

【凡例】

(1) 勤務時間、勤務の状況 開庁日において、職員が勤務する標準的な時間帯。24時間勤務、土曜日日曜日祝日窓口開庁、勤務の状況。

注) 勤務時間は現時点におけるものを示しており、在室時間の目安として記載している。将来にわたっての勤務時間、24時間勤務、日曜日祝日開庁の状況を担保するものではなく、それらに変更になった場合でも要求水準の変更とはならないものとする。

○:○○~○:○○ 勤務時間帯等

(2) 在室時間 開庁日において、職員または来庁者等が執務等のために使用する標準的な時間帯。但し、執務等の状況により当該時間帯以外においても使用する場合があります。在室時間を「利用時間帯」と「常時在室の時間帯」に大きく2つに分類し以下に示す。

注) 在室時間は現時点におけるものを示しており、将来にわたっての在室時間を担保するものではないことから、業務実施に際しての目安として位置付けること。なお、毎年7月及び8月に始業時間を早めるいわゆる「ゆう活」の適用在室時間が早まるが、これを考慮しなくともよい。

| | | |
|----|----------|---|
| 利用 | 利用時間帯 | 常時在室を前提としないが、在室時間のうち一時的な在室を含め利用される標準的な時間帯。執務等の状況により当該時間帯以外においても利用する場合があります。 |
| 常時 | 常時在室の時間帯 | 常時在室を前提とする時間帯。執務等の状況により当該時間帯以外においても在室する場合があります。 |

なお、記載のない部分は、在室時間以外の時間帯を示す。

(3) 清掃業務範囲

①清掃項目

- 記号: 【添付資料5-3】 「各部位の日常清掃及び定期清掃に係る要求水準」の項目の欄に記載する記号を示す
- : 適用外
- ②日常清掃
- : 事業者が実施
- ◎ : 入居官署自らが実施
- : 日常清掃は実施しない
- ③定期清掃
- : 事業者が実施
- : 定期清掃は実施しない
- ④ゴミ収集
- : 事業者が実施
- : 不要

(4) 立入りに関する制限

①時間帯

(「利用時間帯」及び「常時在室の時間帯」以外の時間帯は、原則として、「利用していない」又は「在室していない」とみなして良い)

- 外 : 原則として在室時間前もしくは在室時間後に業務を行う。
- 内 : 原則として在室時間内に業務を行う。
- 不 : 不在時に業務を行う。
- 休 : 原則として休日(閉庁日)に業務を行う。
- 適 : 在室時でも職員の了解を得て適宜業務を行う。
- 無 : 制限無し
- 事 : 事業者の判断により適宜業務を行う。
- : 適用外

