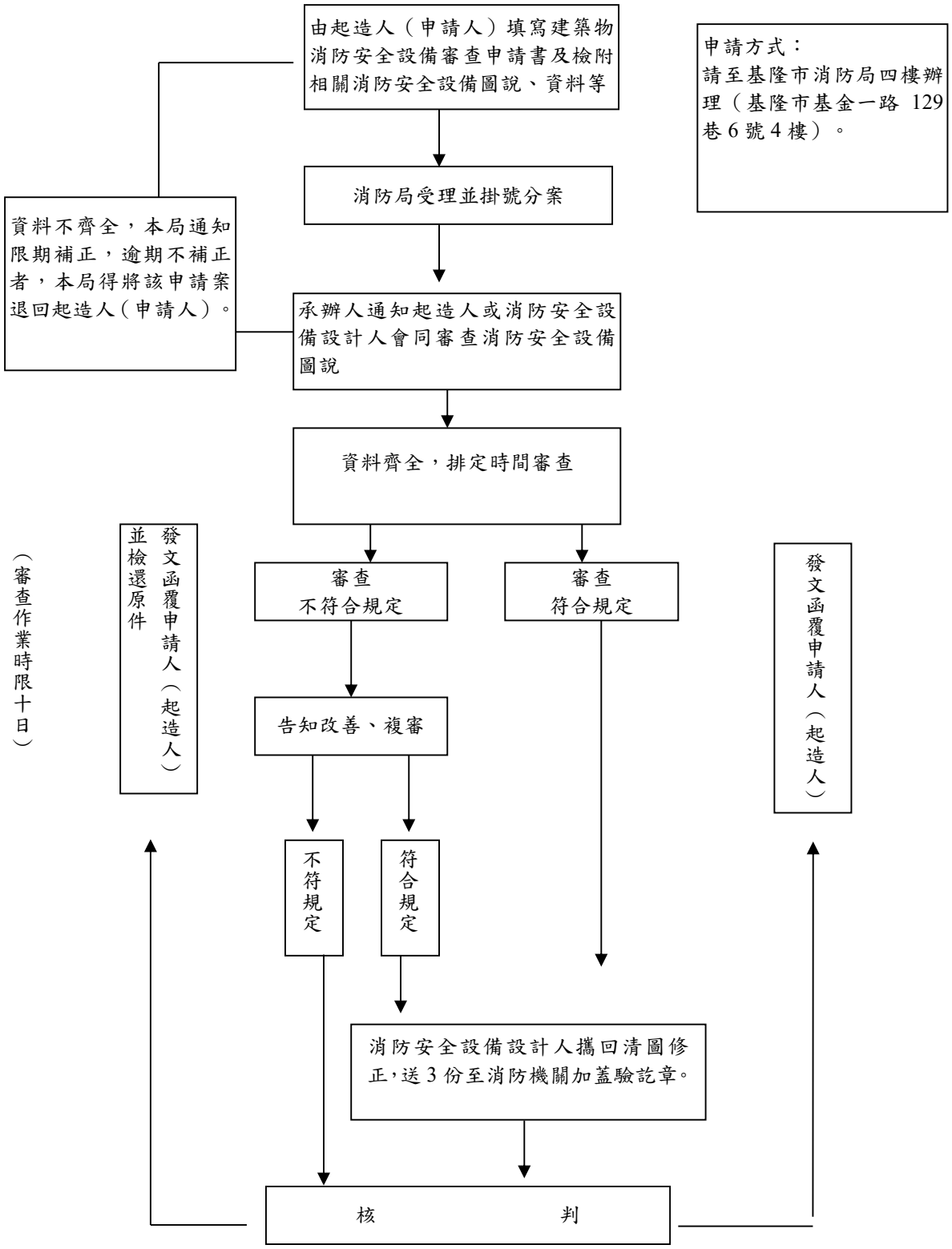基隆市消防局辦理建築物消防安全設備審查作業流程