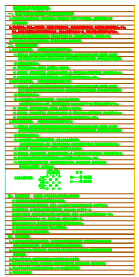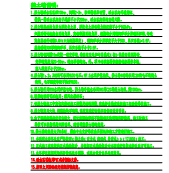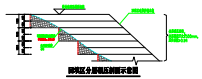地基处理总说明