②入室許可

- 不 : 入室の届出は不要
- 要 : 入室に事前の届出が必要
- 立 : 入室に事前の届出及び職員の立会いが必要
- 事 : 事業者の判断による

※届出は各月の業務実施計画書等により計画を示し、その確認を国から受けること。なお、職員又はその他職員の立会に係る事項は事前に国と協議を行う。

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------|--------------|---|------------|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|------|--------|------|------|------|---------------|------|--------|----|-------|------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | 清掃項目 | 日常清掃 | 定期清掃 | ごみ収集 | 日常清掃 ごみ収集 | 定期清掃 | 定期(法定) | | 点検保守等 | 入室許可 | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 左記業務 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ①神奈川県行政評価事務所 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | 通常: | | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 遅番: | | 9:00-17:45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日窓口開庁、勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | 行政相談: | | 8:30-17:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 総合案内所: | | 9:00-17:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事務室 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 外 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 所長室 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 外 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 会議室 | | | | | | | | | | | | | | | | | | | | | | | | | | | D | ○ | ○ | ○ | 適 | 内 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 相談室 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 外 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 情報公開・個人情報保護総合案内所 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 外 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 印刷室 | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 倉庫 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | - | - | 外 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | | |
| 更衣・ロッカー室 | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | | |
| ②横浜地方検察庁分室 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:朝駆け、深夜勤務、泊まり込みあり | 早番: | | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 通常: | | 9:00-17:45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 遅番: | | 9:30-18:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日窓口開庁、勤務:朝駆け、深夜勤務、泊まり込みあり | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | | 8:30-18:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事務室① | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室② | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室③ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室④ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑤ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑥ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑦ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑧ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑨ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑩ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑪ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑫ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑬ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑭ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑮ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑯ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑰ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 倉庫① | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 事務室⑱ | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |
| 倉庫② | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 立 | | | | | | | | | | | | | | | | | | | | | | |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | 備考 | | | | | | |
|--|--------------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--------|------|------|------|---------------|------|----|-----------------|------|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | 清掃項目 | 日常清掃 | 定期清掃 | ごみ収集 | 日常清掃 ごみ収集 | 定期清掃 | | 定期(法定) 点検保守等 | 入室許可 | | | | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | |
| 事務室⑭ | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 会議室 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 居室① | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 印刷室 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 待合室① | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 待合室② | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 待合室③ | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 居室② | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 事務室⑯ | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 居室③ | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 倉庫③ | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 倉庫④ | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 物置 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 男子更衣室 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| 女子更衣室 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | | | |
| ③横浜保護観察所 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 土曜日日曜日祝日窓口開庁、 勤務:原則なし(ただし、土日の当 番による出勤がある。) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 所長室 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ○ | ○ | — | 適 | 休 | 適 | 要 | | | | |
| 次長室 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ○ | ○ | — | 適 | 休 | 適 | 要 | | | | |
| 企画調整課 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 適 | 休 | 適 | 要 | | | | |
| 処遇部門・社会復帰調整官室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 適 | 休 | 適 | 要 | | | | |
| 研修会議室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 集団処遇室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室① | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室② | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室③ | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室④ | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室⑤ | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室⑥ | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室⑦ | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室⑧ | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室⑨ | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 面接調査室⑩ | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 生活指導室① | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 生活指導室② | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 生活指導室③ | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |
