（別添例示１－６ ）

清 掃 日 誌

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  | （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 | | | | | |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 大掃除 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 容器・集積場の清掃点検 | | | | |
| 容 器 | | | 集 積 場 | |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 【特記事項】 |