* **週間トイレ清掃点検表 　＊**

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| **日付** | **時間** | **清掃リスト** | | | | | **補充リスト** | | | **担当者** |
| **床** | **壁・ドア** | **便器・便座** | **洗面台・鏡** | **ゴミ捨て** | **トイレット**  **ペーパー** | **ハンド**  **ソープ** | **アルコール消毒液** |
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**＊＊＊　担当者は清掃・備品補充を実施し、各項目にチェック（✓）を入れ、最後にサインしてください。　＊＊＊**