
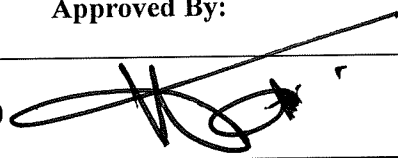


MONITORING ON THE MAINTENANCE OF TEACHING VENUES AND FACILITIES

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Abu Bakar bin Omar	Name: Hasanul Basri bin Abdullah
Position: Senior Assistant Director, Facilities and Services Department	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025

1.0 OBJECTIVE

This procedure was prepared to ensure that the teaching venues and facilities at the Centre for Foundation Studies (CFS), International Islamic University Malaysia (IIUM) are efficiently monitored by the relevant department.

2.0 SCOPE

This procedure is to be used at CFS in the management and monitoring of the maintenance of teaching venues and facilities.

3.0 ACCOUNTABILITY

- 3.1 Office of the Director
- 3.2 Facilities and Services Department

4.0 ABBREVIATION (If any)

- 4.1 CFS Centre for Foundation Studies
- 4.2 FSD Facilities and Services Department
- 4.3 AO Administrative Officer
- 4.4 AAO Assistant Administrative Officer
- 4.5 AA Administrative Assistant
- 4.6 AVT Audio Visual Technician
- 4.7 KPAG Konsesi Pusat Asasi Gambang
- 4.8 AMIS Asset Management Information System
- 4.9 ODDAI Office of the Deputy Dean (Academic and Internationalization)

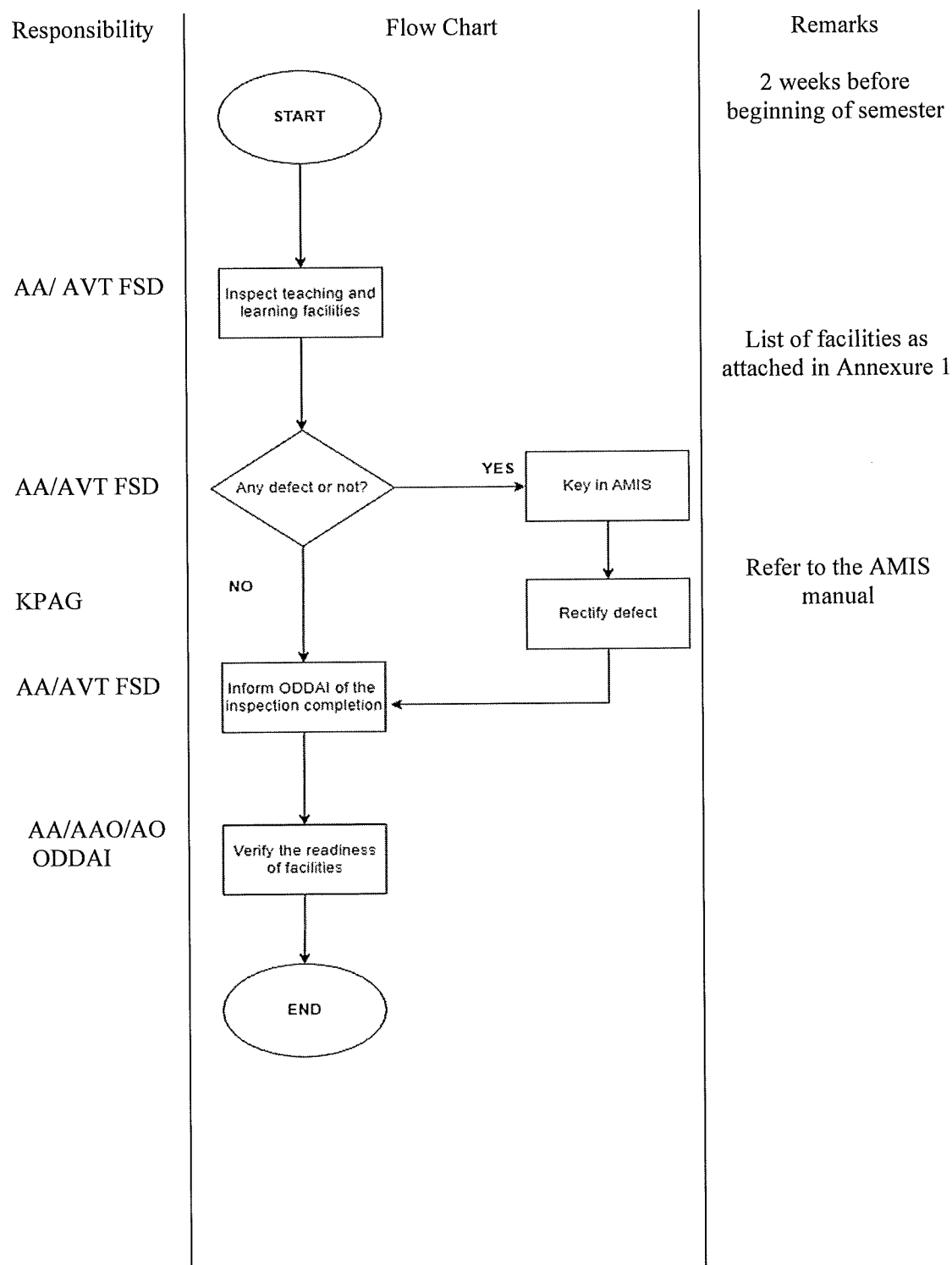
5.0 REFERENCE

Manual AMIS

6.0 RECORD RETENTION PERIOD

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	List of teaching venues and facilities	2 years	Filing cabinet, FSD	AA
2.	AMIS Monthly report meetings	2 years	Filing cabinet, FSD	AA

