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| **机房出入登记表** | | | | | | | | |
| 日期： 年 月 日 值班人： | | | | | | | | |
| 日期 | 来访人 | 证件号码 | 所属公司/部门 | 进入  时间 | 事由 | 携带物品 | 离开  时间 | 离开时签名 |
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