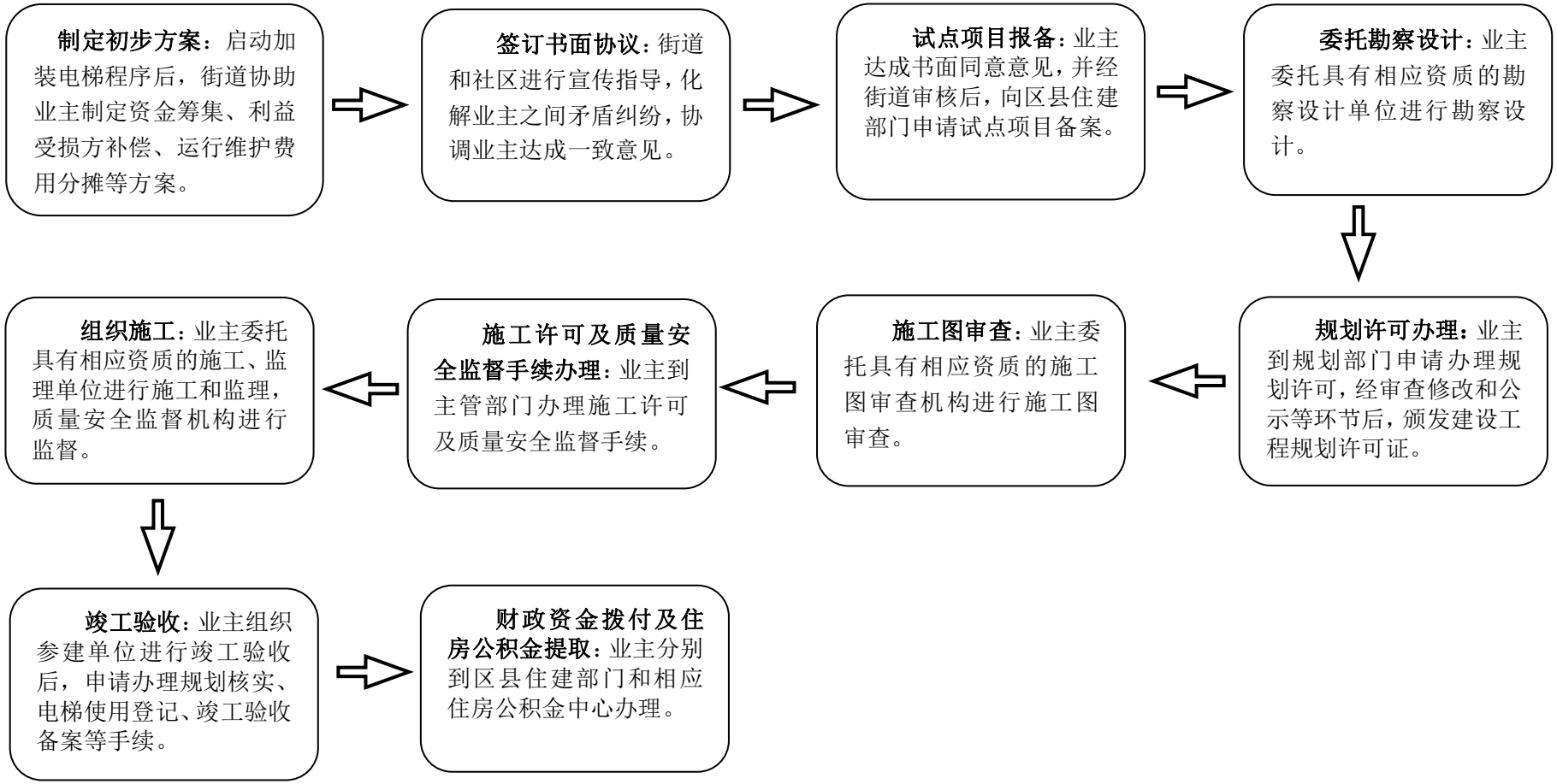日照市既有多层住宅加装电梯试点项目办理流程图