| 特別調査室① | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 不 | 休 | 不 | 要 | | | | |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------|--------|------|------|------|---------------|------|------|----|------|------|------------------|------------|-------------|----|----|----|----|----|----|----|----|--|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | 時間帯 | 入室許可 | 左記業務 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 清掃項目 | 日常清掃 | 定期清掃 | ごみ収集 | | | | | 日常清掃 | 定期清掃 | 点検保守等 (定期(法定) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 特別調査室② | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | 二 | 不 | 休 | 不 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 人格考査室① | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | 一 | 不 | 休 | 不 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 人格考査室② | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | 二 | 不 | 休 | 不 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 人格考査室③ | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | 二 | 不 | 休 | 不 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 対象者室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | 一 | 適 | 休 | 適 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 待合室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | 一 | 適 | 休 | 適 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 書庫(企画) | | | | | | | | | | | 利用 | | | | | | | | | | | | | M | 二 | ○ | 二 | 二 | 休 | 適 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 書庫(処遇) | | | | | | | | | | | 利用 | | | | | | | | | | | | | M | 一 | ○ | 一 | 一 | 休 | 適 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 倉庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | M | 一 | ○ | 一 | 一 | 休 | 適 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 被害者等相談室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | 一 | 適 | 休 | 不 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 被害者等相談控室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | 一 | 適 | 休 | 不 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ④東京入国管理局横浜支局横浜港分室 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:あり(その他、クルーズ船検査のため早朝出勤あり) | | | | | | | | | | | 早番: | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | 通常: | 9:00-17:45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日 日曜日 祝日 窓口開庁、勤務:窓口開庁あり | | | | | | | | | | | | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | 早番: | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | | | | | | | | | | | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 一般事務室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 控室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 審査室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 外来待合室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | B | ○ | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 男子更衣室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | O | ○ | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 女子更衣室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | O | ○ | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 面会室1 | | | | | | | | | | | 利用 | | | | | | | | | | | | | B | ○ | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 面会室2 | | | | | | | | | | | 利用 | | | | | | | | | | | | | B | ○ | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 男子仮眠室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | O | ○ | ○ | ○ | ○ | 適 | 休 | 休 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 女子仮眠室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | O | ○ | ○ | ○ | ○ | 適 | 休 | 休 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 仮眠室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | O | ○ | ○ | ○ | ○ | 適 | 休 | 休 | 要 | | | | | | | | | | | | | | | | | | | | | | |
| 書庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | 一 | ◎ | 一 | 一 | 一 | 一 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 物品庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | 一 | ◎ | 一 | 一 | 一 | 一 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| 倉庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | 一 | ◎ | 一 | 一 | 一 | 一 | 外 | 要 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ⑤横浜税関 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | | | | | | | | | | | 早番: | 8:30-17:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | 通常: | 9:00-17:30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | 遅番: | 12:30-21:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日 日曜日 祝日 窓口開庁、勤務:要請によりあり、事務室(業務部特別通関部門)は8:30~17:00の通常勤務(土曜日は平日と同じ) | | | | | | | | | | | | 8:30-21:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | | | | | | | | | | | 8:30-21:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | | | |
|--------------------|--------------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|----------|----------|----------|----------|----------------------|----------|------------|----|-----------|----------|----------|
| | | | | | | | | | | | | | | | | | | | | | | | | | 清掃 項目 | 日常 清掃 | 定期 清掃 | ごみ 収集 | 日常 清掃 ごみ 収集 | 定期 清掃 | 定期 (法定) | | 点検 保守等 | 入室 許可 | 左記 業務 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | |
| 事務室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 事務室A | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 次長室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 事務室(監視取締センター室) | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| コンピューター室 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | ※ | |
| 事務打合室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 会議室(大) | | | | | | | | | | | | | | | | | | | | | | | | | | D | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 知的財産権物品鑑定室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 映画機械等検査室(資料室(通総2)) | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 事務室B | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 外 | 休 | 内 | 立 | | |
| 事務室C | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | — | 外 | 休 | 内 | 立 | | |
| 運転手事務室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 制服更衣室(男子) | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | — | 適 | 休 | 内 | 立 | | |
| 制服更衣室(女子) | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | — | 適 | 休 | 内 | 立 | | |
| 仮眠室(男子) | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | — | 適 | 休 | 休 | 立 | | |
| 仮眠室(女子) | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | — | 適 | 休 | 休 | 立 | | |
| 国庫帰属物品保管庫(会計) | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | | |
| 押収物件保管庫(審理) | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | | |
| 倉庫 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | | |
| 会計課消耗品倉庫 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | | |
| 会計課備品庫 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | | |
| 申告書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | | |
| 返還証券書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | | |
| 返還証券室 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | | |
| 事務室(分析) | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 事務室(業務部特別通関部門) | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 分析事務室前廊下 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 化学分析室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 物理分析室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| X線分析室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| てんびん室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| LC及びLC/MS室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| GC及びGC/MS室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| DNA分析室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 溶剤実験室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 石油実験室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 赤外室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 分析試料保管室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 図書室及び書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 試薬・溶剤保管室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 金庫室 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 内 | 立 | | |
