当直日誌

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| 日付 | 年　　月　　日 | | | | 曜日 | 曜日 | | 天候 |  | | | 区分 | 宿直 | |
| 日直 | |
| 管理者検印 | |  | 勤務者 | 職名 | | | 氏名 | | | | | | | ㊞ |
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| 区分 | | | 記事 | | | | | | | | | | | |
| 文書、物品等の受理  （品名、数量、先方の氏名などを記入すること。） | | |  | | | | | | | | | | | |
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| 来訪者等 | | |  | | | | | | | | | | | |
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| 特記事項 | | |  | | | | | | | | | | | |
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| 引継（申し送り）事項 | | |  | | | | | | | 巡視事項 | 午　　　時　　分 | | | |
|  | | | | | | | 午　　　時　　分 | | | |
|  | | | | | | | 午　　　時　　分 | | | |
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