國立暨南國際大學 107學年度第 2 學期 烘焙教室 作業檢點紀錄表**(每日/作業前)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 檢查地點(編號) | | | | 烘焙教室(編號) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 項次 | 檢 點 項 目 | | | 檢查結果( 年 月) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 |
| 1 | 作業前 | | 實習人員是否穿戴整齊？(帽子、衣服、鞋子) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 2 | 瓦斯管線是否正常、無腐蝕情形？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 3 | RO淨水機配線是否無破損裸露情形？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 4 | 地板是否乾淨、乾燥，避免滑倒？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 5 | 食物原料狀態是否良好？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 6 | 刀具是否乾淨無損壞？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 7 | 作業後 | | 瓦斯使用後是否隨手關閉？(瓦斯爐及瓦斯桶) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 8 | 瓦斯台面是否保持清潔？使用後是否將保護罩蓋上？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 9 | 食物原料是否保存良好？(保存溫度、加蓋、離地、定位..等) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 10 | 刀具是否確實歸還(數量清點)？是否安全存放？(上鎖、定位、避免移位掉落) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 11 | RO淨水機台面是否清洗乾淨？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 12 | 地板是否清理、保持乾燥？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 13 | 排水溝是否清理、保持乾淨？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 14 | 截油槽排水是否正常？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 15 | 截油槽使用後是否清洗？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 16 | 截油槽不使用時是否有將廢水排出、常保乾淨清潔？ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 17 | 定期 | | RO淨水濾心是否按時更換，有無定期保養？  定期保養日期： 濾心更換日期： |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 18 | 各組別排水孔是否有保養清潔消毒？  保養清潔消毒日期： |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 狀況及處理情形 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 檢查人員 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| 注意  事項 | | 1.依職業安全衛生管理辦法第77條實施；檢查週期：**每日或作業前檢點 (未作業時不用檢查)** 。  2.檢點結果應詳實紀錄，檢點結果正常打()，異常打()，無此項目打(＊或／)。  3.**檢點項目中，無設置或有異常結果者，應立即報請修繕**。  4. 本表單完成後請自行保存三年，以供備查。 | | | | | | | | | | | | | | | | 單位承辦人 | | | | | | | | | | |  | | | | | | | |
| 工作場所負責人(單位主管) | | | | | | | | | | |  | | | | | | | |