| ボンベ室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 廃棄物保管庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |
| 第4類石油類用試薬庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | | | | |
|------------------------|--------------|------------|---|------------|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|----------|----------|----------|----------|----------------------|----------|------------|----|-----------|----------|------------------------------|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | 清掃 項目 | 日常 清掃 | 定期 清掃 | ゴミ 収集 | 日常 清掃 ゴミ 収集 | 定期 清掃 | 定期 (法定) | | 点検 保守等 | 入室 許可 | 左記 業務 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | |
| 貨物検査場 | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | | | |
| 収容貨物室 | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 内 | 立 | | | | |
| 梱包業者控室 | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | | | |
| 武道場 | | | | | | | | | | | | | | | | | | | | | | | | | R | ○ | ○ | — | 適 | 休 | 内 | 立 | | | | |
| 男子更衣室(武道場)兼講師控室 | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | — | 適 | 休 | 内 | 立 | | | | |
| 女子更衣室(武道場) | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | — | 適 | 休 | 内 | 立 | | | | |
| 倉庫(武道場) | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | | | |
| 旅具検査場 | | | | | | | | | | | | | | | | | | | | | | | | | M | ○ | ○ | — | 外 | 休 | 内 | 立 | | | | |
| 犯則者調室 | | | | | | | | | | | | | | | | | | | | | | | | | M | ○ | ○ | — | 適 | 休 | 内 | 立 | | | | |
| 審理書庫 | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 内 | 立 | | | | |
| 合庁管理官室 | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ※業務実施計画書に、情報セキュリティ確保について記載する | |
| ⑥ 東京国税不服審判所横浜支所 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | | 通常: | | 8:30-17:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 特例勤務1 | | 8:45-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 特例勤務2 | | 9:00-17:30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日窓口開庁、勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | 8:30-17:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 支所長室 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ◎ | ○ | — | — | 休 | 内 | 立 | | | |
| 応接室 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ◎ | ○ | — | — | 休 | 内 | 立 | | | |
| 合議室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | | |
| 事務室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 内 | 休 | 内 | 立 | | | |
| 面接室1・2 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | | |
| 事務機械室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 内 | 立 | | | |
| 閲覧室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | | |
| 図書室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 内 | 立 | | | |
| 耐火書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 内 | 立 | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 日常清掃及びゴミ収集については立会不要。 | |
| ⑦ 横浜中税務署 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし(朝活、夕活利用)あり | | 早番: | | 8:30-17:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 通常: | | 8:45-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 遅番: | | 9:00-17:30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日窓口開庁、勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間(ワンストップエリア) | | 8:30-17:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 署長室 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ◎ | ○ | ○ | 外 | 休 | 外 | 要 | | | |
| 応接室 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ◎ | ○ | ○ | 外 | 休 | 外 | 要 | | | |
| 副署長室1 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ◎ | ○ | ○ | 外 | 休 | 外 | 要 | | | |
| 副署長室2 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ◎ | ○ | ○ | 外 | 休 | 外 | 要 | | | |
| 副署長室3 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ◎ | ○ | ○ | 外 | 休 | 外 | 要 | | | |
| 副署長室4 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ◎ | ○ | ○ | 外 | 休 | 外 | 要 | | | |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | | |
|-------------------------|--------------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------|----------|----------|----------|----------|---------------|-------------------|----------|----|----------|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | 清掃 項目 | 日常 清掃 | 定期 清掃 | ごみ 収集 | 時間帯 | | | | 入室 許可 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 日常 清掃 | | | | | 定期 清掃 | 点検 保守等 (法定) | 左記 業務 | | | |
| 事務室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 会議室(打合せ室) | | | | | | | | | | | | | | | | | | | | | | | | | | D | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| サーバー室 | | | | | | | | | | | | | | | | | | | | | | | | | | E | ◎ | ○ | — | — | 休 | 外 | 要 | |
| 事務機械室 | | | | | | | | | | | | | | | | | | | | | | | | | | E | ◎ | ○ | — | — | 休 | 外 | 要 | |
| 耐火書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 要 | |
| 倉庫 | | | | | | | | | | | | | | | | | | | | | | | | | | 二 | ◎ | 二 | 二 | 二 | 二 | 外 | 要 | |
| 男子休養室 | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 女子休養室 | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 電話交換室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| ⑧横浜検疫所 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 通常: 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 早番: 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 遅番: 12:15-21:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日日曜日祝日窓口開庁、勤務:毎日勤務者あり | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 早番: 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 遅番: 12:15-21:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間(平日) 8:30-21:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 所長室(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | C | ○ | ○ | ○ | 外 | 休 | 外 | 立 | |
| 次長室(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | | C | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| センター長室(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | | C | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 総務課(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 検疫衛生課(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 港湾衛生評価分析官(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 食品監視課(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 検査部門執務室(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 審査指導課(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 輸入食品中央情報管理官(一般事務室) | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 総務課書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 |
| 総務課物品庫 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 |
| 予防接種室 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 外 | 立 |
| 予防接種緊急処置室 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ◎ | ○ | — | — | 休 | 外 | 立 |
| 予防接種受付・待合室 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 要 |
| 検疫衛生課資料庫 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 |
| 検疫衛生課資料洗浄室 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 |
| 検疫衛生課書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 |
| 港湾衛生評価分析官書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 |
| 輸入食品相談指導室 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 共有受付室 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 |
