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| フロア退出チェックシート | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  | 承認 | 作成 |
|  |  | | 年 |  | 月分 | |  | № | １ |  |  |  |
| 最終退出者は点検項目をチェックし、問題点が有る時はコメント欄に記載。 | | | | | | | | | | | | | | | | | | | | |
| 日付 | 曜日 | 消灯 | | | | | | | | 電源OFF | | | | | | | | コメントを記載 | | | | 最終退出者 |
| 給湯室 | トイレ | 休憩室 | 会議室 | オフィス | ロッカー |  |  | コピー | 空調 | 個人PC | 照明 | 電子機器 | 充電器 |  |  |
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| フロア退出チェックシート | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  | 承認 | 作成 |
|  |  | | 年 |  | 月分 | |  | № | ２ |  |  |  |
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| 日付 | 曜日 | 消灯 | | | | | | | | 電源OFF | | | | | | | | コメントを記載 | | | | 最終退出者 |
| 給湯室 | トイレ | 休憩室 | 会議室 | オフィス | ロッカー |  |  | コピー | 空調 | 個人PC | 照明 | 電子機器 | 充電器 |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |  |
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