様式EA５-1

部署名：

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| **日** | **曜** | **昼休みの消灯** | **空調設定温度と運転状況** | **パソコン、OA機器** |
| **消灯「○」****点灯「×」** | **点灯の****理由** | **範囲内「○」****範囲外「×」** | **不在時OFF「○」****不在時ON 「×」** | **不在時ON****の理由** | **不在時OFF「○」****不在時ON 「×」** | **不在時ONの****種類と理由** |
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年　　月　　日

**省エネルギー日常点検表**

確認

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| 部署印 | コ　メ　ン　ト　欄　（必要により記入） |
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| 承認 | 作成 |
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