuan<br>（国权北路 1450 弄）<br>(Lane 1450, North Guoquan Road) | 馨逸公寓<br>Xinyi Apartment<br>（宾南路 36 弄）<br>(Lane 36, Binnan Road) | 耀华滨江公寓<br>Yao Hua Riverside Apartment<br>（耀元路 245 弄）<br>(Lane 245, Yaoyuan Road) |
|---|---|---|---|
| 建筑面积<br>Gross floor area | 50-82m²<br>50-82m²<br>（一居室、二居室、三居室）<br>(One, two, and three-bedroom available) | 43-62m²<br>43-62m²<br>（一居室、二居室）<br>(One or two-bedroom) | 103m²<br>103m²<br>（三居室）<br>(Three-bedroom) |
| 装修配置<br>Layout and Furnishings | 基本家具、卧室配空调、独立厨房、独立卫浴<br>Basic furniture, separate kitchens, independents bathrooms, and bedrooms with air conditioning | | |

## 湾谷租赁房

## Bay Valley Rental Apartments

| | |
|---|---|
| 项目地址<br>Locations | 湾谷租赁房（国权北路 1566 弄）<br>Bay Valley rental apartments (Lane 1566, North Guoquan Road) |
| 建筑面积<br>Gross floor area | 41-169m$^2$<br>41-169m$^2$<br>（一居室、二居室、三居室）<br>(One, two, and three-bedroom available) |
| 装修配置<br>Layout and Furnishings | 家具、家电全配、拎包入住、管家式服务<br>Fully furnished, move-in ready, considerate service |

## 社会合作房源

## Other Resources Supported by Our Partners

| 项目地址<br>Locations | 江湾社区（国泓路 392 弄）<br>Jiangwan Community (Lane 392, Guohong Road)<br>光华社区（学德路 27 弄）<br>Guanghua Community (Lane 27, Xuede Road) | 新湾谷叠墅<br>New Bay Valley Townhouse<br>（国权北路 1566 弄）<br>(Lane 1566, North Guoquan Road) | 芳草寓<br>We Park<br>（淞行路 323 弄）<br>(Lane 323, Songhang Road) |
|---|---|---|---|
| 性质<br>Nature | 保障性租赁住房<br>Guaranteed rental housing | 租赁房<br>Rental housing | |
| 建筑面积<br>Gross floor area | 25-98m2<br>25-98m²<br>（一居室、二居室、三居室）<br>(One, two, and three-bedroom available) | 约 182 m$^2$<br>About 182m$^2$<br>（叠加别墅）<br>(Townhouse) | 35-145m2<br>35-145m²<br>（一居室、二居室、三居室）<br>(One, two, and three-bedroom available) |
| 复旦租金折扣<br>Rent discounts for Fudan | 享受市场租金 9 折的“大客户优惠”<br>10% off | | 享受市场租金 9.2-9.5 折的“大客户优惠”<br>5%-8% off |
| 装修配置<br>Layout and Furnishings | 家具、家电全配、拎包入住、管家式服务<br>Fully furnished, move-in ready, with property management services | | |



## 申请条件是什么

## Application Requirements

| 类型<br>Types | 申请条件<br>Eligibility | 申请对象<br>Conditions |
|---|---|---|
| 自有产权教师公寓<br>Faculty Rental Apartments | 家庭（本人、配偶及未婚子女）在沪无自有住房<br>The applicant or the spouse (and unmarried children) does not own any houses or apartments in Shanghai. | 在编教职工与博士后<br>Faculty and staff employed by the Fudan University and postdoctoral fellows |
| 学校整体租赁保障性租赁住房<br>The school enters into a bulk lease of government-subsidized rental housing. | 尚景园：家庭（本人、配偶及未婚子女）在沪人均住房建筑面积低于（不含）15 平方米，且未享受本市廉租住房、共有产权保障房政策<br>馨逸公寓、耀华滨江公寓：本市合法就业且申请家庭在浦西 7 个中心城区（徐汇、黄浦、静安、普陀、长宁、虹口、杨浦）、浦东新区（外环以内）无房或人均住房建筑面积不超过 15 平方米。<br>Shang Jing Yuan : The per capita floor area of housing of the applicant’s family (applicant, spouse and unmarried children) in Shanghai is less than 15 square meters, and the family has not enjoyed any municipal affordable housing or shared ownership housing policies in Shanghai.<br>Xinyi Apartment & Yaohua Riverside Apartment: The applicant holds lawful employment in Shanghai, and the applicant’s family owns no housing in the seven central urban districts west of the Huangpu River (Xuhui, Huangpu, Jing’an, Putuo, Changning, Hongkou, Yangpu) or within the Outer Ring Road of Pudong New Area; or the family’s per capita floor area of housing does not exceed 15 square meters. | 在编教职工、博士后、附属医院与附属学校员工<br>On the current teaching staff, postdoctoral fellows, employees of affiliated hospitals and affiliated schools. |
| 湾谷租赁房、新湾谷叠墅、芳草寓<br>Bay Valley Rental Apartments, New Bay Valley Townhouse, We Park | 无住房条件限制<br>No housing conditions restriction | 在编教职工、博士后、租赁制人员、附属医院与附属学校员工等<br>On the current teaching staff, postdoctoral fellows, leased personnel, employees of affiliated hospitals and affiliated schools, etc. |
| 江湾社区、光华社区<br>Jiangwan Community, Guanghua Community | 家庭在沪无自有住房，或住房位于浦西 7 个中心城区、外环以内浦东新区，且人均住房建筑面积低于（不含）15 平方米，随上海市保租房政策同步调整<br>Families in Shanghai without home ownership, or whose housing is located in the 7 central districts of Puxi or within the outer ring of Pudong New Area, and whose per capita housing area is less than (excluding) 15 square meters. The conditions will be adjusted in accordance with Shanghai’s rental housing policy. | |