| 試験品採取準備室 | | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 |
| 食品監視課検体処理資料庫 | | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 |
| 食品監視課書庫 | | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 |
| 残留動物用医薬品前処理室 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 |
| 残留動物用医薬品洗浄室 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 |
| 残留動物用医薬品検査室 | | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | | |
|----------------------|--------------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|----------|----------|----------|----------|----------------------|----------|------------|----|-----------|----------|
| | | | | | | | | | | | | | | | | | | | | | | | | | 清掃 項目 | 日常 清掃 | 定期 清掃 | ごみ 収集 | 日常 清掃 ごみ 収集 | 定期 清掃 | 定期 (法定) | | 点検 保守等 | 入室 許可 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | |
| 残留動物用医薬品検体保管庫(冷蔵・冷凍) | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留動物用医薬品ドラフト室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留動物用医薬品薬品庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留動物用医薬品危険物保管庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留動物用医薬品機器室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留動物用医薬品データ解析室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留動物用医薬品物品保管庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬前処理室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬洗浄室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬検査室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬検体保管庫(冷蔵・冷凍) | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬ドラフト室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬薬品庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬機器室(GC) | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬機器室(LC) | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬データ解析室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 残留農薬物品保管庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等前処理室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等洗浄室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等検査室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等検体保管庫(冷蔵・冷凍) | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等ドラフト室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等薬品庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等機器室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等データ解析室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等検体保管庫(常温) | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 有害有毒等物品保管庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO前室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMOエアシャワー室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO検査室前室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO準備室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO粉碎室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO抽出室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO試薬調製室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO増幅室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO分離室 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO検体保管庫(冷凍) | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO物品保管庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO廃棄物一時保管庫 | | | | | | | | | | | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| GMO空調機械室 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物前室 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物検査室 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物検体調製室 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物抗生物質検査室 | | | | | | | | | | | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | 備考 | | | | |
|--------------------|--------------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------|----------|----------|----------|----------------------|---------------|------------|----|----------|-----------|---|---|
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 清掃 項目 | 日常 清掃 | 定期 清掃 | ごみ 収集 | 日常 清掃 ごみ 収集 | 定期 清掃 | 時間帯 | | 入室 許可 | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 定期 (法定) | | | 点検 保守等 | 外 | 立 |
| 食品微生物検体保管庫(冷蔵・冷凍) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | | |
| 食品微生物抽出精製室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物試薬調製室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物PCR増幅室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物電気泳動室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物培地調製室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物滅菌・洗浄室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物培地・試薬保管庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物物品保管庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物検査結果処理室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 食品微生物検査室内廊下 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症前室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症衛生動物室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症解剖室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症検査室前室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症第一検査室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症試薬調製室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症PCR室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症電気泳動室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症第二検査室エアロック室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症第二検査室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症空調機械室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症廃棄物一時保管庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 感染症検査室内廊下 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 検体受領室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 検査データ入力室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 検査データ保管庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 危険物屋内貯蔵所 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 検査用消耗品保管庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| ボンベ庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| エアークンプレッサー室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 廃液処理室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 共通廃棄物等一時保管庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| 審査指導課書庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 立 | |
| NACCS運用解析室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | E | ○ | ○ | ○ | 外 | 休 | 外 | 立 | |
| 輸入食品中央情報管理官書庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 検疫歴史資料展示室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | C | ○ | ○ | — | 外 | 休 | 外 | 立 | |
| 検疫歴史資料保管室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 専用第一会議室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | D | ○ | ○ | — | 外 | 休 | 外 | 立 | |
| 専用第二会議室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | D | ○ | ○ | — | 外 | 休 | 外 | 立 | |
| 第一研修室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 | |
| 第二研修室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 立 | |
| 更衣室(男性用) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | O | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 更衣室(女性用) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | O | ◎ | ○ | — | — | 休 | 外 | 立 | |

