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) |  |
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| 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。