## 如何申请？

## How to apply?

自有产权教师公寓、公租房、湾谷租赁房：

Faculty rental apartments, government-owned rental apartments, and Bay Valley rental apartments:

学校教师公寓业务　整体租赁公租房业务　湾谷租赁房业务

注：引进人才申请自有产权成套教师公寓，博士后申请自有产权教师公寓和公租房，需先向人事处提出申请并递交材料。

Note: Application for university-owned apartments should be submitted to Human Resources Department, so as the postdoctoral fellows for university- and government-owned apartments.

**社会合作房源：**

**Other Resources Supported by Our Partners:**

江湾社区、光华社区：申请人在随申办上提出保障性租赁住房申请，审核通过后由申请人自行与城投宽庭提出申请并办理签约入住。

Jiangwan Community, Guanghua Community: The applicant should submit an application for affordable rental housing on Shanghai International Service Portal. After the application is approved, the applicant should then apply and sign the lease with HoldCo.

**新湾谷叠墅、芳草寓：**

**New Bay Valley Townhouse, We Park:**

申请人自行联系业主，提出申请并办理签约入住。

The applicant should contact the apartment owners directly, make an application, and complete the lease signing.

## 常用联系方式

## Common contact information

**学校住房业务办理**

**School housing business processing**

**总务处房屋运维办公室**

**General Affairs Department Housing Operations Office**

地址：邯郸路 220 号科学楼 616 室

Address: Room 616, Science Building, 220 Handan Road

联系电话：65642072 & 65643691

Contact number: 65642072 & 65643691

联系邮箱：fwhzfb@fudan.edu.cn

Email: fwhzfb@fudan.edu.cn

**人事处**

**Human Resources Department**

引进人才住房咨询：65642650

Faculty Housing : 65642650

博士后住房咨询：65643992

Postdoctoral housing : 65643992

**项目现场**

**Project site**

**自有产权教师公寓**

**Faculty Rental Apartments**

国定路教师公寓：65648202

Guoding Road Teacher Apartment: 65648202

国福路教师公寓：65643383

Guofu Road Teacher Apartment: 65643383

枫林教师公寓：13501711033

Fenglin Teacher Apartment: 13501711033

张江教师公寓：50897037 & 50390205

Zhangjiang Teacher Apartment: 51980170 & 51355012

仁德路教师公寓：65363735

Ren’de Road Teacher Apartment: 65363735

国泰路教师公寓：65110736

Guotai Road Teacher Apartment: 65110736

红旗教师公寓：64227100

Hongqi Teacher Apartment: 64227100

江湾教师公寓：61424020

Jiangwan Teacher Apartment: 61424020

**学校整体租赁保障性租赁住房**

**The school enters into a bulk lease of government-subsidized rental housing.**

尚景园经租管理中心

Shangjingyuan Property Management Center

联系电话：55136959

Contact number: 55136959

办公时间：9:00-11:30；13:30-16:30

Office hours: 9:00-11:30; 13:30-16:30

（周二、周日及法定节假日除外）

(Tuesday, Sunday, and statutory holidays excluded)

馨逸公寓经租管理中心

Xinyi Apartment Rental Management Center

联系电话：53391315 & 53391325

Contact numbers: 53391315 & 53391325

办公时间：9:00-11:30；13:00-17:00

Office hours: 9:00-11:30; 13:00-17:00

（周一、周日及法定节假日除外）

(Monday, Sunday, and legal holidays excluded)

**耀华滨江经租管理中心**

**Yaohua Riverside Rental Management Center**

联系电话：53391140

Contact number: 53391140

办公时间：9:00-11:30；13:00-17:00

Office hours: 9:00-11:30; 13:00-17:00

（周一、周日及法定节假日除外）

(Monday, Sunday, and legal holidays excluded)

**湾谷租赁房 & 新湾谷叠墅**

**Bay Valley Rental Apartment & New Bay Valley Townhouse**

联系电话：18917631067

Contact number: 18917631067

江湾社区

Jiangwan Community

联系电话：13817505096

Contact number: 13817505096

光华社区

Guanghua Community

联系电话：13817501636

Contact number: 13817501636

芳草寓

We Park

联系电话：13795352135

Contact number: 13795352135

上述项目办公时间：8:00-20:00

Office hours of above projects: 8:00-20:00.

