

AREA IX

LABORATORIES

- A. Laboratories, Shops/Facilities
- B. Equipment and Supplies
- C. Maintenance
- D. Special Provisions
- E. Documents, Additional Information and Exhibits

AREA IX: LABORATORIES

Laboratories are included in the support systems for any academic program. Broadly defined, they cover science laboratories, speech laboratories, demonstration farms, shops, and other facilities for practicum activities essential to the successful implementation of curricular programs inclusive of their use and functions.

A. Laboratories, Shops/Facilities

In general, facilities include well equipped rooms which are adequately ventilated/air-conditioned, and lighted. The furniture are properly arranged. Safety devices and measures to cope with emergency situations are available. Facilities conform with accepted standards.

B. Equipment and Supplies

Certain courses require specific equipment and supplies. The lists of these equipment and supplies should be included under the section on special provisions for the academic program.

C. Maintenance

All laboratory equipment should be stored properly, cleaned and checked regularly to ascertain their good working condition.

D. Special Provisions

All special provisions should include the special laboratory instruments or requirements necessary in running a project, such as a fish pond for the fishery program.

E. Documents, Additional Information and Exhibits

Documents or printed materials, which serve as data or provide information for the Program Performance Profile, and other identified to belong to this area, should be available at the Accreditation Center.

During the actual survey visit, additional information and exhibits may be added/presented to clarify issues and concerns about the program, as required by the visiting team to support the claims in the written report.

	EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
A. Laboratories, Shops/Facilities						
<u>General</u> (for all laboratories)						
A.1. The laboratory layout conforms to acceptable standards and to particular needs.	—	—	—	—	—	—
A.2. The properly lighted and well-ventilated/air-conditioned laboratories are conducive to learning.	—	—	—	—	—	—
A.3. Each laboratory room has at least two exit doors that open outward.	—	—	—	—	—	—
A.4. Furniture/equipment arrangement allows free flow of movement and enables students to work comfortably without interference from others.	—	—	—	—	—	—
A.5. Safety and precautionary measures are provided, and implemented/followed.	—	—	—	—	—	—
A.6. Usable fire extinguishers are accessible to staff and students.	—	—	—	—	—	—
A.7. A first-aid kit and charts for antidotes and neutralizing solutions are always available in each laboratory room.	—	—	—	—	—	—
A.8. Laboratory Operations manuals for the faculty and students are provided in each laboratory.	—	—	—	—	—	—
A.9. Demonstrations and training on the use of fire extinguishers, first aid kit and other emergency measures are periodically conducted.	—	—	—	—	—	—
<u>Computer Laboratory, Multi-media Center and Other General Education Laboratory</u>						
A.10. There is a computer laboratory with at least 15 usable computer units.	—	—	—	—	—	—
A.11. A student's access to a computer is at least 15 hours/semester.	—	—	—	—	—	—

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A.12. A well-equipped multimedia center is maintained. ___ ___ ___ ___ ___ **___**

A.13. Appropriate laboratories for general education subjects are adequately equipped and well-maintained. ___ ___ ___ ___ ___ **___**

Natural Sciences/Technology/PE/Facilities

A.14. Gas, water and electricity are available and utilized for class practicum activities. ___ ___ ___ **___** ___ ___

A.15. A demonstration table, equipped with sinks, water, electrical and gas outlets, is available and utilized. ___ ___ ___ ___ ___ **___**

A.16. Laboratory supplies and equipment are kept in separate stock rooms. ___ ___ ___ **___** ___ ___

A.17. There is a laboratory for shop work for specific technologies. ___ ___ ___ **___** ___ ___

SECTION MEAN: _____

COMMENTS: _____

B. Equipment and Supplies

General

B.1. Apparatuses, tools and materials conform to the specifications stated in the requirements list for the subjects. ___ ___ ___ **___** ___ ___

B.2. The equipment, instrument, and materials needed in the classroom are available. ___ ___ ___ **___** ___ ___

SECTION MEAN: _____

COMMENTS: _____

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

C. Maintenance

General Laboratory

- | | | | | | |
|---|-----|-----|-----|-----|-----|
| C.1. The laboratories are neat and ordely. | ___ | ___ | ___ | ___ | ___ |
| C.2. There is regular replenishment of perishable laboratory supplies. | ___ | ___ | ___ | ___ | ___ |
| C.3. The inventory of laboratory equipment/facilities is systematically and periodically conducted. | ___ | ___ | ___ | ___ | ___ |
| C.4. All equipment are coded, listed and inventoried. | ___ | ___ | ___ | ___ | ___ |
| C.5. The laboratory instrument are in good working condition and are periodically calibrated. | ___ | ___ | ___ | ___ | ___ |
| C.6. The Institution has a maintenance and repair Department manned by skilled personnel who provide services on direct call. | ___ | ___ | ___ | ___ | ___ |
| C.7. Waste disposal is efficiently and effectively managed on campus. | ___ | ___ | ___ | ___ | ___ |
| C.8. The following are properly maintained by trained/appropriate personnel/technicians: | ___ | ___ | ___ | ___ | ___ |

	<u>m</u>	<u>na</u>	<u>e</u>
C.8.1. Natural science laboratory	—	—	—
C.8.2. Shops	—	—	—
C.8.3. Computer laboratory	—	—	—
C.8.4. Multi-media center	—	—	—
C.8.5. Research facility	—	—	—
C.8.6. General education laboratory	—	—	—

SECTION MEAN: _____

COMMENTS: _____

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

D. Special Provision

D.1. Specific program requirements are in accordance with guidelines/policies embodied in issuance, e.g. CMOS.

—	—	—	—	—	—	—
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SECTION MEAN: _____

COMMENTS: _____

E. Documents, Additional Information and Exhibits

1. Approved building plans showing the location of laboratory rooms/shops utilized in the program.
2. Copies of lists of prescribed minimum requirements (CHED, PRC, etc.).
3. Copies of procedural guidelines on the proper use of equipment and safety devices posted in conspicuous places.
4. List of functional locally-improvised apparatuses (supported with pictures and manuals of operation).
5. List of laboratory equipment (apparatuses and Tools) available for use in the program (indicate the models and specifications).
6. List of laboratory rooms/shops utilized in the program.
7. List of safety equipment and devices which are available within easy reach in case of emergency.
8. List of supplies and materials.
9. List of titles of experiments/projects in the course/program.
10. Maintenance system employed to ensure the good working condition of the equipment at all times.
11. Photocopies of laboratory rooms/shops (including the storeroom) showing the proper arrangement of fixtures and equipment.
12. Photocopies of storeroom plans for chemicals and materials showing properly labeled containers, shelves and cabinets.

SUMMARY OF RATINGS

LABORATORIES

		Numerical Rating	Descriptive Rating
A	Laboratories, Shops/Facilities		
B	Equipment and Supplies		
C	Maintenance		
D	Special Provisions		

Total _____

Mean _____

LEAD ACCREDITOR/S

Chairman: _____

Members: _____
