**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
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| **Research lab**State the availability/capacity and conditions of the below:* Safety signage
* Emergency evacuation signage
* Log book
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| **Computer lab** * List of softwares
* Log book
* Emergency evacuation signage
* Common password signage
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| **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
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| **Safety issues*** Fire extinguisher and expiry date
* Emergency evacuation signage
* CCTV
* Safety signage
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