# 10、医疗服务指南
# Medical Service

## 校医院简介

## Introduction to Campus Hospitals

校医院承担着学校公共卫生管理、健康教育及健康促进、基本医疗服务三位一体的职能，主要工作内容包括：

The campus hospital is responsible for public health management, health education, health promotion, and basic medical services. Its primary functions include:

1. 基本医疗服务及各种大型活动的医疗保健工作

1. Basic medical services and healthcare supports for major campus events

2. 学生免疫规划及各项预防接种工作的组织和协调工作

2. Student immunization and vaccination programs

3. 传染病预防和管理工作及公共卫生突发事件的应急处理

3. Infectious diseases prevention and dealing with public health emergencies

4. 做好健康宣教和健康促进工作

4. Health education for university students and health promotion campaigns

5. 新生入学、新职工入职的体检工作

5. Health examinations for new students and faculty members

6. 学生因病休、复学审核工作

6. Medical leave processing management

7. 教职工健康体检及慢性病管理工作

7. Health checks and chronic diseases management for faculty and staff

8. 无偿献血工作

8. Voluntary blood donation

9. 校红十会办公室及人口与计划生育办公室的工作

9. Red Cross Society Administration and the Population and Family Planning

10. 大学生医保参保工作

10.Enrollment of College Students in Basic Medical Insurance

| 校区<br>Campus | 地点<br>Location | 门诊时间 ( 工作日 )<br>Working Hours (Weekdays) | 咨询电话<br>Contacts |
|---|---|---|---|
| 邯郸校区<br>Handan Campus | 普通门诊：<br>General Outpatient:<br>五号楼北一 - 三楼各诊室<br>Consulting Rooms at Floors 1-3, North Wing, Building No. 5 | 上午 8:00-11:30 下午 13:30-17:00<br>8:00 a.m. - 11:30 a.m., 1:30 p.m. - 5:00 p.m.<br>( 周二下午 13:30-15:00)<br>Note: Tuesday afternoon hours from 1:30 p.m. to 3:00 p.m. | 18302180425<br>(24 小时 )<br>18302180425<br>(24/7) |
| | 简易门诊：<br>Noontime Outpatient:<br>五号楼 117 室<br>Room 117, Building No. 5 | 中午 11:30-13:30<br>11:30 a.m. - 1:30 p.m.<br>( 周二下 午 15:00-17:00 )<br>Note: Tuesday afternoon hours from 3:00 p.m. to 5:00 p.m. | |



| 校区<br>Campus | 地点<br>Location | 门诊时间 ( 工作日 )<br>Working Hours (Weekdays) | 咨询电话<br>Contacts |
|---|---|---|---|
| 江湾校区<br>Jiangwan Campus | 综合保障楼一楼<br>Ground Floor, Comprehensive Building | 上午 8:00-11:30 下午 13:30-17:00<br>8:00 a.m. - 11:30 a.m., 1:30 p.m. - 5:00 p.m. | 31242039<br>( 工作时间 )<br>(Working hours only) |
| 枫林校区<br>Fenglin Campus | 西区综合体育馆南侧一楼<br>Floor 1, South Wing, West Sports Complex | 上午 8:00-11:30 下午 13:30-17:00<br>8:00 a.m. - 11:30 a.m., 1:30 p.m. - 5:00 p.m. | 54237065<br>( 工作时间 )<br>(Working hours only) |
| 张江校区<br>Zhangjiang Campus | 综合保障楼一楼<br>Ground Floor, Comprehensive Building | 上午 8:00-1130 下午 13:30-17:00<br>8:00 a.m. -11:30 a.m., 1:30 p.m. - 5:00 p.m. | 58202237<br>( 工作时间 )<br>(Working hours only) |

## 校内 AED 分布

## On-campus AED distribution

参照国际标准，结合校园心源性疾病高发区域特征，以及师生人口密集程度分布和兄弟高校的经验做法，截至 2025 年底，四校区共配置 99 台 AED，其中邯郸校区 52 台，江湾校区 24 台，枫林校区 17 台，张江校区 6 台。

The AEDs are distributed in line with the international standards, the population density as well as experiences from sister universities.

As of the end of 2025, 99 automated external defibrillators (AEDs) were available across the four campuses: 52 on Handan Campus, 24 on Jiangwan Campus, 17 on Fenglin Campus, and 6 on Zhangjiang Campus.

**在校园里，如何迅速找到附近的 AED 呢？**

**How to quickly locate the nearby AED on campus?**

1.「微信 - 小程序 -AED 急救地图」可以查找附近的 AED。

1. Search for nearby AEDs through "WeChat - Mini Program - AED Emergency Map (AED 急救地图 )".




2.「复旦信息办 - 微信息办 - 校园地图 - 设备设施 - 校园 AED- 确认」，即可查看校园内的 AED 位置。

2. Check the location of AEDs on campus from "Fudan Information Office - Micro Information Office - Campus Map - Equipment and Facilities - Campus AED - Confirmation".







