**疫情期间门卫24小时交接值班表**

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| 日期 | 值班人 | 电话 | 有无可疑情况 | 有无为解决的安全隐患 | 钥匙、电筒、防爆器械  是否完好 | 登记表记录是否完整 | 有无未完成事宜 |
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