**第3節　様式集**

（様式－１）

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|  |  |  | **酸素欠乏症等危険作業計画書** | | | | | | | | | | | | | | | | | | |  |  |  |
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|  | 堺市上下水道事業管理者 | | | | | | | |  | 殿 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 下記の計画により作業を行います。 | | | | | | | | | | | | | | | | | | | | | | |  |
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| 工事名称 | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 酸素欠乏症等 | | | | | | | 第１種 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 危険作業場所 | | | | | | | 第２種 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 作業期間 | | | | | | | 令和 | |  | 年 |  | 月 |  | 日 | ～ | 令和 | |  | 年 |  | 月 |  | 日 |  |
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| 作業管理体制 | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 酸素欠乏症等  危険作業主任者 | | | | | | |  |  |  | 氏名 | | | | |  |  | 修了証番号 | | | | |  |  |  |
| 第１種 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 第２種 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 測定器形式 | | | | | | |  | 酸素  濃度計 | | |  |  |  |  |  |  | 硫化水素  濃度計 | | | |  |  |  |  |
| 換気設備 | | | | | | | 形式 | | |  |  |  |  |  |  |  | 台数 | |  |  |  |  |  |  |
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| 保護具及び安全帯等 | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 酸素欠乏症等危険作業における測定方法  及び回数 | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 備考 | | | | | | |  | ・酸素濃度１８％以上 | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ・硫化水素濃度１０ppm以下 | | | | | | |  |  |  |  |  |  |  |  |  |  |

（様式－２）

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|  | （酸素及び硫化水素濃度測定箇所図） | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |
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（様式－３）

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|  |  |  |  |  | **酸素及び硫化水素濃度測定記録書** | | | | | | | | | | | | | |  |  |  |  |  |
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| 工事名称 | | |  |  |  |  |  |  |  |  | 測定日 | |  | 令和 |  | 年 |  | 月 |  | 日 | 天候 | |  |
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| 測定箇所 | | |  |  |  |  |  |  |  |  |  |  |  |  | 酸素計 | |  |  |  |  |  | 形 |  |
|  |  |  |  |  |  |  |  |  |  | 使用測定  計器名 | | | |  | 硫化水素計 | | | |  |  |  | 形 |  |
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|  |  |  |  |  |  | 結果 | | | |  |  |  | 結果 | | | |  |  |  | 結果 | | | |
| 測定点 | | | 時刻 | | | Ｏ２ | | Ｈ２Ｓ | | 時刻 | | | Ｏ２ | | Ｈ２Ｓ | | 時刻 | | | Ｏ２ | | Ｈ２Ｓ | |
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| 措　置 その他 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | ※測定点数に合わせて、記載欄は編集すること。 | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |

（様式－４）

緊 急 時 連 絡 体 制

工事説明図

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 工 |  | | | 本市監督員 | |  |
| 事 |
| 電 話 | |  |
| 名 |
| 工事場所 | |  | | | | |
| 受注  者 | 社 名 |  | | 電 | 会社 |  |
| 住 所 |  | | 話 | 現場 |  |
|  | 役 職 名 | 氏 名 | 住 所 | | | 電 話 |
| 工 | 現場代理人 |  |  | | |  |
| 事 |  |  |  | | |  |
| 関 |  |  |  | | |  |
| 係 |  |  |  | | |  |
| 者 |  |  |  | | |  |
|  |  |  |  | | |  |
| 緊急時連絡および組織体制表 | | | | | | |

（様式－５）

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|  | 堺市上下水道事業管理者 | | | | | | | | 殿 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | 受注者 | |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | **部分使用承諾書** | | | | | | | | | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | 工事請負契約書第３３条により、下記のとおり部分使用を承諾します。 | | | | | | | | | | | | | | | | | | | | | | |
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|  | １ | 工事名称 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | ２ | 工事場所 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | ３ | 使用部分 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | ４ | 使用期間 | | | |  | 令 | 和 |  | 年 |  | 月 |  | 日 | ～ | 全工事完成引渡し日まで | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | ５ | 部分使用の条件 | | | |  | 工事請負契約書　第３３条第２項・第３項の規定による。 | | | | | | | | | | | | |  |  |  |  |
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（様式－６）

令和　　年　　月　　日

堺市上下水道事業管理者　殿

住所又は所在地

商号又は名称

　　　　代表者氏名　　　　　　　　　　　　　　　印

工事事故報告書

弊社施工による工事において、下記のとおり事故が発生しましたのでご報告いたします。

記

1. 工事概要
   1. 工事名称
   2. 工事場所
   3. 工事期間
   4. 工事概要
2. 事故概要
   1. 発生日時
   2. 被害内容