## 教职工体检

## Physical examination for faculty and staff

为进一步加强对教职工的关心关爱，促进教职工健康管理，对疾病做到及时干预、早发现早治疗，校医院每年为教职工提供健康体检及心理测评服务。教职工基础健康体检内容如下：

To enhance faculty and staff well-being, our campus hospital offers annual physical exams and psychological assessments. The basic physical examination includes:

| | | |
|---|---|---|
| 民营<br>Private institutions | 瑞慈健康体检中心<br>RICH Health Checkup | 1300 元固定套餐或<br>Fixed package with a price of 1300 yuan or<br>原 600 元固定套餐<br>original fixed package with a price of 600 yuan<br>+700 元自选项目<br>Pay additional 700 yuan for optional items |
| | 美年健康体检中心<br>Health 100 | |
| | 爱康国宾健康体检中心<br>Ikang | |
| 公立<br>Public institutions | 中山医院<br>Zhongshan Hospital | 1300 元固定套餐<br>Fixed package with a price of 1300 yuan |
| | 华山医院<br>Huashan Hospital | |
| 每位教职工可在 5 家体检机构中任选一家（仅限一家）进行健康体检<br>Each staff member can choose one of the five physical examination institutions (only one) for the physical examination. | | |

2021 年开始，学校将心理健康测评纳入教职工健康体检增选项目，引入第三方权威机构向教职工提供心理健康状况测评服务。

Starting from 2021, the school has added psychological health assessments as an optional component in the physical examinations for faculty and staff. A third-party institution has been introduced to provide these assessment services.

教职工健康体检及心理测评服务相关通知将在“复旦总务”微信公众号、总务处主页、OA 等渠道进行预告，老师们可及时关注。

Notifications about physical examinations and psychological evaluations for faculty and staff will be posted on various platforms, including the“复旦总务”(Fudan General Affairs) WeChat official account, the Fudan University General Affairs Department homepage, OA, and other channels.



## 各校区附近医疗资源汇总

## Summary of Medical Resources near Each Campus

### 1．邯郸及江湾校区

### 1.Handan Campus and Jiangwan Campus

| 医院 | 预约步骤 | 公众号 |
|---|---|---|
| 海军军医大学第一附属医院（上海长海医院）<br>The First Affiliated Hospital of Naval Medical University (Changhai Hospital of Shanghai) | 预约就医可以关注微信公众号“上海长海医院”，绑定就诊卡再按步骤预约。<br>You can make an appointment for medical treatment by following WeChat official account “Changhai Hospital of Shanghai（上海长海医院）” and binding your medical card before proceeding with the appointment. | |
| 上海中医药大学附属岳阳中西医结合医院<br>Yueyang Hospital of Integrated Chinese and Western Medicine, Shanghai University of Traditional Chinese Medicine | 预约就医可以关注微信公众号“上海中医药大学附属岳阳医院”，绑定就诊卡再按步骤预约。<br>You can make an appointment for medical treatment by following the WeChat official account “Yueyang Hospital of Integrated Chinese and Western Medicine, Shanghai University of Traditional Chinese Medicine（上海中医药大学附属岳阳医院）” and binding your medical card before proceeding with the appointment. | |
| 上海交通大学医学院附属新华医院<br>Xinhua Hospital Affiliated to Shanghai Jiao Tong University, School of Medicine | 预约就医可以关注微信公众号“上海新华医院”，绑定就诊卡再按步骤预约。<br>You can make an appointment for medical treatment by following the WeChat official account “Shanghai Xinhua Hospital（上海新华医院）” and binding your medical card before proceeding with the appointment. | |
| 上海市肺科医院（同济大学附属上海市肺科医院）（专科医院）<br>Shanghai Pulmonary Hospital (Affiliated to Tongji University) (Specialized Hospital) | 预约就医可以关注微信公众号“上海市肺科医院”，绑定就诊卡再按步骤预约。<br>You can make an appointment for medical treatment by following the WeChat official account “Shanghai Pulmonary Hospital（上海市肺科医院）” and binding your medical card before proceeding with the appointment. | |

### 2．张江校区

### 2. Zhangjiang Campus

| 医院 | 预约步骤 | 公众号 |
|---|---|---|
| 上海中医药大学附属曙光医院（东院）<br>Shuguang Hospital Affiliated to Shanghai University of Traditional Chinese Medicine (East Campus) | 预约就医可以关注微信公众号“曙光医院”，绑定就诊卡再按步骤预约。<br>You can make an appointment for medical treatment by following the WeChat official account “Shuguang Hospital（曙光医院）” and binding your medical card before proceeding with the appointment. | |

### 3. 枫林校区

### 3. Fenglin Campus

| 医院 | 预约步骤 | 公众号 |
| --- | --- | --- |
| 复旦大学附属中山医院<br>Zhongshan Hospital Affiliated to Fudan University | 预约就医可以关注微信公众号“复旦大学附属中山医院”，绑定就诊卡再按步骤预约。<br>You can make an appointment for medical treatment by following the WeChat official account “Zhongshan Hospital Affiliated to Fudan University ( 复旦大学附属中山医院 )” and binding your medical card before proceeding with the appointment. | |
| 复旦大学附属华山医院<br>Huashan Hospital Affiliated to Fudan University | 预约就医可以关注微信公众号“复旦大学附属华山医院”，绑定就诊卡再按步骤预约。<br>You can make an appointment for medical treatment by following the WeChat official account “Huashan Hospital Affiliated to Fudan University ( 复旦大学附属华山医院 )” and binding your medical card before proceeding with the appointment. | |
| 上海交通大学医学院附属瑞金医院<br>Ruijin Hospital Affiliated to Shanghai Jiao Tong University School of Medicine | 预约就医可以关注微信公众号“上海瑞金医院”，绑定就诊卡再按步骤预约。<br>You can make an appointment for medical treatment by following WeChat official account “Shanghai Ruijin Hospital ( 上海瑞金医院 )” and binding your medical card before proceeding with the appointment. | |

