中區養護工程分局水電業務例行工作項目表

檢查日期：111年12月份 檢查人員：

| 日期  工作項目 | | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
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| **高低壓電氣設備** | 每日 | 1.各種儀表表示燈是否正常。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.報表作業(填報「高、低壓電氣設備作業檢點表」)。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 每月 | 3.配合高低壓電氣設備及發電機定期巡檢作業(含巡檢表註記待改善事項之後續辦理及辦理情形追蹤)。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 每年 | 4.配合高低壓電停電保養作業。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 每年 | 5.配合用電設備及避雷針接地電阻測試。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **空調設備** | 每日 | 1.一、二號冰水主機切換(開啟/關閉)，並檢查各項機械功能。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.各種儀表表示燈是否正常。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 每月 | 3.第一辦公大樓一、二號冰水主機冷卻水塔清洗，自行檢查塔頂排水孔有無堵塞。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 每月 | 4.配合第一辦公大樓空調系統冷卻水塔加藥水處理及定期維護保養工作。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **電梯** | 每日 | 1.各種儀表表示燈是否正常。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 每月 | 2.配合本分局4部電梯定期巡檢維護作業。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3.配合本分局(斗南工務段)4部電梯安全檢查作業。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **發電機** | 不定期 | 配合本分局緊急應變小組成立，檢查發電機備用油料存量及添購，以確保供電無虞。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **馬達** | 每月 | 檢查(揚水泵浦、大門等)馬達需要添加潤滑油。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **飲用水設備** | 每季 | 1.配合本分局飲水機濾心定期更換保養維修作業。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.配合本分局飲用水設備(飲水機)水質檢驗作業。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **水塔** | 每年 | 配合本分局水塔清洗作業。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **其他** | 不定期 | 配合本分局高低壓電氣設備、空調系統、發電機、監視器、防盜系統、電梯、飲水設備、影音視聽設備及其他屬秘書室權管機具故障之排除作業。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 編號 | 故障日期 | 維修(報修)內容 | 處理情形 | 施作者 | 驗收者 | 備註 |
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備註：記錄符號：打圈：正常；打叉：異常