（様式－７）

令和　　年　　月　　日

堺市上下水道事業管理者　殿

受注者　　住所

氏名　　　　　　　　印

工事災害通知書

工事名：

工事場所：

請負代金額：￥

工事契約日：

工期：

　上記工事について、次のとおり損害を生じたので工事請負契約書第２９条第１項の規定に基づき通知します。

１．損害発生前及び損害の概要

２．損害の内訳数量

３．損害発生及び発生の現場写真

（様式－８）

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|  | 堺市上下水道事業管理者 | | | | | | | |  | 殿 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | **支給品受領書（借用書）** | | | | | | | | | | | |  |  |  |  |  |  |
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| 工事の施工にあたり、支給品を下記のとおり受領しました。 | | | | | | | | | | | | | | | | | | | | | | | |
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| 工事名称 | | | | | |  | | | | | | | | | | | | | | | | | |
|
| 引取場所 | | | | | |  | | | | | | | | | | | | | | | | | |
| 品　　　名 | | | | | | 形 質 寸 法 | | | | | | 単位 | | 数量 | | 摘　　　　要 | | | | | | | |
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| (注)摘要欄は、製作会社、製作年月日等を記入すること。 | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |

（様式－９）

令和　　年　　月　　日

支給品清算書

堺市上下水道事業管理者　殿

受注者　住所

氏名

現場代理人　　　　　印

支給品について下記のとおり清算します。

記

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 工事名 |  | | | | | | | | |
| 工事場所 |  | | | | | | | | |
| 契約番号 | 第　　　　　　　　　号 | | 契約年月日 | | | | 令和 　年 　月 　日  (当初　令和　　年　　月　　日) | | |
| 品　　名 | | 規　　格 | | 単位 | 数　量 | | | | 適用 |
| 支給  数量 | 使用  数量 | | 残数量 |
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（様式－１０）

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| 休日作業届一覧表 | | | |  |  |  |  |  |  |  |  |  |
| № | 休日作業年月日 | | | | |  | 作　業　内　容　等 | | | | |  |
| 1 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 2 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 3 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 4 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 5 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 6 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 7 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 8 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 9 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 10 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 11 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 12 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 13 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 14 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 15 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 16 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 17 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 18 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 19 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 20 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 21 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 22 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 23 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 24 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 25 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |
| 26 | R1 |  | 月 |  | 日 |  |  |  |  |  |  |  |

（様式－１０）

令和　　年　　月　　日

監督員　殿

受注者

住所

氏名　　　　　　　　　　　　印

休日・夜間作業（施工時間変更）届出書

下記のとおり提出いたします。

１．工事名称

２．施工場所

３．作業日時　　　　　　　　令和　　年　　月　　日　　　　時　～　　　　時

1. 作業内容

５．理由

６．連絡先　　　　　　　　　　　　　携帯番号

総括監督員

監督員

主任監督員

課長補佐

（様式―１１）（任意）

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| 出　来　形　管　理　図　表 | | | | | | | | | | | | | | | | | | | | | | | |
|  | 工　種 |  | | | | |  | |  | |  |  |  | |  | |  |  | |  | |  | |
|  | 種　別 |  | | | | |  | |  | |  |  | 測定者 | | | |  | | | | | 印 | |
| 測点 |  | | | | | | | | | | | | | | | | 略　　　　　　　図 | | | | | | |
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| 設計値との差 | 0 | | | | | | | | | | | | | | | |  |  | |  | |  | |
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|  |  | |  | |  | |
| 測定項目 |  | | | 測定項目 | |  | | | | | 測定項目 |  | | | | |  |  | | | | | |
| 規 格 値 |  | | | 規 格 値 | |  | | | | | 規 格 値 |  | | | | |  |  | | | | | |
| 測点又は  区別 | 設計値 | 実測値 | 差 | 測点又は  区別 | | 設計値 | | 実測値 | | 差 | 測点又は区別 | 設計値 | | 実測値 | | 差 |  | |  | |  | |  | |
| 平 均 値 |  |  |  |  | |  | |  | |  |  |  | |  | |  |  | |  | |  | |  | |
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| データ数 |  |  |  |  | |  | |  | |  |  |  | |  | |  |  | |  | |  | |  | |
| 標準偏差 |  |  |  |  | |  | |  | |  |  |  | |  | |  |  | |  | |  | |  | |
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（様式－１２）