### 4. 各校区附近的社区卫生服务中心

### 4. Community Health Service Centers near each campus.

| 校区<br>Campus | 社区卫生服务中心<br>Community Health Service Center | 地址<br>Address | 公众号<br>Official Account |
| --- | --- | --- | --- |
| 邯郸<br>Handan | 五角场社区卫生服务中心<br>Wujiaochang Community Health Service Center | 武东路 9 号<br>No.9 Wudong Road | |
| 江湾<br>Jiangwan | 新江湾城社区卫生服务中心<br>New Jiangwancheng Community Health Service Center | 政和路 107 号<br>No.107 Zhenghe Road | |
| 枫林<br>Fenglin | 枫林街道社区卫生服务中心<br>Fenglin Street Community Health Service Center | 双峰路 450 号<br>No.450 Shuangfeng Road | |
| 张江<br>Zhangjiang | 张江社区卫生服务中心<br>Zhangjiang Community Health Service Center | 益江路 458 号<br>No.458 Yijiang Road | |



# 11、垃圾分类指南
# Garbage Sorting Guide

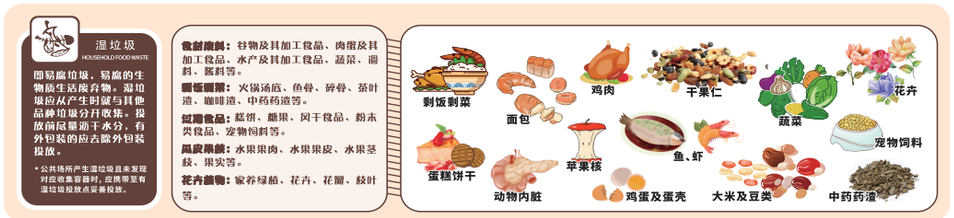
各位老师：《上海市生活垃圾管理条例》已于 2019 年 7 月 1 日正式立法并实施。根据《条例》有关规定：个人混合投放垃圾，最高可罚 200 元；单位混装混运，最高则可罚 5 万元。垃圾分类好，低碳又环保，分类处置不同垃圾，提高垃圾分类意识，建设绿色生态校园，让我们共同行动起来！

Dear teachers: The "Shanghai Municipal Regulations on Waste Management" was officially legislated and implemented on July 1, 2019. According to the relevant provisions of the "Regulations", individuals who mix and dispose of waste at will can be fined up to 200 yuan; for companies and institutions, the fine can go up to 50,000 yuan. Waste sorting is good for its low-carbon and environmentally friendly advantages. Let's take action together to sort the waste, enhance awareness of waste sorting and build a green and ecological campus.









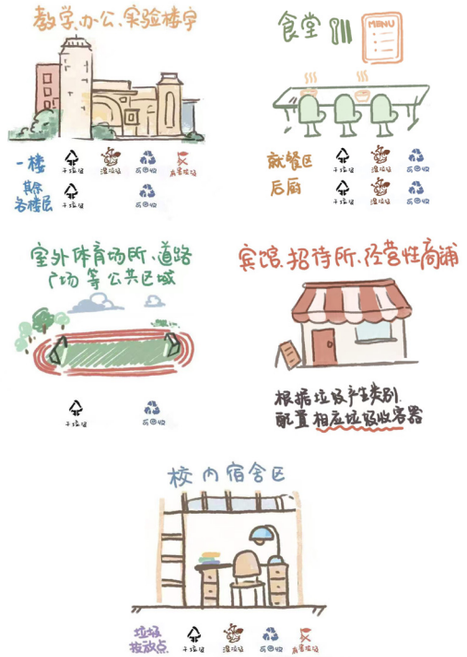



## 分类标准

## Sorting Criteria

校内生活垃圾分类标准按照《上海市生活垃圾管理条例》中规定的四种类别进行分类，分别是干垃圾、湿垃圾、可回收物、有害垃圾。

The criteria for campus household waste sorting is established in accordance with the four categories specified in the "Shanghai Municipal Regulations on Waste Management", including residual waste, household food waste, recyclable waste, and hazardous waste.




## 分类容器配置情况

## Waste Container Distribution:

学校按照《上海市生活垃圾管理条例》和《上海市高等学校生活垃圾分类指南》的要求，结合校内各区域出现生活垃圾的类别，相应配置垃圾容器。

Following Shanghai's waste management regulations and guidelines for waste classification in higher education institutions, the school has installed waste containers across campus to accommodate different types of household waste.

## 大件垃圾清理

## Bulky Waste Disposal

大件垃圾的清理，遵循“谁产生谁负责”原则，有需求的老师可登陆 eHall 网上办事大厅，选择“大件垃圾处理申请”服务，提出清运申请，经批准并支付费用后，自行运送到指定的临时堆放点。服务咨询电话：65640000。

The disposal of bulky waste follows the principle of "producer responsibility." Teachers can request disposal by logging into the "eHall" online service hall and selecting the "bulky waste disposal" service. Once approved and fees are paid, teachers can transport the waste to the designated temporary storage site. For inquiries, call the service hotline: 65640000.

