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| 警備日誌 | | | | | | | | | | | 総務 | | 担当 | |
|  | |  | |
| 年　　月　　日(　　曜日)　天候： | | | | | | | | | | |  | |  | |
| 時間帯 | | | 勤務者氏名 | | | | | | | | | | | |
| ：　　〜　　： | | |  | | | ㊞ |  | | ㊞ |  | | | | ㊞ |
| ：　　〜　　： | | |  | | | ㊞ |  | | ㊞ |  | | | | ㊞ |
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| 施設使用状況 | 施設名 | | | 状況 | | | | 担当課 | | | | 終了時刻 | | |
|  | | |  | | | |  | | | | 時　　分 | | |
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| 巡視状況 | 終了時刻 | 巡視者 | | | 状況 | | | | | | | | | |
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| 時　　分 |  | | |  | | | | | | | | | |
| 収受文書 | (親展、速達、書留及び電報等の受理件数並びに処理状況) | | | | | | | | | | | | | |
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| その他事務 | (連絡事項の内容については、別紙に記入のこと。) | | | | | | | | | | | | | |
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