(当直日誌)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 長 | 課長 | | | 当直の種類 | 当直勤務年月日 | | | |
|  |  | | |  | 年　　　月　　　日　　　曜日 | | | |
|  |  | | |  |  | | | |
|  |  | | |  | 天候 | | | |
| 当直勤務者  氏名印 | |  | | | | ㊞ |  | ㊞ |
| 退社時の火気始末及び戸締り等の状況 | |  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| 時間外勤務者及び休日出勤者の所属、職、氏名及び出退社時刻 | |  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| 外来者の受付状況 | |  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| 文書の収発処理状況 | |  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| 建物内外の異常の有無 | | 巡視1 |  | | | | | |
| 巡視2 |  | | | | | |
| 巡視3 |  | | | | | |
| 前当直者からの引継ぎ事項及び措置結果 | |  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| その他特記事項 | |  | | | | | | |
|  | | | | | | |
|  | | | | | | |

備考定時以外の巡視については、時刻と理由をその他欄に記載のこと。