## 垃圾分类，人人有责

## Waste Sorting Reminder

垃圾分一分环境美十分。垃圾是放错了地方的资源，分类投放不同垃圾，建设节能型生态校园，引领低碳生活新时尚，努力共创美丽校园！

Everyone is responsible for waste sorting. Sorting waste helps beautify the environment and turn waste into a valuable resource. By segregating waste types, we contribute to an energy-efficient, low-carbon campus and strive for a beautiful environment!



# 12、节能小贴士
# Energy Saving Tips



**1．垃圾分类新时尚，一物多用好处多**

**1. Sort your waste.**

在魔都生活的旦旦 ers 要积极做好垃圾分类工作，学会旧物利用，让有限的资源延长寿命，节约非可再生资源，合理运用可再生资源。

For FDUers living in Shanghai, it's crucial to proactively engage in waste sorting. By repurposing items, we conserve resources and make a positive environmental impact. Let's actively engage in this sustainable practice together.

**2．确认过眼神，是及时断电断水的人**

**2. Please cut off electricity and water when they are not used.**

电器不使用时应切断电源，避免遥控开关、持续数字显示、唤醒等功能电路待机耗能。杜绝长明灯，做到人走灯灭，无人房间灯不亮。水龙头用完随手关闭，避免长流水现象。

To minimize standby energy consumption, remember to unplug electrical appliances when they are not in use. Remote control switches, continuous digital displays, and wake-up circuits contribute to unnecessary energy usage. Additionally, be mindful of turning off lights whenever you leave a room. Cultivate a habit of turning off faucets after use to prevent water wastage.

**3．温度不是你想调，想调就能调**

**3. Set the proper temperature for AC.**

建议同学们在夏季将空调温度设定在 26-28℃，在冬季将温度设定在 16-18℃。夏季空调调高 1℃，如每天开 10 小时，那么 1.5 匹空调机就可以节电 0.5 千瓦时哦。

Set your air conditioner to 26-28 ℃ in summer and 16-18 ℃ in winter for optimal energy efficiency. Raising the temperature by 1 ℃ during summer can save 0.5 kilowatt-hours of electricity for a 1.5 horsepower air conditioner used for 10 hours daily.

**4．夏日降温，空调与风扇是对好 CP**

**4. The air conditioner and fans make a fantastic duo.**




26-28℃的空调与低速运转的电风扇，简直就是夏日降温的完美 CP。适当调高空调的设定温度，既有舒适感，又可以节能。

A well-matched pair for cooling off in summer is an air conditioner set at 26-28 ℃, complemented by a low-speed electric fan. Properly adjusting the air conditioner’s temperature not only ensures comfort but also contributes to energy savings.

**5．空调出风口上冷下热，经常清洗使用感更好**

**5. Adjust the air outlet vane for different airs. Clean the air conditioners filter regularly.**

适当选择内机的出风口，制冷时出风口向上，制热时出风口朝下；还要经常给空调过滤网罩洗洗澡哦。

To achieve a cooler airflow, direct the air conditioner vane upwards. Conversely, for warmer air, direct the vane downwards. Additionally, it's important to regularly wash the air conditioner filter to maintain its efficiency and functionality.

**6．用自然光照亮你的美**

**6. Use natural light.**



充分利用太阳光、自然光是实现照明节电的重要部分，旦旦 ers 要根据自己的需要把照明时间、

照明灯具数量安排得明明白白，随用随开，养成随手关灯的好习惯。

Maximize energy-efficient lighting by utilizing sunlight and natural light whenever possible. Plan your lighting schedule and fixture quantity accordingly, only turning on lights when necessary and remembering to turn them off when not in use. Let's be mindful of our energy usage and make sustainable choices.

### 7．LED 灯替代日光灯成为节能本命之选

**7. Use LED lamps instead of fluorescent lights to save energy.**

可甜可盐的 LED 灯，多种色温（冷暖色调）可选，总有你喜欢的一款，而且 LED 灯比日光灯节电 50% 左右；寿命长达 10000 小时。

Versatile LED lamps come in a range of color temperatures (cool and warm tones). LED lamps save around 50% more energy compared to fluorescent lights and have an impressive lifespan of up to 10,000 hours. Embrace the energy efficiency and long-lasting benefits of LED lighting in your daily life.

### 8．合理设置电脑显示器亮度，你的良心才不会痛

**8. Optimize your computer screen brightness.**

小编建议同学们将电脑显示器亮度调整到一个合适的值哦。显示器亮度过高既会增加耗电量，也不利于保护视力。中国目前有 3 亿台电视和几千万电脑显示器，仅此一项每年可省电 50 亿度。

Properly adjusting the brightness of your computer screen is recommended. Excessive brightness not only consumes more power but can also harm eye health. Considering the large number of televisions and computer screens in China, this simple practice could result in an annual energy reduction of 5 billion kilowatt-hours. Let's prioritize energy savings and promote eye health by optimizing screen brightness.

### 9．选购电脑配置，节能好才是真的好

**9. Select an energy-sufficient computer.**

同学们购买电脑时，显示器尺寸的显示要适当哦，因为显示器越大，消耗的能源越多。一台 17 英寸的显示器比 14 英寸显示器耗能多 35%。



When purchasing computers, it's essential to consider the appropriate display size. Larger displays tend to consume more energy. For instance, a 17-inch display consumes 35% more energy compared to a 14-inch one.

