**附件三**

**日常火源自行檢查表**

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| 實施人員 |  |  | 負責區域 |  | 檢查月份 |  |
| 日期 | 週 |  | 實施項目 |
| 用火設備使用情形 |  | 電器設備配線 | 煙蒂處理 | 下班時火源管理 | 其它(共有設備(施)之可燃物管理) | 附記 |
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|  |  防火管理人處置情形暨簽章 |  |
|  |  |

備 考：如有異常現象，應立即報告防火管理人。

符號說明：“Ｏ”->符合規定、”Ｖ”->立即改善後符合規定、”Ｘ”->無法使用、損壞或未符規定且無法立即改善。