搬出車両記録表

工事件名：

受注者名：

下請負者：

搬出先名：

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| Ｎｏ | 月日 | 搬出先への搬入時刻 | 受付番号 | 総重量(㎏)  （ａ） | 風袋重量(㎏)  (ｂ) | 正味  重量  (㎏)  (ｃ)=(ａ)-(ｂ) | 最大積載量  (kg)  車検証ﾃﾞｰﾀ  (d) | 過積載量  (kg)  (e)=(ｃ)-(ｄ) | 積載率  (f)=(c)/(d) | 搬入  土量  (ｍ３) | 車両  番号 | 積載量  監視責任者 | 備 考 |
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集計

搬出時期：令和　年　月～令和　年　月

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 搬出車両総数  (台) | 定量積載  (台) | | 過積載  (台) | |  |  | 超過積載率別車両内訳（台） | | | （積載率＞1.0 ⇒ 過積載) | | | 搬出土量総量(m3) | 備 考 |
| １.１未満 | | １.１以上 | １.２以上 | １.３以上 | | １.４以上 | １.５以上 |
|  |  | |  | |  | |  |  |  | |  |  |  |  |
| (100) | ( | ) | ( | ) | ( | ) | ( ) | ( ) | ( | ) | ( ) | ( ) |

かっこ内は、構成比（小数点以下四捨五入）

（様式－１３）

自重計計測記録表

工事件名：

受注者名：

|  |  |  |  |  |  |  |  |  |  |  |  |
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| Ｎｏ． | 月 日 | 計測時刻 | 車両番号 | 表示番号 | 自重計製造事業者名及び形式 | | 車 両 の 最大積載量  （㎏) | 自重計計測値  （㎏） | 是正措置等 | 計測者氏 名 | 備 考  （計量票  積載量等) |
| 製造事業者名 | 形式 |
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本記録表は、監督員に提出するものではなく、受注者が自重計による計測結果を管理するための参考様式となっているが、監督員から結果等に関する請求があった場合には直ちに提示しなければならない。なお、自重計等計測結果については、建設発生土再利用機関が発行する計量票等と関連付けて、比較・管理することが望ましい。

（様式－１４）

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| * ○ ○ 事 務 所   (工事主管課長名) | | | | | 改 善 報 告 書  殿 | 令和　　年　　月　　日  （現場代理人名） |  |
| 文 書 番 号  （契約番号） | | | |  | | | |
| 工 | 事 | 件 | 名 |  | | | |
| 工 | 事 | 場 | 所 |  | | | |
| 令和○○年○○月○○日に（指示・要請）のあったことについて、下記のとおり改善したので報告します。 | | | | | | | |
| １ 発生原因  （別添資料による説明も可）  ２ 改善内容  （別添資料による説明も可）  ＜添付資料＞  (１) 搬出車両記録表  (２) 計量票  (３) 施工体制図、下請契約書等  (４) その他（自動車検査証、土砂搬出記録写真等） | | | | | | | |

（様式－１５）

工事打合せ簿

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 発議者 | | | □発注者 | □受注者 | 発議年月日 | | | 令和　年　月　日 | |
| 発議事項 | | | □指示　□協議　□通知　□承諾　□報告　□提出  □その他（　　　　　　　　　　） | | | | | | |
| 工事名 | | |  | | | | | | |
| （内容）  ※2部作成し、押印後取り交わす。  ※総括監督員の印は平成27年10月1日以降の契約工事に適用する。  ※総括監督員も全ての打合せ簿の内容を確認し押印する。 | | | | | | | | | |
| 添付図 | | 葉 | その他添付図書 | |  |  |  | |  |
| 処理  ・回答 | 発注者 | | 上記について　□指示　□承諾　□協議　□提出　□受理します。 | | | | | | |
| □その他[　　　　　　　　　　　　　　　　] | | | | | | |
| 令和　　年　　月　　日 | | | | | | |
| 受注者 | | 上記について　□承諾　□協議　□提出　□報告　□受理します。 | | | | | | |
| □その他[　　　　　　　　　　　　　　　　] | | | | | | |
| 令和　　年　　月　　日 | | | | | | |

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| 発注者 | | | | 受注者 | |
| 総括監督員 | 課長補佐 | 主任監督員 | 監督員 | 現場  代理人 | 監理・主任  技術者 |
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（様式－１６）

