**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 |
| 1 |  | | |  | |  |  | | |  | |  |  |  | | |  |
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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。