项目名称：

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| 故障日期、时间 | 报告人 | 故障电梯编号 | 故障内容 | 转呈处理(方式、单位、接受人） | 处理结果 | 完成日期、时间 | 处理人 | 记录人 |
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| 说明：1.维修部人员接到故障报告及日常巡视所发现的需进行维修的问题均要登记在此表；  2.“转呈处理”栏写明转呈通知的方式（电话或书面）、接受单位（部门）、接受人姓名。 | | | | | | | | |