**附件4:**

**常州大学怀德学院外语系语音室维护记录表**

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| 学期 | 地点 | 日期 | 检查维护保养记录 | 故障原因与维修记录 | 维护维修人员 | 实验室管理员 | 备注 |
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**备注：本表由系部语音室管理员留存备案。**