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|  |  |  |  |  |  |  | **工事月報** | | | | | | | | | | | | | | | | | |  | |  |  |  |  |  |  |
| 工事名： | |  |  |  |  |  |  | | **（工事履行報告）** | | | | | | | | | | | |  |  | |  | 工期 | |  | 令和　　　年　　　月　　　日から | | | | |
| 受注者： | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  |  | |  |  | |  | 令和　　　年　　　月　　　日まで | | | | |
| 令和　　年　　月 | | | | | 上　　半　　期 | | | 1 | | 2 | | 3 | | 4 | 5 | 6 | | 7 | | 8 | 9 | | 10 | | 11 | 12 | | 13 | 14 | 15 |  |
| 下　　半　　期 | | | 16 | | 17 | | 18 | | 19 | 20 | 21 | | 22 | | 23 | 24 | | 25 | | 26 | 27 | | 28 | 29 | 30 | 31 |
| 曜　　　　　　日 | | |  | |  | |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |
| 気　　　　象　　　　状　　　　況 | | | | | 天　　　　　　候 | | |  | |  | |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |
| そ　 　の 　　他 | | |  | |  | |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |
| 工　　程 | 工　　　　　　　種 | | | | 種 別 | | | 日　　　　　作　　　　　業　　　　　状　　　　　況 | | | | | | | | | | | | | | | | | | | | | | | |
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| 総括監督員 | | | | | 記　　　　　事 | | |  | |  | |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |
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| 課長補佐 | | | | |  | |  | |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |
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| 主任監督員 | | | | |  | |  | |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |
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| 監督員 | | | | |  | |  | |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |
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| 現　場　代　理　人 | | | | | 工　事　履　行　報　告 | | | 予定工程 | | | | | | | 実施工程 | | | | | | | | | | | 備　　　考 | | | | | |
|  | | | | | ％ | | | | | | | ％ | | | | | | | | | | |  | |  | |  | |
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|  |  |  |  |  |  |  |  | | ※下半期分提出時に記入すること。 | | | | | | | | | | | |  |  | |  |  | |  |  |  |  |  |  |

（様式－１７）（任意）

工　事　名　　　　　　　　　　　　　　　　　　　　　　 現場代理人

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| 費　目  工　種 | 種　別 | 細　別 | 規　　格 | 単位 | 元数量  （変更数量）  ① | 出来高数量  ② | 出来高数量率  ％  ③＝②／① | 摘　要 |
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　注：１．工種、種別等は設計図書の項目及び順序とする。

　　　２．種別、細別で内訳が必要な場合は、｢工事出来形内訳書｣を添付するものとする。

（様式－１８）

現場発生品調書

令和　　年　　月　　日

堺市上下水道事業管理者　殿

　　　　　　　　　　　　　　　　　受注者

住所又は所在地

商号又は名称

　　　　代表者氏名　　　　　　　　　　　　　　　印

工事件名：

発生場所：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 品名 | 仕様 | 数量 | 搬出先 | 備考 |
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※写真を添付すること。

（様式－１９）

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| マニュフェスト管理台帳 | | | | | | | | | | No.1 |  |
| № | 交付年月日 | 交付番号 | 交付担当者 | 整理番号 | 種 類 | 運搬受託者 | 処分受託者 | 運搬車両 | | 搬出数量(t) | |
| 車番 | 積載能力(t) | 数量(t) | 累計(t) |
| 1 |  |  |  | KO-1 | 混合 |  |  |  |  |  | 0.00 |
| 2 |  |  |  |  |  |  |  |  |  |  | 0.00 |
| 3 |  |  |  |  |  |  |  |  |  |  | 0.00 |
| 4 |  |  |  |  |  |  |  |  |  |  | 0.00 |
| 5 |  |  |  |  |  |  |  |  |  |  | 0.00 |
| 6 |  |  |  |  |  |  |  |  |  |  | 0.00 |
| 7 |  |  |  |  |  |  |  |  |  |  | 0.00 |
| 8 |  |  |  |  |  |  |  |  |  |  | 0.00 |
| 9 |  |  |  |  |  |  |  |  |  |  | 0.00 |
| 10 |  |  |  |  |  |  |  |  |  |  | 0.00 |
| 11 |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |
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※整理番号はKI-1（木くず）、OD-1（汚泥）、CO-1（コンガラ）、As-1（アスがら）のように設定し、種類ごとに作成すること。