### 10．佛系电脑电源使用方案更省电

**10. Turn on the automatic power-saving modes.**

短暂休息期间，可使电脑自动关闭显示器；较长时间不用，使电脑自动启动“待机”模式；更长时间不用，尽量启用电脑的“休眠”模式。坚持这样做，每天可至少节约 1 度电，还能延长电脑和显示器的寿命。

During brief breaks, consider enabling the automatic shutdown of your computer display. For more extended periods of non-use, activating the "standby" mode is recommended. For even more prolonged periods of inactivity, it is advisable to utilize the "hibernation" mode. By consistently following these practices, you can save a minimum of 1 kilowatt-hour of electricity daily and also prolong the lifespan of both your computer and display.

### 11．耳机多营业，音箱少耗电

**11. Use headphones more to reduce power consumption.**

旦旦 ers 在用电脑听音乐或者看影碟时，使用耳机可以减少音箱的耗电量哦。

When FDUers use a computer to listen to music or watch movies, opting for headphones can help decrease the power consumption of the speakers.



### 12．屏保画面要简单，及时关闭更省电

**12. Keep your screensaver simple; turning it off if it is not used.**

运行庞大复杂的屏幕保护会比正常运行时更加耗电。小编建议同学们可以把屏幕保护设为“无”，在电源使用方案里面设置关闭显示器的时间，直接关显示器比起任何屏幕保护都要省电哦。




Running a complex screensaver consumes more energy than regular operation. It is suggested that you set your screensaver to "none" and adjust the display's shutdown time in the "Power Scheme" settings. By the way, turning off the display directly saves more energy than using any screensaver.

### 13．即使家里有矿电脑关机也要拔插头哦

**13. Unplug the power cord when turning off the computer.**

关机之后，要将插头拔出，否则电脑会有约 4.8 瓦的能耗。长时间不用，应关闭打印机及其服务器的电源，减少能耗，同时将插头拔出。据估计，仅此一项，全国一年可减少二氧化碳排放 1474 万吨哦。

If you forget to do that, the computer will consume about 4.8 watts of extra power. During prolonged periods of inactivity, it's advisable to power down both the printer and its server to minimize energy consumption. Remember to unplug the power cord as well. It is estimated that implementing this practice alone could result in a nationwide reduction of approximately 14.74 million tons of carbon dioxide emissions annually.

### 14．及时拔掉电脑上的设备，杜绝薅电脑的羊毛

**14. Unplug connected devices from your computer after use.**

有电源的时候，用完移动硬盘、U 盘后立即拔掉，如果一直插在上面会很浪费电。

Unplug the external hard drive or USB drive immediately after use, because it will waste electricity if they remain plugged in.

### 15．给使用再生纸的旦旦 ers 一朵小花花

**15. Use recycled paper.**

公文用纸、印刷物，尽可能使用再生纸，以减少环境污染。用原木为原料生产 1 吨纸，比生产 1 吨再生纸多耗能 40%。使用 1 张再生纸可以节能约 1.8 克标准煤，相应减排二氧化碳 4.7 克。如果将全国 2% 的纸张使用改为再生纸，那么每年可节能约 45.2 万吨标准煤，减排二氧化碳 116.4 万吨。

Use recycled paper whenever possible for official documents and printed materials to mitigate environmental pollution. The production of 1 ton of paper from logs consumes 40% more energy than producing 1 ton of recycled paper. Using a single sheet of recycled paper can save approximately 1.8 grams of standard coal and reduce carbon dioxide emissions by 4.7 grams. If 2% of the paper used nationwide is replaced with recycled paper, it could annually save around 452,000 tons of standard coal and decrease carbon dioxide emissions by 1.164 million tons.

### 16．打印 pick“草稿”模式，省墨又节电

**16. Print in “draft” mode to save ink and electricity.**

在打印非正式文稿时，pick“草稿”打印模式可省墨 30% 以上，提高打印速度的同时又节约电能。




When printing informal documents, choosing the "draft" mode can save over 30% of ink, increase printing speed, and reduce energy consumption.

### 17．复印打印用双面，边角余料巧利用

**17. Copy and print on both sides.**

复印打印时尽量选择双面打印，或用废纸中

没用过的另一页白纸打印，减少纸张的浪费。



When copying or printing, choose the double-sided mode whenever possible or utilize the unused side of waste paper to minimize paper waste.

**18. 打印前“预览”复印后“清楚选定模式”，避免浪费很棒棒**

**18. Preview before printing and clear the selected mode after copying.**

小编建议同学们养成打印前预览的习惯，确认没有多余页避免纸张浪费；复印前确认复印模式、复印后清除设定模式，避免因设置错误造成的浪费。

It is suggested that you form the habit of previewing before printing to double check for any mistakes in content or format. Similarly, before copying, double-check the copying mode and clear the settings afterward to prevent waste resulting from incorrect settings.

