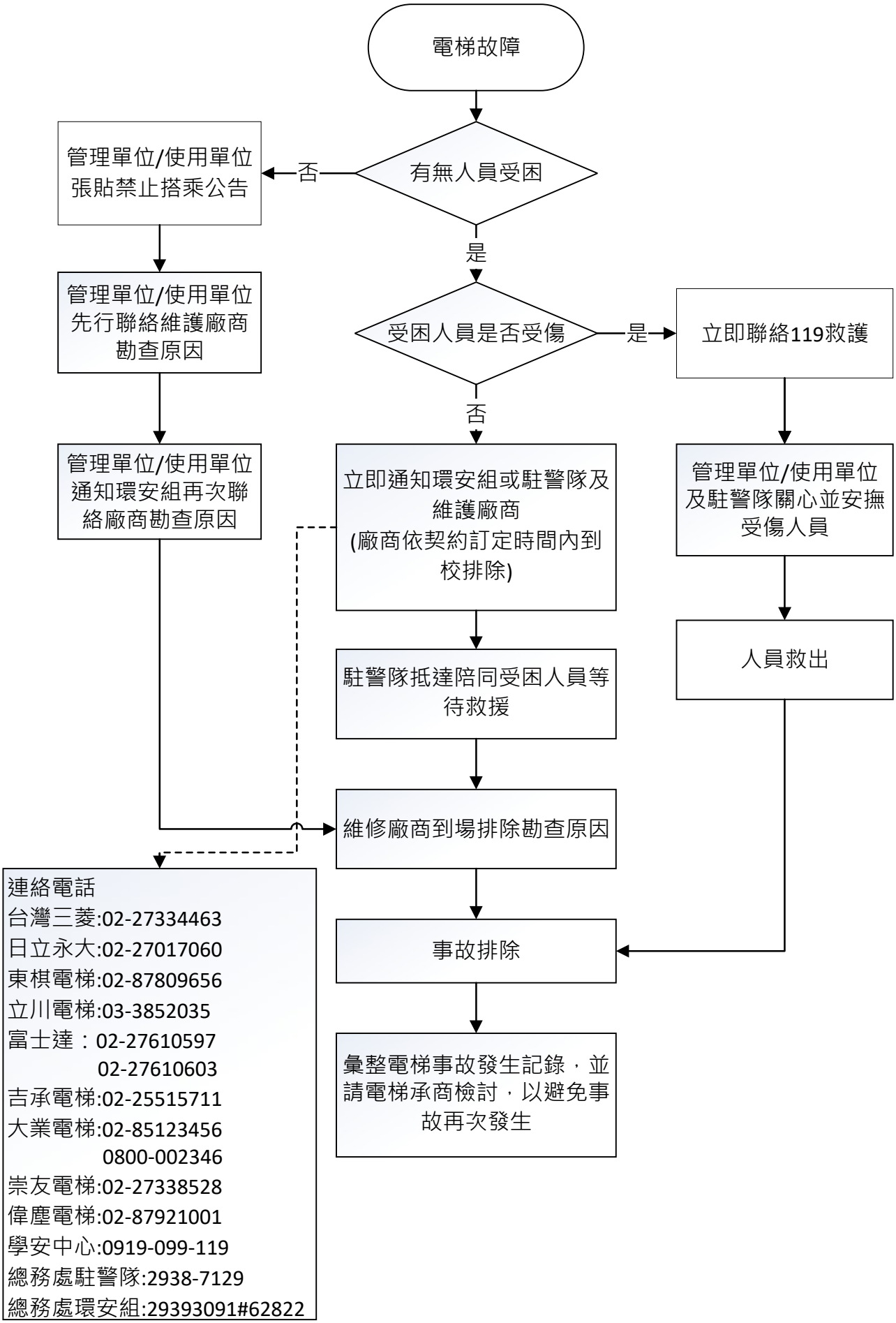國立政治大學電梯故障處理標準作業流程