哺（集）乳室清潔維護及設備檢查紀錄表

 年 月

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| 項目日期 | 清潔維護 | 設備檢查 | 清潔維護人員簽名 | 設備檢查人員簽名 |
| 地板 | 洗手檯櫃 | 桌椅 | 垃圾清潔 | 呼叫鈴 | 專用冰箱 | 冷氣 | 桌椅 |
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註：其設備維護規範於後

★ 呼 叫 鈴：需於每日08:00上班前測試是否有無故障。

★ 專 用 冰 箱：需每日檢測溫度是否有無異常，並記錄於表單中。

★ 冷 氣：需每週檢測運轉是否正常運轉。

★ 桌 椅：需每週檢視是否平穩。