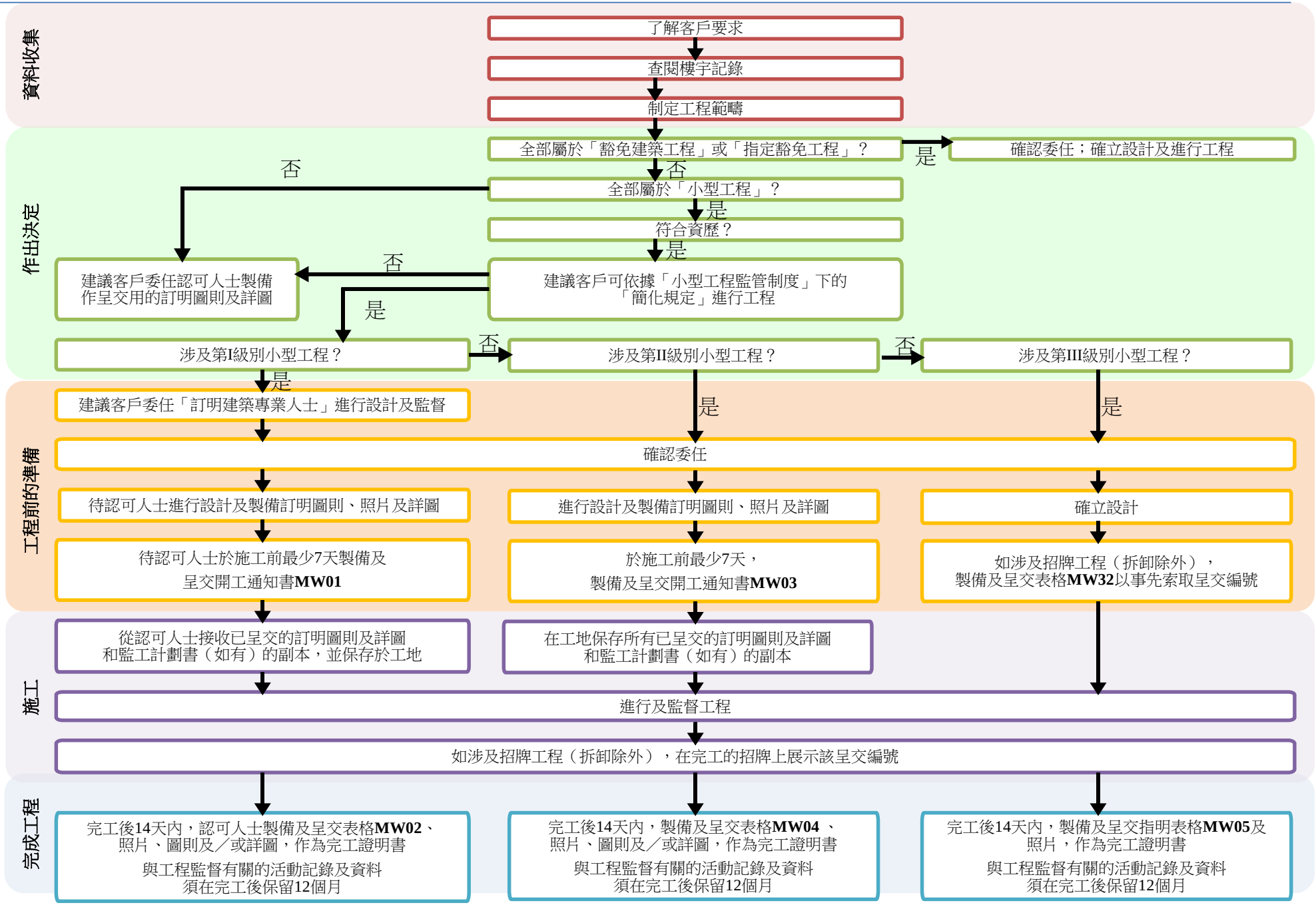附錄IX　給擬進行「小型工程」的承建商的建議步驟