日常火源暨避難設施自行檢查表(每日)

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| 實施  人員 | |  | | | | | | | 負責  區域 | | | |  | | | | | | | 檢查  月份 | | |  | | | |
|  | 月 月 | 實施項目 | | | | | | | | | | | | | | | | | | | | | | | | |
| 日常火源 | | | | | | | | | | | | | | | | 避難設施 | | | | | | | | 備註 |
| 用火設備使用情形 | | | | | | | | | | | | 電器設備電線 | 關閉不用電源與拔除插頭 | 其他可燃物管理 | |
| 日期 | 週 | 酒精燈或  本生燈 | 加熱槍 | 瓦  斯爐 | 微波爐 | 加熱包 | 烤箱 | 烘箱 | | 鍛  燒爐 | 灰  化爐 | 其他 | | 出入門及門把動作是否正常 | | | | 通道無堆積妨礙避難逃生之物品 | | 緊急照明燈是否正常 | 通道有確保必要之寬度(建議 0.8m以上) |  |
| １ |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| ２ |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| ３ |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| ４ |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| ５ |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| ６ |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| ７ |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| ８ |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| ９ |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| 10 |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| 11 |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| 12 |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| 13 |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| 14 |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
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| 29 |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| 30 |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| 31 |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | | |  | | |  |  |  |
| 實驗室負責人處置情形暨簽章 | | | | | | | | | | | | | | | | | | |  | | | | | | | |
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填寫說明：

1.日常火源

(1)如有異常現象，應立即進行檢修及報告環安組。

(2)用火設備使用情形除表列項目外，請各實驗室依實際使用狀況於其他類增列查檢項目，其設備意義代表具產生明火、悶火或迅速延燒性能之物品。

(3)電器設備配線包括各類電器本身之配線或使用之延長線，勿有過載使用情形，如：儀器、電腦設備、電磁爐、加熱板、水域鍋……等。

(4)符號說明：“－”->無該項設備、“Ｏ”->正常、”△”->立即改善後符合規定、”Ｘ”->不正常、無法使用、損壞或未依規定且無法立即改善。

2.避難設施

(1)符號說明： “Ｏ”->正常、”△”->改善中、”Ｘ”->不正常、無法使用、無法改善。

本資料將留存3年備查。