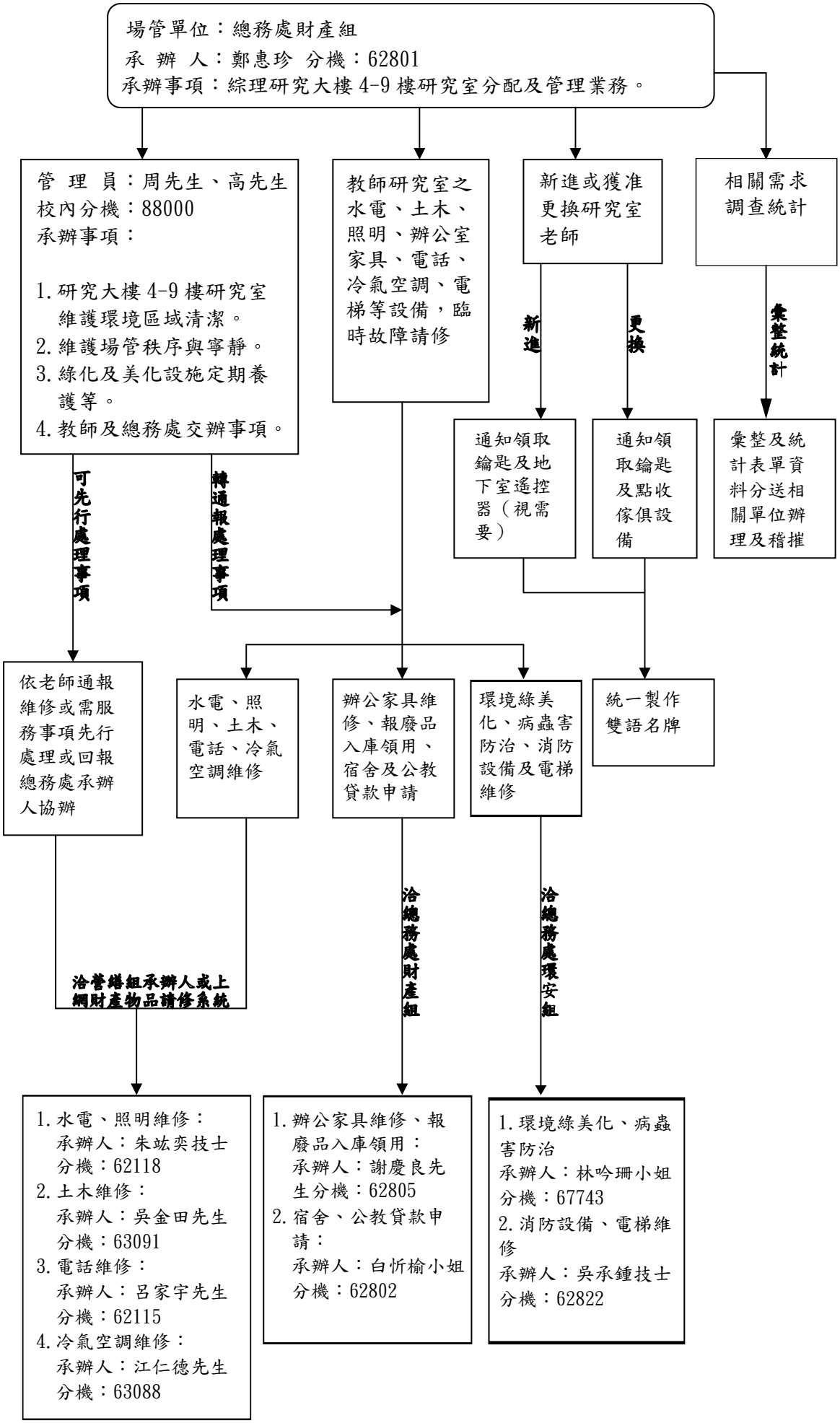研究大樓研究室服務管理流程圖