**Teaching and Learning Facilities Audit Report**

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| **Facility** | **Comment** | **Suggestion** |
| **Lecture/ Seminar/tutorial rooms**  State the availability/capacity and conditions of the items (if relevant) below:   * Projector Screen * LCD Projector * Whiteboard * Desktop/Laptop * Audio system * Air conditioner * Internet/Wifi | *Example: The available chairs at TR3 is not enough for 50 students. Only 47 chairs are functional.* | *Example: Another 3 more chairs needed at TR3* |
| **Lab for teaching**  State the availability/capacity and conditions of the below:   * Safety signage * Emergency evacuation signage |  |  |
| **Research lab**  State the availability/capacity and conditions of the below:   * Safety signage * Emergency evacuation signage * Log book |  |  |
| **Computer lab**   * List of softwares * Log book * Emergency evacuation signage * Common password signage |  |  |
| **Mini library** (if available) |  |  |
| **Strong room**   * Minimum 5 layers (CCTV, sub-room, locked documents, double layer locked door, grilled door and window) * Log book * One entry access * Valid appointment letter * Shredder * Photocopy machine |  |  |
| **Safety issues**   * Fire extinguisher and expiry date * Emergency evacuation signage * CCTV * Safety signage |  |  |