國立暨南國際大學 107學年度第 2 學期 油脂截油槽清洗紀錄表**(每日)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 項目 | 月份 | 人員簽名 | | 日期 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 |
| 截油槽是否每日確實清洗乾淨？ | 9 | 清潔 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 抽查 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 10 | 清洗 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 抽查 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 11 | 清潔 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 抽查 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 12 | 清潔 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 抽查 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 1 | 清潔 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 抽查 | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 異常情形及處理概況說明 | 發現日期/異常情形/處理情形/改善完成日期： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 清潔人員 | |  | | | | | | 承辦人 | | | | |  | | | | | | 工作場所負責人(單位主管) | | | | | | | | | |  | | | | | | | | |
| 注意  事項 | 1.清洗頻率：**每日**。  2.清洗結果應詳實紀錄，正常打()，異常打( )；異常時，請**立即報修**；無異常時，本表單完成後請自行保存三年，以供備查。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |