**供水系統清潔紀錄表（參考格式）**

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| **序號** | **日期** | **時間** | **清潔人員簽章** | **負責人簽章** | **備註** |
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※營業場所供水系統每半年應清洗消毒一次以上，並作成紀錄備查。

**水塔及空調設備清潔紀錄表（參考格式）**

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* 空調設備包括冷卻水塔清洗消毒、冷氣機濾網、電扇扇葉等清潔，應每半年應清洗消毒一次以上，並作成紀錄備查。

**廁 所 清 潔 紀 錄 表 年 月**

**（參考格式）**

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| **項目**  **日期** | **環境清潔** | **通風良好**  **無異味** | **垃圾處理** | **洗手設備使用正常** | **補充清潔劑及擦手紙或經消毒之毛巾** | **清潔人員簽章** | **負責人簽章** |
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* 廁所應隨時保持清潔、通風，經常消毒、除臭，定時填寫清潔紀錄表供備查。
* 本記錄表應每日逐項檢查：符合規定以「○」，不符規定以「×」符號填記。

**消 毒 紀 錄 表（參考格式）**

**中華民國 年 月**

* 毛巾消毒 消毒方式：□煮沸消毒法 □蒸汽消毒法 □氯液消毒法
* 器械消毒 消毒方式：□煮沸消毒法 □酒精消毒法 □紫外線消毒法

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| **日期** | **時間** | **清潔人員簽章** | **負責人簽章** | **備註** |
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