7.0 PROCESS FLOW





ANNEXURE

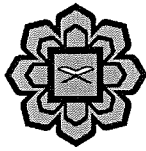
1. List of teaching venues and facilities.

N o	Bloc k	Venue	Inspect ion Date	Teache r's table	Teache r's chairs	No. of Studen t's Chairs	No. of Studen t's Tables	No. of Flip Chai rs	No. of lefthan ded flip chairs	Whitebo ard	Classro om Lamp conditi on	HD MI port	Project or's screen	PIC	Remar ks
1	AL RAZI	AV.ROO M1								OK			ok	Shai m	
2		AV.ROO M2								OK			ok	Shai m	
3		MM.LAB 1								OK			ok	Shai m	
4		MM.LAB 2								OK			ok	Shai m	
5		RC.1								OK			ok	Shai m	
6	AL JURJANI	COMPL AB1								OK		Yes	ok	Shai m	
7		COMPL AB2								OK		no vga	ok	Shai m	
8		COMPL AB3								OK		no vga	ok	Shai m	
9		COMPL AB4								OK		no vga	ok	Shai m	
10		EXAM HALL1								OK		vga	ok	Shai m	
11		EXAM HALL2								OK		vga	ok	Shai m	
12		LECTUR E 1								OK		vga	ok	Shai m	
13		LECTUR E 2								OK		vga	ok	Shai m	
14		LR(A)LV 1								OK		Yes	ok	Shai m	
15		LR(A)LV 2								OK		Yes	ok	Shai m	
16		LR(A)LV 3								OK		Yes	ok	Shai m	
17		LR(B)1								OK		Yes	ok	Shai m	
18		LR(B)2								OK		Yes	ok	Shai m	
19		LR(B)3								OK		Yes	ok	Shai m	
20		LR(B)4								OK		Yes	ok	Shai m	
21		LR(B)5								OK		Yes	ok	Shai m	



22	LR(B)6								OK		Yes	ok	Shai m	
23	LR(B)7								OK		Yes	ok	Shai m	
24	LR(B)8								OK		Yes	ok	Shai m	
25	LR(B)9								OK		Yes	ok	Shai m	
26	LR(B)10								OK		Yes	ok	Shai m	
27	LR(B)11								OK		Yes	ok	Shai m	
28	LR(B)12								OK		Yes	ok	Shai m	
29	LR(B)13								OK		Yes	ok	Shai m	
30	LR(B)14								OK		Yes	ok	Shai m	
31	LR(B)15								OK		Yes	ok	Shai m	
32	LR(B)16								OK		Yes	ok	Shai m	
33	LR(B)17								OK		Yes	ok	Shai m	
34	LR(B)18								OK		Yes	ok	Shai m	
35	LR(B)19								OK		Yes	ok	Shai m	
36	LR(B)20								OK		Yes	ok	Shai m	
37	LR(B)21								OK		Yes	ok	Shai m	
38	LR(B)22								OK		Yes	ok	Shai m	
39	LR(B)23								OK		Yes	ok	Shai m	
40	LR(B)24								OK		Yes	ok	Shai m	
41	LR(B)25								OK		Yes	ok	Shai m	
42	LR(B)26								OK		Yes	ok	Shai m	
43	LR(B)27								OK		Yes	ok	Shai m	
44	LR(B)28								OK		Yes	ok	Shai m	
45	LR(B)29								OK		Yes	ok	Shai m	
46	LR(B)30								OK		Yes	ok	Shai m	

