



AREA IX

LABORATORIES

C1.1. MAINTENANCE OF CLEANLINESS AND ORDERLINESS IN THE LABORATORIES



C. Maintenance

C.1. Description of a system on:

C.1.1. maintenance of cleanliness and orderliness in the laboratories;



ICT Laboratory used as venue for the conduct of class, seminars, and trainings.



SMART TV and computer used in computer subject lectures
BIOLOGY LABORATORY ROOM AND CENTRAL LABORATORY





CHEMISTRY LABORATORY ROOM AND CENTRAL LABORATORY





All laboratories in the university are manned by a laboratory head, laboratory technician and laboratory aides. The technician and/or the aides are responsible in the routine check-up and minor repairs of the equipment.

To ensure material control, accountability and maintenance, the Biology Central Laboratory is divided into three sections: (1) Equipment and Microscopy Section, (2) Glasswares and Anatomical Models Section, and (3) Chemical and Specimens Section. Each section has Staff in-charge who takes full responsibility of all materials belonging to their section. They keep careful and complete record of any materials being borrowed or used as well as in the care and maintenance of such. Complete inventory of materials as to the number of materials available, damaged item or broken apparatus, functional and non-functional equipment and amount or volume of any chemicals or reagents available in the lab are noted.

At the start of the semester, the students are oriented on the proper use and care of the laboratory equipment. Then the students are allowed to do hands-on exercises on the equipment with the close supervision of the teacher or laboratory personnel in-charge. Each equipment is provided with a notebook/logbook where students are asked to record the date, time, name of user, and the purpose of using the equipment every time he/she uses the equipment. Every after use, the staff in-charge checks the equipment as to functionality, missing parts and cleanliness. He then signs in the "checked by" section of the logbook if he finds the equipment in good condition. If not, this is noted in the incident report logbook for record and future references.

The laboratories have annual budget for repair, maintenance and calibration of equipment and renovation of laboratories. For the equipment, routine maintenance is done monthly by the laboratory technician and laboratory aides such as cleaning of microscopes and its lenses. These are entered in a log book for future reference. Equipment such as laminar flow, analytical balance, pH meter, etc. have regular maintenance check-up and calibration by trained technician either from the supplier as part of the after sales agreement annually or third party check-up from accredited servicing firms requested through public bidding. These have annual budget allocation from the laboratory fees.

For proper documentation, faculty, staff and students should report any damaged equipment to the laboratory staff in-charge in the equipment and microscopy section. For damaged glassware and other apparatus, it should be reported to the laboratory staff in-charge in the glassware and anatomical models section. The need for repair of the damaged equipment is determined by the laboratory staff in-charge. He shall assess the damaged part, nature and severity of the damage and makes report of the incident as evidenced in his incidence report logbook and relay the incident to the laboratory head.

The laboratory head then instructs the laboratory staff concerned to prepare request (Purchase Request) for repair. PR shall then be submitted to Records Office for Barcoding. Entries in the PR shall be checked and verified by the Bids and Awards Committee staff. The PR shall be submitted to different offices for signing including Supply Officer, Budget Officer, and University President. When the PR is approved, BAC prepares Request for Quotation/Canvass which shall then be approved by the President. Repairing party shall be selected through public bidding. Winning party shall then be informed to repair the equipment. When the service is satisfactorily rendered, which is determined by the laboratory head, staff in-charge and faculty user, proof of calibrations such as certificate of calibration and sticker label glued in the equipment shall be given by the technician/servicing company. Payment for services shall be claimed by the technician/company from the University cashier's office.

In some minor cases, the laboratory staff may repair slightly damaged equipment. For monitoring, the laboratory head shall perform scheduled inspection at least once a month and spot inspection as well of records and maintenance logs to assure that procedures are being followed and provide feedbacks. This shall then be recorded in his own logbook for future references.

**RULES AND REGULATIONS IN
THE BIOLOGY CENTRAL LABORATORY**

1. In borrowing equipment/apparatus the student must wear his/her complete uniform.
2. Student who borrows equipment/apparatus must present his/her ID card, countersigned by the Registrar for the current semester.
3. The borrower is required to leave his/her ID card at the BIO Central Lab to be given back only upon returning the borrowed equipment.
4. The student should get a borrower's slip from the BIO Central Lab before his/her laboratory class starts. This borrower's slip must be signed by the laboratory instructor before it is presented to the BIO Central Lab.
5. Student should check the equipment before leaving the counter and he/she should also check if slide and cover slip are with the microscope.
6. No equipment/apparatus is allowed to be out overnight.
7. In order to facilitate the issuance/returning of the equipment/apparatus the student should "FALL IN LINE" in front of the counter.
8. Return the equipment/apparatus 15 minutes before the time.
9. Professors, instructor or student not doing business in the BIO Central Lab are not allowed to stay inside.
10. Observe courtesy at all times.



BINOCULAR STEREOSCOPE

TRINOCULAR MICROSCOPE



1. PLEASE WEAR LAB. GOWN
2. LOG BOOK
3. BRING YOUR OWN SPATULA
4. CLEAN AFTER USE
THANK YOU!!

1. PLEASE WEAR LAB. GOWN
2. LOG BOOK
3. BRING YOUR OWN SPATULA
4. CLEAN AFTER USE
THANK YOU!!

ANALYTICAL BALANCE

ANALYTICAL BALANCE
MILAU CHEMICALS

OFFICIAL RECORD BOOK
LOGBOOK FOR:
ANALYTICAL BALANCE, CHEMICAL
REAGENT AND CULTURE MEDIA,
BIOLOGY CENTRAL LABORATORY