別添資料 5-4 入居官署毎の勤務時間、諸室毎の業務実施時間帯及び立入りの制限等

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | | | | |
|---------------------------|--------------|---|---|---|---|-------|-------|---|----|----|------------|------------|----|----|----|----|----|----|----|----|----|----|----|---|----------|----------|----------|----------|---------------|----------|----------|----|------------|-----------|----------|----------|
| | | | | | | | | | | | | | | | | | | | | | | | | | 清掃 項目 | 日常 清掃 | 定期 清掃 | ごみ 収集 | 日常 清掃 | ごみ 収集 | 定期 清掃 | | 定期 (法定) | 点検 保守等 | 入室 許可 | 左記 業務 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 休 | | | | | | | | | | | | |
| 洗濯・シャワー室(男性用) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | N | ◎ | ○ | — | — | 休 | 外 | 立 | | |
| 洗濯・シャワー室(女性用) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | | N | ◎ | ○ | — | — | 休 | 外 | 立 | |
| 交通部分(専用) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | | F | ○ | ○ | — | — | 休 | 外 | 立 | |
| ⑨横浜公共職業安定所 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | | | | | | 通常: | | | | | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日祝日窓口開庁、 勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | | | | | | | | | | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 所長室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 外 | 外 | 要 | | |
| 事務室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 外 | 外 | 要 | | |
| 印刷室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | M | ○ | ○ | — | 外 | 外 | 外 | 要 | | |
| 書庫・倉庫(備蓄庫含む) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 要 | | |
| 更衣室兼休憩室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 適 | 外 | 外 | 要 | | |
| 大会議室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | D | ○ | ○ | ○ | 外 | 外 | 外 | 要 | | |
| サーバ室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 要 | | |
| ⑩植物防疫所研修センター | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | | | | | | 通常: | | | | | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日祝日窓口開庁、 勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間:窓口なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事務室及び印刷製本室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 内 | 外 | 要 | | |
| 応接室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 内 | 外 | 要 | | |
| 講義室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 内 | 外 | 要 | | |
| 講師控室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 内 | 外 | 要 | | |
| 研修実験室1 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | ○ | 適 | — | 外 | 要 | | |
| 薬品保管 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 要 | | |
| 図書標本室 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | M | ◎ | ○ | ○ | 適 | 内 | 外 | 要 | | |
| 更衣室(男子) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | O | ◎ | ○ | ○ | 適 | 内 | 外 | 要 | | |
| 更衣室(女子) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | O | ◎ | ○ | ○ | 適 | 内 | 外 | 要 | | |
| シャワー室(緊急用) | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | — | — | — | 外 | 要 | | |
| 研修実験室3 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | ○ | 適 | — | 外 | 要 | | |
| 研修実験室2 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | — | ◎ | — | ○ | 適 | — | 外 | 要 | | |
| 倉庫 | | | | | | | | | | | 利用 | | | | | | | | | | | | | | | | M | ◎ | ○ | — | — | 内 | 外 | 要 | | |
| ⑪横浜通商事務所 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | | | | | | 通常: | | | | | 8:30-18:00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日祝日窓口開庁、 勤務:原則なし | | | | | | 第一段階: | | | | | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 第二段階: | | | | | 8:45-17:30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | 第三段階: | | | | | 9:00-17:45 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | 第四段階: | | | | | 9:15-18:00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | | | | | | | | | | 8:30-17:00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事務室 | | | | | | | | | | | 常時 | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 内 | 外 | 要 | |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | | | |
|---|--------------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------|----------|----------|----------|----------|---------------|-------------------|----------|----|----------|---|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | 清掃 項目 | 日常 清掃 | 定期 清掃 | ごみ 収集 | 時間帯 | | | | 入室 許可 | | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 日常 清掃 | | | | | 定期 清掃 | 点検 保守等 (法定) | 左記 業務 | | | | |
| 相談室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 内 | 外 | 要 | | |
| 女子更衣室 | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 適 | 外 | 外 | 要 | | |
