当直日誌

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 月　　日 | |  |  |  | ㊞ |
|  | 曜日 | 当直者氏名印 |  |  | ㊞ |
| 天候 | |  |  |  | ㊞ |
| 建物内外巡視時刻並びにその状況 | |  | | | |
|  | | | |
|  | | | |
|  | | | |
| 至急文書物品等の処理状況 | |  | | | |
|  | | | |
|  | | | |
|  | | | |
| 火災その他非常事態及びこれに対する措置 | |  | | | |
|  | | | |
|  | | | |
|  | | | |
| 収受文書その他 | |  | | | |
|  | | | |
|  | | | |
|  | | | |
| 当直中取扱った事項 | |  | | | |
|  | | | |
|  | | | |
|  | | | |