設備維護記錄表

設備名稱：

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| 應保養項目 | | 保養頻率 | 方式 | 備註 |
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| 保養記錄 | | | | |
| 年/月/日 | 實施保養項目(內容)及狀態 | | 保養者簽名 | 主管簽核 |
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