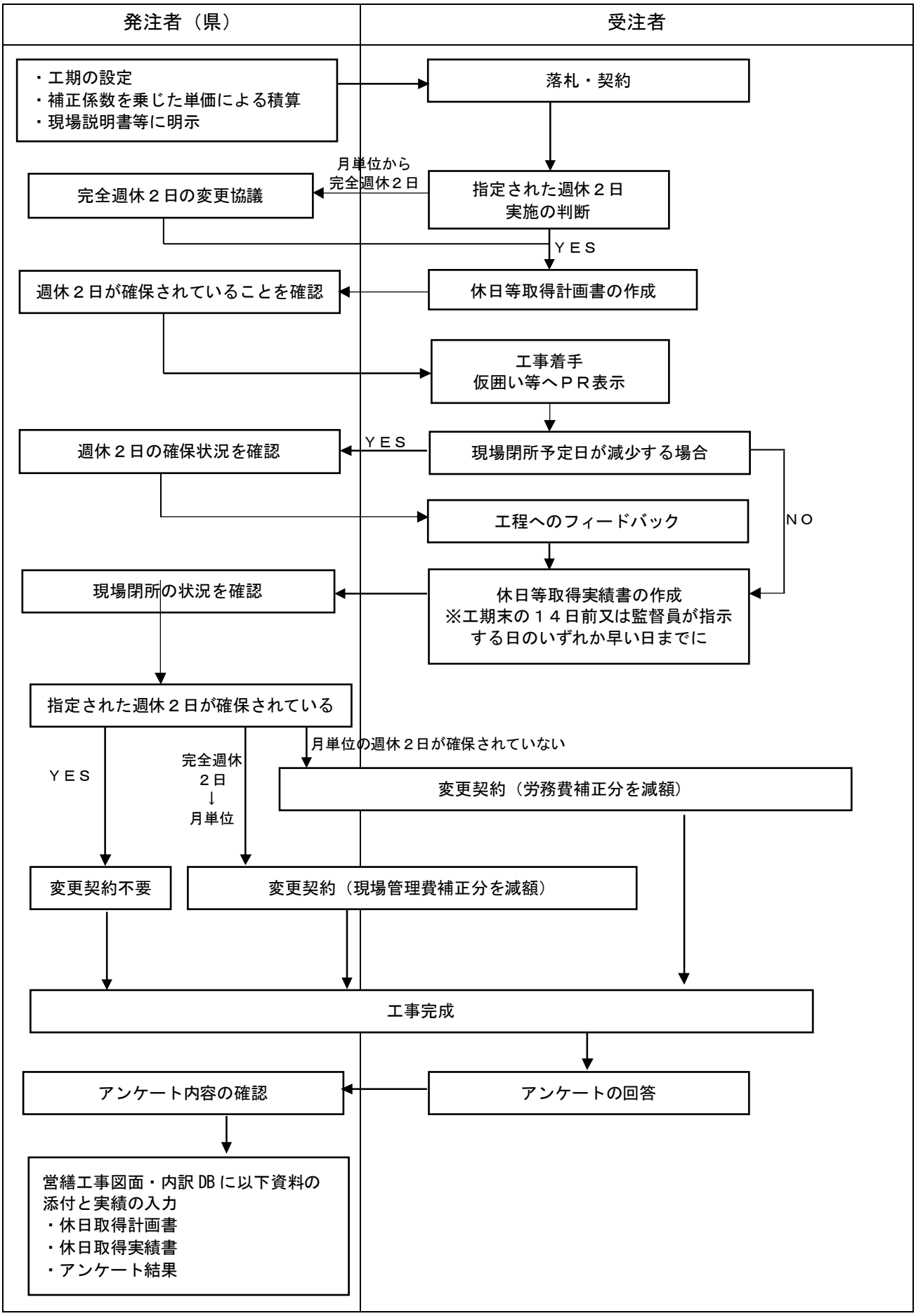週休２日促進工事　事務手続きフロー