47		LR(B)31							OK		Yes	ok	Shai m	
48		LR(B)32							OK		Yes	ok	Shai m	
49		LR(B)33							OK		Yes	ok	Shai m	
50	AL JURJA NI	LR(B)34							OK		Yes	ok	Shai m	
51		LR(B)35							OK		Yes	ok	Shai m	
52		LR(B)36							OK		Yes	ok	Shai m	
53		LR(B)37							OK		Yes	ok	Shai m	
54		LR(B)38							OK		Yes	ok	Shai m	
55		LR(B)39							OK		Yes	ok	Shai m	
56		LR(B)40							OK		Yes	ok	Shai m	
57		LR(B)41							OK		Yes	ok	Shai m	
58		LR(B)42							OK		Yes	ok	Shai m	
59		LR(B)43							OK		Yes	ok	Shai m	
60		LR(B)44							OK		Yes	ok	Shai m	
61		LR(B)45							OK		Yes	ok	Shai m	
62		T.ROOM 1							OK		Yes	ok	Shai m	
63		T.ROOM 2							OK		Yes	ok	Shai m	
64		T.ROOM 3							OK		Yes	ok	Shai m	
65		T.ROOM 4							OK		Yes	ok	Shai m	
66		T.ROOM 5							OK		no vga	ok	Shai m	
67		T.ROOM 6							OK		Yes	ok	Shai m	
68		T.ROOM 7							OK		Yes	ok	Shai m	
69		T.ROOM 8							OK		no vga	ok	Shai m	
70		T.ROOM 9							OK		Yes	ok	Shai m	
71		T.ROOM 10							OK		Yes	ok	Shai m	



72		T.ROOM 11								OK		Yes	ok	Shai m	
73		T.ROOM 12								OK		Yes	ok	Shai m	
74	AL SHAFI E	STUDIO 1								OK			ok	Shai m	
75		STUDIO 2								OK			ok	Shai m	
76		STUDIO 3								OK			ok	Shai m	
77		STUDIO 4								OK			ok	Shai m	
78		STUDIO 5								OK			ok	Shai m	
79		STUDIO 6								OK			ok	Shai m	
80		STUDIO 7								OK			ok	Shai m	
81		STUDIO 8								OK			ok	Shai m	
82		STUDIO 9								OK			ok	Shai m	
83		STUDIO 10								OK			ok	Shai m	
84		STUDIO 11				30	30			OK			ok	Shai m	
85		STUDIO 12				30	30			OK		Yes	ok	Shai m	
86		STUDIO 13						30		OK			ok	Shai m	
87		STUDIO 14				30	30			OK		Yes	ok	Shai m	
88		STUDIO 15				30	30			OK			ok	Shai m	
89		STUDIO 16				30	30			OK			ok	Shai m	
90		STUDIO 17				30	30			OK			ok	Shai m	
91		STUDIO 18						30		OK			ok	Shai m	
92		STUDIO 19				30	30			OK			ok	Shai m	
93		STUDIO 20				30	30			OK			ok	Shai m	
99	AL GHAZ ALI	STUDIO 1								OK			ok	Shai m	
100		STUDIO 2								OK			ok	Shai m	
101		STUDIO 3								OK			ok	Shai m	

10 2		STUDIO 4							OK			ok	Shai m	
10 3		STUDIO 5							OK			ok	Shai m	
10 4		STUDIO 6							OK			ok	Shai m	
10 5		STUDIO 7							OK			ok	Shai m	
10 6		STUDIO 8							OK			ok	Shai m	
10 7		STUDIO 9							OK			ok	Shai m	
10 8		STUDIO 10							OK			ok	Shai m	
10 9		STUDIO 11							OK			ok	Shai m	
11 0		STUDIO 12							OK			ok	Shai m	
11 1		STUDIO 13							OK			ok	Shai m	
11 2		STUDIO 14							OK			ok	Shai m	
11 3		STUDIO 15							OK			ok	Shai m	
11 4		STUDIO 16							OK			ok	Shai m	
11 5		STUDIO 17							OK			ok	Shai m	
11 6		STUDIO 18							OK			ok	Shai m	
11 7		STUDIO 19							OK			ok	Shai m	
11 8		STUDIO 20							OK			ok	Shai m	
11 9		STUDIO 21							OK			ok	Shai m	
12 0		STUDIO 22							OK			ok	Shai m	
12 1		STUDIO 23							OK			ok	Shai m	
12 2		STUDIO 24							OK			ok	Shai m	
12 3		STUDIO 25							OK			ok	Shai m	
12 4	AL KHALIL	EM 1							OK			ok	Shai m	
12 5		EM 2							OK			ok	Shai m	
12 6		EM 3							OK			ok	Shai m	

127	EM 4								OK			ok	Shai m	
128	EM 5								OK			ok	Shai m	
129	QL 1								OK			ok	Shai m	
130	QL 2								OK			ok	Shai m	
131	QL 3								OK			ok	Shai m	
132	QL 4								OK			ok	Shai m	
133	QL 5								OK			ok	Shai m	
134	EL 1								OK			ok	Shai m	
135	EL 2								OK			ok	Shai m	
136	EL 3								OK			ok	Shai m	
137	EL 4								OK			ok	Shai m	
138	EL 5								OK			ok	Shai m	
139	EL 6								OK			ok	Shai m	
140	EAV 1										Yes	ok	Shai m	
141	EAV 2										Yes	ok	Shai m	
142	EAV 3										Yes	ok	Shai m	
143	EAV 4										Yes	ok	Shai m	
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148	QAV 4										Yes	ok	Shai m	
149	QAV 5										Yes	ok	Shai m	