**水塔及空調設備清潔紀錄表**

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| **序號** | **日期** | **時間** | **清潔人員簽章** | **負責人簽章** | **備註** |
| **1** |  |  |  |  |  |
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| **20** |  |  |  |  |  |

* 空調設備包括冷卻水塔清洗消毒、冷氣機濾網、電扇扇葉等清潔，應每半年應清洗消毒一次以上，並作成紀錄備查。