| ⑫横浜国道事務所 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:業務により一部あり | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 早番: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 通常: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9:15-18:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日窓口開庁、 勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9:15-18:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事務所長室 | | | | | | | | | | | | | | | | | | | | | | | | | | C | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 事務所長室受付 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 副所長室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 特別会議室 | | | | | | | | | | | | | | | | | | | | | | | | | | D | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 一般事務室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 運転手控室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 入札室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 用地対策室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 台帳閲覧室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 占用調整室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 特殊車両申請室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 道路情報室 | | | | | | | | | | | | | | | | | | | | | | | | | | E | ○ | ○ | ○ | 適 | 適 | 適 | 要 | | |
| 災害対策室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 適 | 要 | | |
| 文書保管庫 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | 休 | 外 | 要 | | |
| 小作業室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 大作業室 | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| コピー室 | | | | | | | | | | | | | | | | | | | | | | | | | | E | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 電算室 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 要 | | |
| 無線室 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 要 | | |
| 仮眠室(通常休憩室、災害時仮眠室) | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 女子休養室 | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 来客待合室 | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 適 | 休 | 外 | 要 | | |
| 情報機器室 | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 要 | | |
| 更衣室 | | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | - | 適 | 休 | 外 | 要 | | |
| 倉庫(合同) | | | | | | | | | | | | | | | | | | | | | | | | | | - | ◎ | - | - | - | - | 外 | 要 | | |
| 関東地方整備局共用会議室 | | | | | | | | | | | | | | | | | | | | | | | | | | D | ○ | ○ | - | 適 | 休 | 外 | 要 | | |
| ⑬京浜港事務所 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし(ただし、数回/年程度、夜中・未明頃に接近する台風情報収集等の活動あり) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 早番: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 遅番: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9:15-18:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日窓口開庁、 勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9:15-18:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 一般事務室(1) | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 所長室 | | | | | | | | | | | | | | | | | | | | | | | | | | | C | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 受付室 | | | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 災害対策室 | | | | | | | | | | | | | | | | | | | | | | | | | | | D | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | | | | | | | | | | | | | | | | | | | | | | | | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | |
|----------------------------|--------------|-------------|------|------|------|------------|------|--------|-------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--------|----|----|-----------------------|---------------|----|----|----|------|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 時間帯 | | | | 入室許可 |
| | 清掃項目 | 日常清掃 | 定期清掃 | ごみ収集 | 日常清掃 | ごみ収集 | 定期清掃 | 定期(法定) | 点検保守等 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 災害対策調整室 | | | | | | | | | | | | | | | | | | | | | | | | | D | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 災害対策準備室 | | | | | | | | | | | | | | | | | | | | | | | | | D, I | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 災害対策倉庫 | | | | | | | | | | | | | | | | | | | | | | | | | M | — | ○ | — | — | 休 | 外 | 要 | |
| 文書保存庫 | | | | | | | | | | | | | | | | | | | | | | | | | M | — | ○ | — | — | 休 | 外 | 要 | |
| 一般事務室(2) | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 入札・契約室 | | | | | | | | | | | | | | | | | | | | | | | | | D | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 倉庫 | | | | | | | | | | | | | | | | | | | | | | | | | M | — | ○ | — | — | 休 | 外 | 要 | |
| 電算室 | | | | | | | | | | | | | | | | | | | | | | | | | B | — | ○ | — | — | 内 | 内 | 立 | |
| 情報機器室 | | | | | | | | | | | | | | | | | | | | | | | | | M | — | ○ | — | — | 内 | 内 | 立 | |
| 補償対応室 | | | | | | | | | | | | | | | | | | | | | | | | | D | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 工事調整室 | | | | | | | | | | | | | | | | | | | | | | | | | D | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 公表閲覧室 | | | | | | | | | | | | | | | | | | | | | | | | | B | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 男子更衣室 | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 女子更衣室 | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 宿直・仮眠室1 | | | | | | | | | | | | | | | | | | | | | | | | | Q | ○ | ○ | ○ | 適 | 休 | 外 | 要 | |
