**清掃（掃除）チェックリスト**

**DAILY CHECK**（毎日チェックすること）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | チェック項目 | 月 | | 火 | | 水 | | 木 | | 金 | | 土 | | 日 | |
| 1 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |
| 2 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |
| 3 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |
| 4 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |
| 5 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |
| 6 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |
| 7 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |
| 8 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |
| 9 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |
| 10 |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  | □ |  |

**WEEKLY CHECK**（週の＿＿＿＿＿＿にチェックすること）

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | チェック項目 | チェック日 | 担当者 | 責任者 |  | 今週のクレンリネスチェックについて |
| 1 |  | ／ |  |  |  | 気付いた点 |
| 2 |  | ／ |  |  |  |  |
| 3 |  | ／ |  |  |  |
| 4 |  | ／ |  |  |  |
| 5 |  | ／ |  |  |  | 備考 |
| 6 |  | ／ |  |  |  |  |
| 7 |  | ／ |  |  |  |
| 8 |  | ／ |  |  |  |