**廁 所 清 潔 紀 錄 表 年 月**

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|  **項目****日期** | **環境清潔** | **通風良好****無異味** | **垃圾處理** | **洗手設備使用正常** | **補充清潔劑及擦手紙或經消毒之毛巾** | **清潔人員簽章** | **負責人簽章** |
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* 廁所應隨時保持清潔、通風，經常消毒、除臭，定時填寫清潔紀錄表供查。
* 本記錄表應每日逐項檢查：符合規定以「○」，不符規定以「×」符號填記。