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**LABORATORY IMPROVEMENT PLAN**

**(*School)***

1. **INTRODUCTION**

*(Provide an overview of the purpose of the improvement plan. This should include an assessment of the current state of the laboratory facilities, infrastructure, equipment, supplies, and materials. Briefly mention the importance of maintaining and upgrading these facilities to support quality education, research, and safety compliance. Also, state the overall goal of achieving "state-of-the-art" laboratories in line with the university's program standards, or CMOs/PSGs.)*

1. **PLANNED IMPROVEMENTS**

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| **Objective**  *(Clearly state measurable improvement goals e.g., Upgrade outdated equipment, Enhance safety, Modernize infrastructure, Increase energy efficiency*) | **Area of Improvement**  (*Describe if this is an infrastructure improvement, equipment upgrade, safety enhancement, utility system, or ICT and Data Systems*) | **Specific Actions**  ***(****Describe if the actions needed are**renovation, ventilation, lighting upgrades,* *purchase of new microscopes, spectrophotometers, etc., electrical, water, and waste management upgrades, installation of fire extinguishers, safety signs, spill control, laboratory management software, automation tools, etc.)* | **Key Performance Indicators (KPIs)**  *(Specify metrics to measure the success of each action, e.g., '100% of ventilation systems pass inspection' or 'reduction in lab accidents by 20%')* | **Budget and Funding Sources**  *(Provide a cost estimate for each action and outline the total budget. List all funding sources like internal allocations, grants, or external donations)* | **Implementation Timeline**  *(Provide a detailed timeline using a Gantt chart, highlighting key events, milestones, and start/end dates for each action)* | **Monitoring & Evaluation**  *(Describe procedures to monitor and measure the effectiveness of improvements, including regular progress reports, feedback from students, and staff)* | **Responsible Person/ Department**  *(Name the person or unit responsible for implementing and overseeing each action)* | **Remarks** *(List any other issues or concerns related to the action)* |
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**III. RISK MANAGEMENT**

(*Outline potential risks that could hinder the implementation of the plan, such as budget overruns, delays in procurement, or lack of staff training. For each risk, describe a mitigation strategy to minimize its impact.)*

**IV. SUSTAINABILITY PLAN**

*(Describe how the improvements will be maintained over time. This section should detail a plan for regular maintenance, future upgrades, and continuous staff training to ensure the laboratories remain in excellent condition and up-to-date.)*

Prepared by: Reviewed:

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Laboratory Custodian Program Chairperson

Noted:

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School Dean

Approved:

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Campus Director