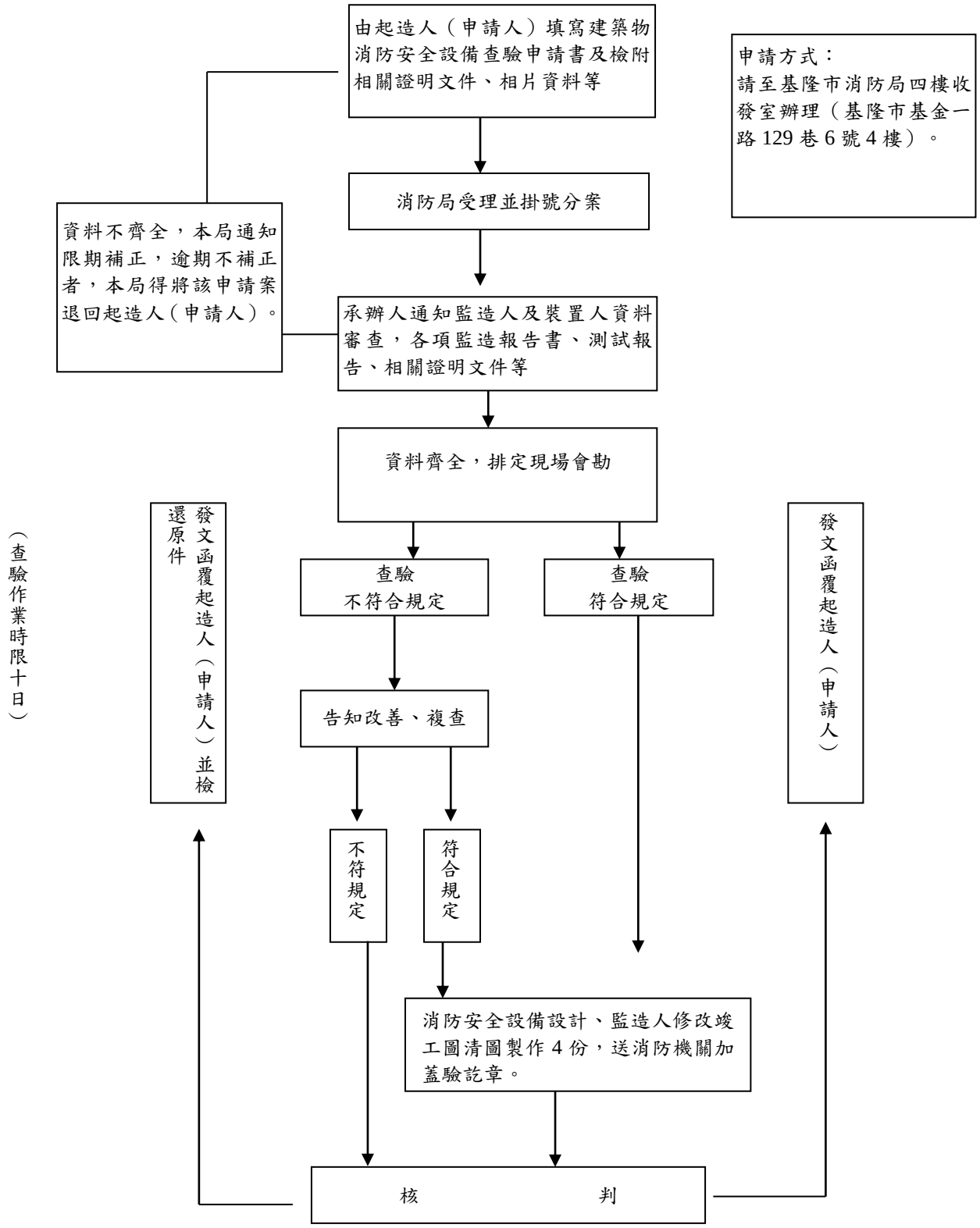基隆市消防局辦理建築物消防安全設備竣工查驗作業流程