| 宿直・仮眠室1シャワー室 | | | | | | | | | | | | | | | | | | | | | | | | | N | Q | Q | 二 | 適 | 休 | 外 | 要 | |
| 宿直・仮眠室2 | | | | | | | | | | | | | | | | | | | | | | | | | Q | Q | Q | Q | 適 | 休 | 外 | 要 | |
| 宿直・仮眠室2シャワー室 | | | | | | | | | | | | | | | | | | | | | | | | | N | Q | Q | 二 | 適 | 休 | 外 | 要 | |
| 運転手・船員詰所 | | | | | | | | | | | | | | | | | | | | | | | | | O | ○ | ○ | ○ | 外 | 休 | 外 | 要 | |
| 倉庫(合同) | | | | | | | | | | | | | | | | | | | | | | | | | M | — | ○ | — | — | 休 | 外 | 要 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | ※清掃業務範囲について、サーバラックは除く | | | | | |
| ⑭横浜當舖事務所 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | | 早番: | | | | 8:30-17:15 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 通常: | | | | 9:15-18:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | フレックス勤務(申請) | | | | 7:00-22:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日祝日窓口開庁、勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間 | | | | | | 9:15-18:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 所長室(災対室) | | | | | | 常時 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事務室(災対支援室) | | | | | | 常時 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 打合せ室(災対室) | | | | | | 利用 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 電算室 | | | | | | 利用 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 書庫・倉庫 | | | | | | 利用 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 書庫・倉庫(別階可) | | | | | | 利用 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 男子休養室・ロッカー室(災対待機室(仮眠室(男))) | | | | | | 利用 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 女子休養室・ロッカー室(災対待機室(仮眠室(女))) | | | | | | 利用 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ⑮東京湾海上交通センター | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24時間勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 土曜日曜日祝日祝日窓口開庁、勤務:原則なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 窓口開庁時間:窓口なし | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 通信機械室 | | | | | | 利用 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 入居官署、室名 又は用途、部位 | 勤務、在席時間等(参考) | 清掃業務範囲 | | | | 立入りに 関する制限 | | | 備考 | |
|--|---------------------|--------|------|------|------|---------------|------|--------|----|-----------------------|
| | | 清掃項目 | 日常清掃 | 定期清掃 | ごみ収集 | 時間帯 | | | | 入室許可 左記業務 点検保守等 |
| | | | | | | 日常清掃 | 定期清掃 | 定期(法定) | | |
| 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 | | | | | | | | | | |
| 共用部 | | | | | | | | | | |
| 会議室(共用) | 利用 | D | ○ | ○ | — | 外 | 外 | 外 | 要 | |
| 庁舎管理室 | 維持管理業務の実施に際し使用する時間帯 | B | ○ | ○ | ○ | 事 | 事 | 事 | 不 | |
| 防災センター | | O | ○ | ○ | ○ | 事 | 事 | 事 | 不 | |
| 中央監視室 | | O | ○ | ○ | ○ | 事 | 事 | 事 | 不 | |
| 庁務員室等 | 維持管理業務の実施に際し使用する時間帯 | O | ○ | ○ | ○ | 事 | 事 | 事 | 不 | |
| 共用(ビル管理)倉庫 | | M | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| 便所・洗面 | 利用 | H | ○ | ○ | ○ | 外 | 外 | 外 | 不 | |
| 湯沸室 | 利用 | I | ○ | ○ | ○ | 外 | 外 | 外 | 不 | |
| 授乳室 | 利用 | O | ○ | ○ | ○ | 外 | 外 | 外 | 不 | |
| 売店 | 運營業務の実施に際し使用する時間帯 | 運營業務 | | | | | | | | |
| 食堂・厨房 | | | | | | | | | | |
| 食堂【事業者が専有しない場合】 | 利用 | P | ○ | ○ | ○ | 外 | 外 | 外 | 不 | |
| 共用シャワー室 | 利用 | N | ○ | ○ | — | 外 | 外 | 外 | 要 | |
| ごみ置場(各階) | 維持管理業務の実施に際し使用する時間帯 | M | ○ | ○ | ○ | 事 | 事 | 事 | 不 | |
| ごみ保管庫(塵芥室) | | M | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| 電気室 | | M | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| 発電機室 | | M | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| 交換機室 | | M | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| EPS | | — | — | — | — | — | — | 事 | 不 | |
| 機械室 | | M | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| PS | | — | — | — | — | — | — | 事 | 不 | |
| エントランスホール | 利用 | A | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| エレベーターホール | 利用 | F | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| 共用廊下 | 利用 | F | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| 階段室 | 利用 | K | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| 集配室(郵便等) | 利用 | O | ○ | ○ | ○ | 外 | 外 | 外 | 不 | |
| 自販機コーナー | 運營業務の実施に際し使用する時間帯 | 運營業務 | | | | | | | | |
| | | | | | | | | | | |
| 駐車場 | | | | | | | | | | |
| 官用車庫 | 利用 | R | ○ | ○ | — | 外 | 外 | 外 | 要 | |
| 来庁者用駐車場 | 利用 | R | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| EPS | | — | — | — | — | — | — | 事 | 不 | |
| 機械室 | | M | ○ | ○ | — | 事 | 事 | 事 | 不 | |
| PS | | — | — | — | — | — | — | 事 | 不 | |
| | | | | | | | | | | |
| 官用自転車置場 | | | | | | | | | | |
| 官用自転車置場 | 利用 | R | ○ | ○ | — | 外 | 外 | 外 | 要 | |
| | | | | | | | | | | |
| 屋外 | | | | | | | | | | |
| 喫煙所 | 利用 | R | ○ | ○ | ○ | 事 | 事 | 事 | 不 | |