**372 掃區分配表**

\*\*\* 內掃股長:07林宥葳**.**

\*打掃前，提醒大家將椅子抬到桌上地上東西淨空、打掃後上課前，提醒大家將椅子搬下來。

\***上課前巡視教室走廊、垃圾桶、樓梯**。

\*\*\* 外掃股長: 10 鄭勻絜 \*\***週五交整潔回覆表&午休巡視走廊外掃**

★ 窗戶: 檢查及協調者(11 賴姸菱) ★打掃時間：早上9:00~9:20 /下午 15:20~15:40

第1.2.3.扇窗戶**(18)**、第4.5扇窗戶+前後門**(42)**

靠走廊窗溝**(+中午)**：**(20)**、走廊底窗戶窗溝**(41)**

一般垃圾**(44)**、回收及紙類**(29.25.):提前整理，上課不可以遲到**

★走廊: 檢查及協調者(1 李沅穎)**中午 12:45~12:50** 10 鄭勻絜

★打掃時間：早上9:00~9:20 /**中午 12:45~12:50**/下午 15:20~15:40

走廊掃地**(24)**、走廊拖地**(34)**

置物櫃、飲水機、**(40)**

滅火器\*3、課表每月一星牌、消防栓、**平台的窗戶門(32)**

**茶水間:(30.):清洗手台及擦檯面.蒸飯箱、掃拖地(中午)、\*週一領掃具**

**自強5F教室前樓梯 4F ~ 5F平台:掃地(15)、拖地(13)、擦欄杆(17)**

★教室: 檢查及協調者(07 林宥葳) ★打掃時間：早上9:00~9:20 /下午 15:20~15:40

抬倒水(+外掃區):38

掃地: 21.26.28.19.、拖地: 3.4.5.6.

黑板、板溝、資訊講桌、小講桌\*2、值日生:**(12)**

**\***檢查及協調者(37 陳究箖) **\*午晚餐盛餐桌椅整理(37)**

打掃時間：早上9:00~9:20 /**中午 12:45~12:50** /下午 15:20~15:40

**1.窗台擦拭及電器開關:2.16.**

**2.門:43、45、27**

**3.桌椅(黑板、數位講桌):36.14.**

**\***檢查及協調者(10 鄭勻絜)

打掃時間：早上9:00~9:20 /下午 15:20~15:40

**地面: 掃(8.9.35.39.)、拖(22.23.31.33.)**

★ 窗戶: 檢查及協調者(11 賴姸菱) ★打掃時間：早上9:00~9:20 /下午 15:20~15:40

第1.2.3.扇窗戶**(18)**、第4.5扇窗戶+前後門**(42)**

靠走廊窗溝**(+中午)**：**(20)**、走廊底窗戶窗溝**(41)**

一般垃圾**(44)**、回收及紙類**(29.25.):提前整理，上課不可以遲到**

月 日~ 月 日 1.完成的:打勾或+1或+2 2.敷衍未盡力-1 3.未打掃或遲到 -5

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★走廊: 檢查及協調者(1 李沅穎)

★打掃時間：早上9:00~9:20 /**中午 12:45~12:50**/下午 15:20~15:40

走廊掃地**(24)**、走廊拖地**(34)**

置物櫃、飲水機、**(40)**

滅火器\*3、課表每月一星牌、消防栓、**平台的窗戶門(32)**

**茶水間:(30.):清洗手台及擦檯面.蒸飯箱、掃拖地(中午)、\*週一領掃具**

**自強5F教室前樓梯 4F ~ 5F平台:掃地(15)、拖地(13)、擦欄杆(17)**

月 日~ 月 日 1.完成的:打勾或+1或+2 2.敷衍未盡力-1 3.未打掃或遲到 -5

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★教室: 檢查及協調者(07 林宥葳) ★打掃時間：早上9:00~9:20 /下午 15:20~15:40

抬倒水(+外掃區):38

掃地: 21.26.28.19.、拖地: 3.4.5.6.

黑板、板溝、資訊講桌、小講桌\*2、值日生:**(12)**

月 日~ 月 日 1.完成的:打勾或+1或+2 2.敷衍未盡力-1 3.未打掃或遲到 -5

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**\***檢查及協調者(37 陳究箖) **\*午晚餐盛餐桌椅整理(37)**

打掃時間：早上9:00~9:20 /**中午 12:45~12:50** /下午 15:20~15:40

**1.窗台擦拭及電器開關:2.16.**

**2.門:43、45、27**

**3.桌椅(黑板、數位講桌):36.14.**

月 日~ 月 日 1.完成的:打勾或+1或+2 2.敷衍未盡力-1 3.未打掃或遲到 -5

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**\***檢查及協調者(10 鄭勻絜)

打掃時間：早上9:00~9:20 /下午 15:20~15:40

**地面: 掃(8.9.35.39.)、拖(22.23.31.33.)**

月 日~ 月 日 1.完成的:打勾或+1或+2 2.敷衍未盡力-1 3.未打掃或遲到 -5

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(10 鄭勻絜)**中午維護 12:45~12:50 (垃圾桶44.及回收桶25.29.)**

走廊掃地**(24)**、走廊拖地**(34)**、置物櫃、飲水機、**(40)**

滅火器\*3、課表每月一星牌、消防栓、**平台的窗戶門(32)**

**茶水間:(30.):清洗手台及擦檯面.蒸飯箱、掃拖地(中午)、\*週一領掃具**

**自強5F教室前樓梯 4F ~ 5F平台:掃地(15)、拖地(13)、擦欄杆(17)**

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