業　　務　　日　　誌

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 現場名 | | | | | | 責任者  氏名 | | | 年　　　月　　　日（　　　）天候  　　　　　　　　　　　　　　　　　　　　印 | | | | | | | | | | | |
| 在籍　　　　名 | | 出勤　　　　名 | | | | 有休　　　　　名 | | | | | 振休　　　　　名 | | | | | | 欠勤　　　　名 | | | |
| 出勤者氏名 | |  | | | | | | | | | | | | | | | | | | |
|  | 作　業　場　所 | | １階 | ２階 | ３階 | | ４階 | ５階 | | ６階 | | ７階 | | ８階 | ９階 |  | | |  |  |
| 日  常  清  掃 | 玄関・EVホール | |  |  |  | |  |  | |  | |  | |  |  |  | | |  |  |
| 廊　　　下 | |  |  |  | |  |  | |  | |  | |  |  |  | | |  |  |
| 階　　　段 | |  |  |  | |  |  | |  | |  | |  |  |  | | |  |  |
| トイレ・洗面所 | |  |  |  | |  |  | |  | |  | |  |  |  | | |  |  |
| 犬走り・外周 | |  |  |  | |  |  | |  | |  | |  |  |  | | |  |  |
| 屋　　　上 | |  |  |  | |  |  | |  | |  | |  |  |  | | |  |  |
| 駐　　車　　場 | |  |  |  | |  |  | |  | |  | |  |  |  | | |  |  |
|  | |  |  |  | |  |  | |  | |  | |  |  |  | | |  |  |
| 本日の  週間清掃内容 | | |  | | | | | | | | | | 実施時間 | | | | |  | | |
|  | | | | | | | | | |  | | | | | 名 | | |
| 本日の  定期清掃内容 | | |  | | | | | | | | | | 実施時間 | | | | | 名 | | |
| 本日の  立会点検作業 | | |  | | | | | | | | | | 立会時間 | | | | | 実施人数  　　　 名 | | |
| 本日の  鍵等保管管理内容 | | |  | | | | | | | | | | | | | | | | | |
| 本日の  想定外の出来事  不安全箇所など | | |  | | | | | | | | | | | | | | | | | |
| 本日の  気付き・要望  顧客の動きなど | | |  | | | | | | | | | | | | | | | | | |
| 契約客の  検印 | | | 折衝メモ（注意事項他） | | | | | | | | | | | | | | | | | |