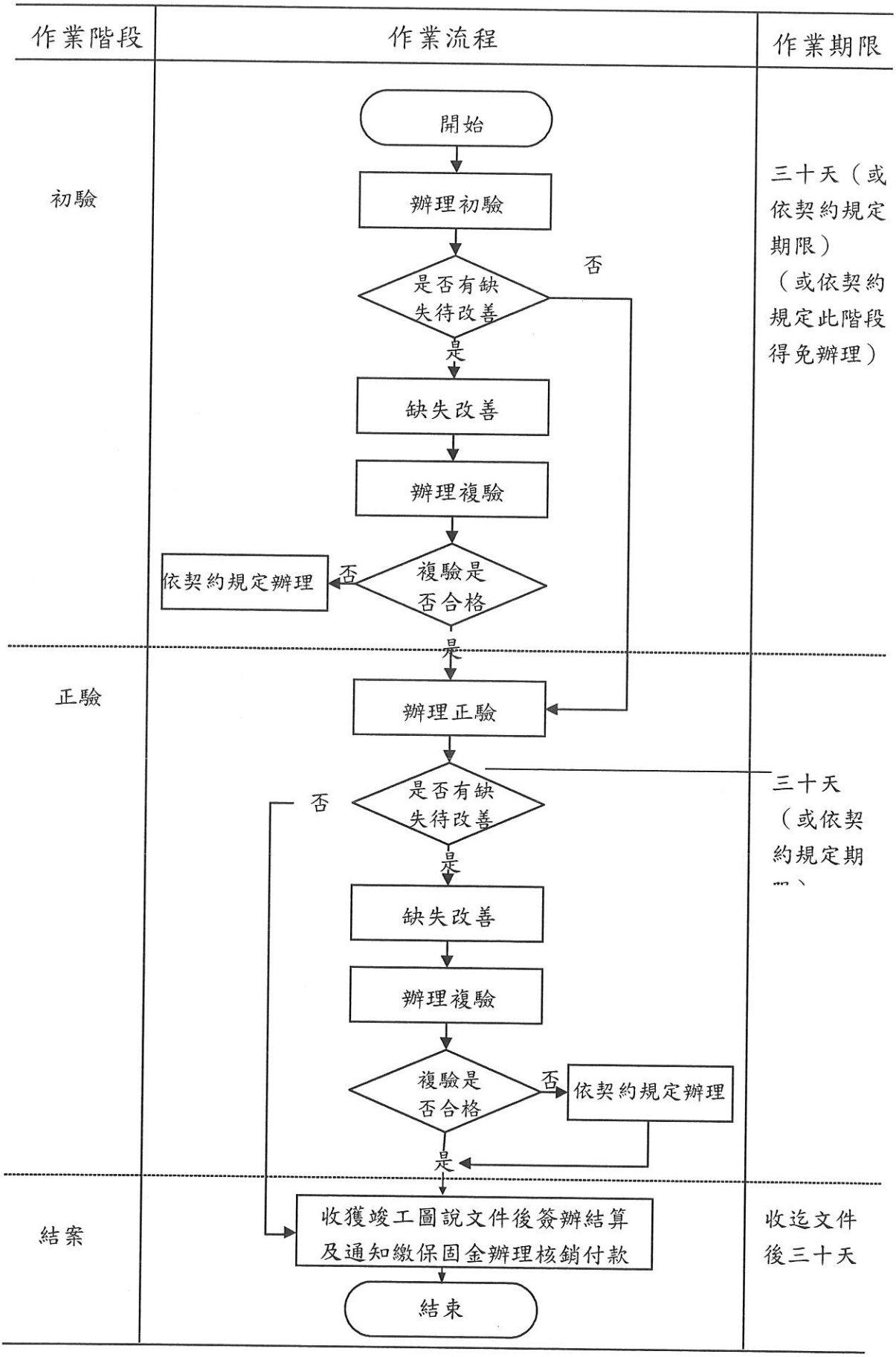總務處工程或勞務驗收作業流程圖