（別添例示１－６ ）

清 掃 日 誌

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|  |  |  |  | （確認者欄） |  | 年 月 日 | 天気 |  |
|  | 区域  | 共用作業 | 専用区域 | 管理区域 |
|  |  作業個所清掃作業 | 玄関ホール | 廊下 | 階段 | 給湯室 | 便所・洗面所 | 屋上・屋外 | エレベーター | 事務室 | 役員室 | 会議室･応接室 | 事務機械室 | 食堂 | 書庫 |  | 外壁 | 窓ガラス |  |
| 日常清掃 | 床の掃き拭き |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| じゅうたん掃除 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 壁面（低所）ほこり払い |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 机上掃除 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 窓枠窓台ほこり払い |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 吸い殻処理 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 紙屑・ごみ処理 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 茶殻・厨芥処理 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 階段手摺り拭き |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 流し場掃除 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 衛生陶器掃除 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 汚物入れ掃除 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 鏡まわり清掃 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 衛生消耗品補給 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| マット掃除 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 区域  | 共用作業 | 専用区域 | 管理区域 |
|  |  作業個所清掃作業 | 玄関ホール | 廊下 | 階段 | 給湯室 | 便所・洗面所 | 屋上・屋外 | エレベーター | 事務室 | 役員室 | 会議室･応接室 | 事務機械室 | 食堂 | 書庫 |  | 外壁 | 窓ガラス |  |
| 定期清掃 | 床面ワックス塗り |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 金属磨き |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 高所ほこり払い |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 壁・大理石磨き |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 窓ガラス磨き |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 扉・間仕切り掃除 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| マットの洗浄 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 排水溝そうじ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 金属外装磨き |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 大掃除 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 容器・集積場の清掃点検 |
| 容 器 | 集 積 場 |
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| 【特記事項】 |