值班记录 表

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| 值班时间 | | 20 年 月 日 | | | 星 期 |  | | 带班领导 | |  |
| 值班类型 | | **□**平日夜间 **□**周末 **□**节假日 **□**寒暑假 | | | | 值班人员 | |  | | |
| 接班情况 | | 交班人： | | | | 接班(到岗)时间 | | | 时 分 | |
| 来电来访  记录 |  | | | 突发事件、重要来电请及时上报 | | | | | | |
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|  | | | 本页若写不下请在反面续写，交班前请为值班手机充满电，须跟进事项请务确保移交衔接 | | | | | | |
| 巡视检查记录 | 校园总体情况 | | | 判断： 风险点： 建议： | | | | | | |
| 教学区情况 | | | 教学秩序： 异常活动： 学院楼： 公共教学楼：  SJQU-QR-XB-029 (A0) | | | | | | |
| 生活区情况 | | | 食堂： 餐饮保障： 宿舍： 宿管： | | | | | | |
| 环境情况 | | | 气象： 气温： 环境： 防暑防汛防台防冻： | | | | | | |
| 后勤安保情况 | | | 监控室： 门卫室： 消防： 校园周边： | | | | | | |
| 网上情况 | | | 网络信息： 舆情线索： | | | | | | |
| 突发情况 |  | | |  | | | | | | |
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| 其它事项 |  | | |  | | | | | | |
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| 详细情况记录 | | | | | | | | | | |
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| 交班情况 | | | 接班人： | | | | 交班时间 | | 时 分 | |

说明：需要后续跟进的事项，请及时反馈至相关部门和领导。