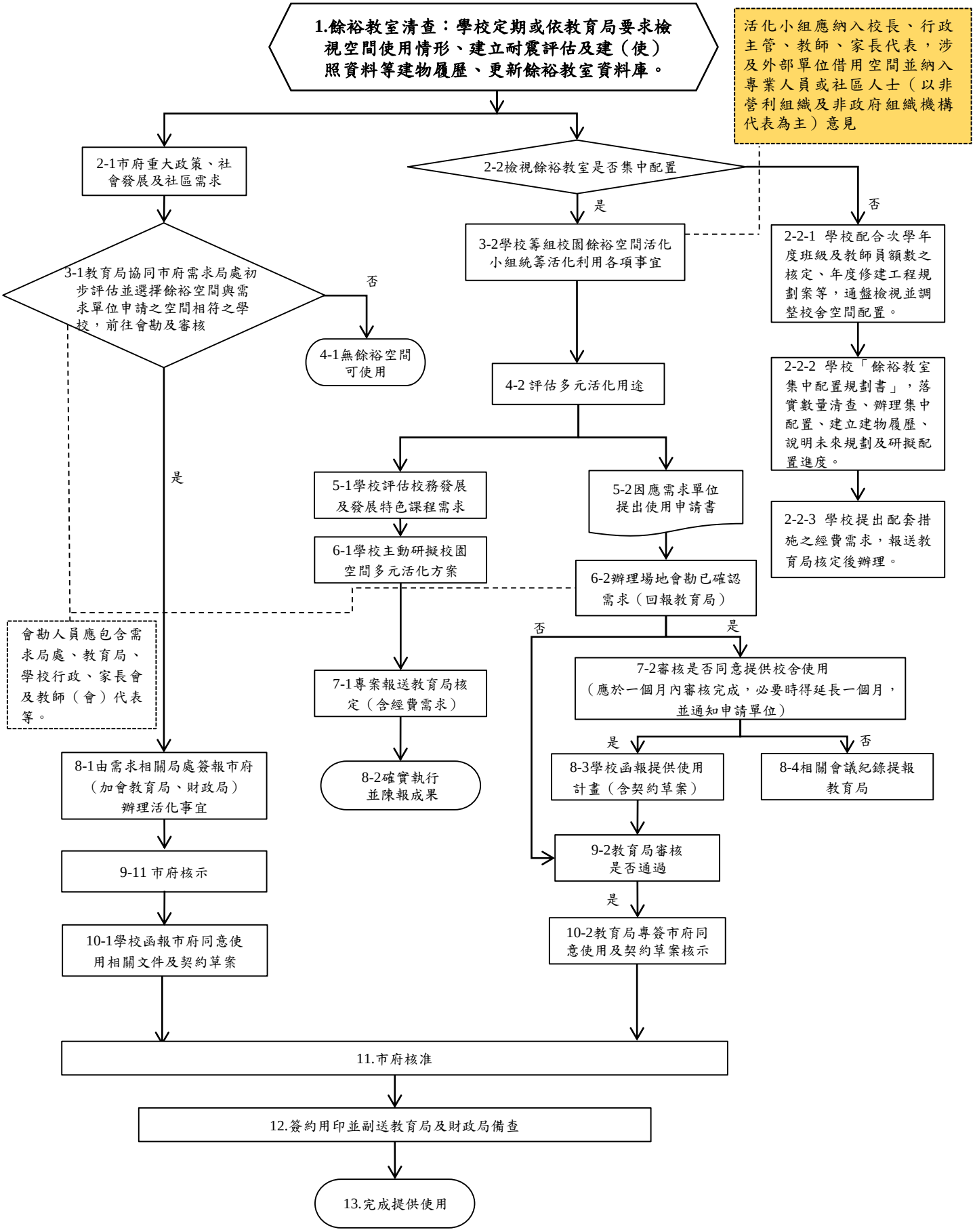臺北市國民中小學活化校園餘裕空間標準作業流程