**19. 网上冲浪选手的明智之选 -- 电子通讯工具**

**19. Turn to paperless.**

如果全国的机关、学校、企业采用电子邮箱、MSN 等电子办公，每年减少的纸张消耗在 100 万吨以上，节省造纸所消耗的能源达 100 多万吨标准煤。

If institutions, schools, and businesses across the nation widely adopt electronic office tools like email and MSN, the potential annual decrease in paper consumption could surpass 1 million tons. This shift would result in substantial savings, equivalent to over 1 million tons of standard coal, in the energy typically expended in paper production.

**20. 出门前 20 分钟关闭空调，温度也不会轻易拘带**

**20. Switch off the air conditioner 20 minutes before heading out.**

教室、办公室、宿舍内的温度在空调关闭后将持续一段时间。如果在离开房间前 20 分钟关闭空调，既不会影响室内环境，又可节约大量的电能哦。

After turning off the air conditioner, the temperature inside classrooms, offices, and dormitories remains steady for a while. By shutting down the air conditioner 20 minutes before leaving, you not only maintain a comfortable indoor environment but also contribute to substantial energy savings.

**21. 为传递使用教材图书的旦旦 ers 点赞**

**21. Share textbooks.**




小编鼓励同学们将使用过的教材供下届同学使用，可以大幅度降低校园教材耗纸耗能量。据估计，若全国有三分之一的教科书重复利用，全国一年可减少耗纸 20 万吨，减少二氧化碳排放 61 万吨，合计节约能源约 25.7 万吨标准煤。

Consider donating your used textbooks for the upcoming academic year as a commendable initiative that significantly reduces paper and energy consumption on campus. Estimates suggest that if one-third of textbooks nationwide are reused, it could result in an annual reduction of 200,000 tons in paper consumption, a decrease of 610,000 tons in carbon dioxide emissions, and an overall energy saving equivalent to around 257,000 tons of standard coal.

**22. 定点设置废纸箱，这很 OK**

**22. Dedicated recycling bins for paper waste.**

校园的用纸量巨大，在校园内定点设置回收箱并对废纸加以回收利用，可节材节能。

Given the substantial paper consumption on campus, it is necessary to place recycling bins for waste paper.

**23. 多乘公交多走路，锻炼节能两不误**

**23. On foot or by bus**



出行多走路、多乘坐公交和地铁，不仅免受堵车之苦，并且绝无尾气污染，既节省能源又方便快捷，还能在蚂蚁森林获得能量球，为母校公益林浇水啊喂。

Opting for public transportation, such as buses and subways, not only spares you from traffic congestion but also contributes to emission reduction.

**24. 自备购物袋或重复使用塑料袋购物“雨女有瓜”**

**24. Bring your own bags for shopping.**

塑料的原料主要来自不可再生的煤、石油、天然气等矿物能源，节约塑料袋就是节约地球能源。我国每年塑料废弃量超过一百万吨，「用了就扔」的塑料袋不仅造成了资源的巨大浪费，而且使垃圾量剧增。

Plastic is produced from non-renewable sources such as coal, oil, and natural gas. Conserving plastic bags can help save energy resources. In our country, the annual plastic waste exceeds one million tons, the single-use leads to significant resource wastage.

**25. 购买包装简单的产品**

**25. Purchase products with simple packaging.**

小编建议同学们购买包装简单的产品，简单的包装在生产过程中消耗了较少的能源。减少了送往垃圾填埋地的垃圾，也减少了消费者的经济负担。

Consider buying products with minimal packaging to reduce energy consumption during manufacturing. This not only helps decrease landfill waste but also reduces the economic burden on consumers.

**26. 杜绝一次性用品是节能旦旦 ers 最美的亚子**

**26. Avoid using disposable items.**

一次性用品给人们带来了短暂的便利，却给生态环境带来了灾难。它们加快了地球资源的耗竭，所产生的大量垃圾造成环境污染。以一次性筷子为例，我国每年向日本和韩国出口约 150 万立方米，需要损耗 200 万平方米的森林资源。

Disposable products may seem convenient, but they have significant negative impacts on the environment. These items deplete Earth’s resources and generate enormous amounts of waste, leading to environmental pollution. One example of this is the production of disposable chopsticks. China exports approximately 1.5 million cubic meters of them to Japan and South Korea every year, causing the depletion of 2 million square meters of forest resources.

**27. 洗衣机先浸泡后洗 skr 人才**

**27. Soak your clothes before putting them into the washing machine.**



洗涤前，先将衣物在流体皂或洗衣粉溶液中浸泡 10—14 分钟，让洗涤剂与衣服上的污垢脏物起作用，然后再洗涤。这样，可使洗衣机的运转时间缩短一半左右，电耗也就相应减少了一半。

Maximize the efficiency of your laundry routine by pre-soaking clothes in a solution of detergent for 10-14 minutes. This effectively breaks down dirt and stains. Then, move the clothes to the washing machine for the main wash. This method cuts washing time in half and reduces power consumption by 50%.

**28. 猪猪男孩女孩在外就餐要打包**

**28. Take leftovers home when dining out.**

在外就餐，吃不完的食物打包带回，勤俭节约，减少浪费，而且吃饱之后才有力气做好节能工作呀，嗝。

Don't waste food when dining out—bring leftovers home to enjoy later. This avoids waste and leaves you energized for energy-saving tasks. Bon appétit!