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| **國立嘉義大學\_\_\_\_年\_\_\_月份廁所維護清潔表 地點(編號): 館** | | | | | | | | | | | | | | | **樓□男□女厠** | |  |
| **日期** | **每日清潔及檢查** | | | | | | | **每週清潔及檢查** | | | **每月清潔** | | **清潔人員**  **簽章** | **廠商檢查**  **人員簽章** | | **本校使用（管理）檢查人員** | | |
| **完成時間** | **地 面** | **馬桶** | **小便斗** | **洗手台** | **鏡子** | **垃圾** | **洗手乳(芳香劑)** | **衛生紙** | **日光燈** | **天花板蜘蛛網** | **門窗玻璃** |
| **1** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **2** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **3** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **4** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **5** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **6** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **7** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **8** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **9** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **10** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **11** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **12** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **13** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **14** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **15** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **16** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **17** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **18** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **19** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **20** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **21** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **22** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **23** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **24** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **25** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **26** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **27** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **28** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **29** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **30** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **31** | **時 分** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | |
| **請使用(管理)單位每日檢查及簽名**。如有任何問題，請通知環安中心(TEL︰271-7137 or Email︰safety@mail.ncyu.edu.tw) | | | | | | | | | | | | | | | | | | |

備註: V:已清掃 △:設施故障