BALIUAG UNIVERSITY
CENTER FOR INSTRUCTIONAL TECHNOLOGY SERVICES

LABORATORY DAILY REPORT PER CLASS

Laboratory No.: _____

	With hands-on		Without hands-on

Instructor: _____
Day : M / T / W / Th / F / S
Time scheduled: _____ - _____

Subject: _____
Course/Yr: _____
No. of Students: _____

Legend: ⊟ *- Physically available and in working condition* ■ *- Not Functioning* [X] *- Pulled Out* [N] *- Not applicable*

COMP #		S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	REMARKS
CPU	B																																																					
	A																																																					
MONITOR	B																																																					
	A																																																					
MOUSE	B																																																					
	A																																																					
KEYBOARD	B																																																					
	A																																																					
UPS	B																																																					
	A																																																					
AUDIO CABLE	B																																																					
	A																																																					
VGA CABLE	B																																																					
	A																																																					
UTP CABLE	B																																																					
	A																																																					

Network Hub: ☐☐☐☐☐ Lights: ☐☐☐☐☐☐ Aircon units: ☐☐☐☐ Fire Extinguisher: ☐☐☐☐ Complete Printer Set: ☐ Others: (specify): _____

COMP#	Name/Student Number	COMP#	Name/Student Number
S	Server (For Faculty Member)	26	
1		27	
2		28	
3		29	
4		30	
5		31	
6		32	
7		33	
8		34	
9		35	
10		36	
11		37	
12		38	
13		39	
14		40	
15		41	
16		42	
17		43	
18		44	
19		45	
20		46	
21		47	
22		48	
23		49	
24		50	
25			

User Comments/Remarks (Optional): _____

ACTUAL USE OF FACILITY	
Time Started:	Time Ended:

Signature of Faculty: _____

Date: _____ Assigned: _____

Noted by:
(CITS Staff)

_____