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

|  |  |
| --- | --- |
| 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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