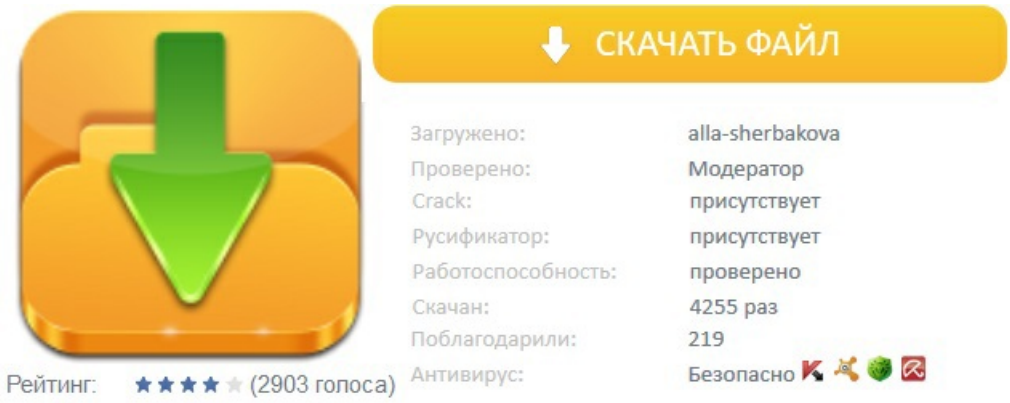график уборки туалета бланк