



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

SA-SAMS

Guideline for using Physical Resources and Infrastructure Register Module

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CONTENT

1.	INTRODUCTION	3
2.	PHYSICAL RESOURCE AND SCHOOL INFRASTRUCTURE REGISTER	3
3.	LEARNER SUPPORT MATERIALS	5
3.1	Maintain General LSM Master List	5
3.1.1	Adding Resources to the Main Inventory Master List.....	6
3.2	Issue & Maintain LSM School Stock	9
3.2.1	Adding Stock to the Resources	9
3.2.2	To View the Current LSM Stock	11
3.2.3	To Issue Books Out Of Stock to the Educators	12
3.2.4	Remove LSM Item	13
3.2.5	Return Items Received From Educators Back Into Stock	14
3.3	Educator LSM Loan Details.....	15
3.4	Detailed LSM Inventory List	17
3.5	LSM Inventory Summary per Grade	18
3.6	Blank LSM Issue Form	19
3.7	Print LSM Stock Write Offs	19
4.	FIXED ASSETS.....	21
4.1	Maintain Master List of Assets	21
4.2	Maintain Venue List.....	23
4.2.1	Allocate Stock Items (Fixed Assets) To Venues	24
4.3	Issue and Maintain Fixed Assets	25
4.4	Detail Fixed Assets	27
4.5	Summary Fixed Assets	28
4.6	Print Fixed Asset Stock Registers	28
4.7	Print Fixed Assets Stock Write Off	28
5.	PHYSICAL INFRASTRUCTURE.....	28

1. INTRODUCTION

The Physical Resource and School Infrastructure Register module is used as a tool to register and manage all the resources belonging to a school, this includes school chairs, desks, computers, etc. Information from the learner module and the human resources module is required for the successful use of this module.

You will notice on Figure 1 below that the module has three distinct functions:

- Learner Support Materials
- Fixed Assets
- Physical Infrastructure

The Physical Infrastructure Register is all the detail required for the ASS and exports from SAMS directly into the SA Tool. This data can be printed and handed out to educators to check for current status so that changes can be made to update records

2. PHYSICAL RESOURCE AND SCHOOL INFRASTRUCTURE REGISTER

- To start using this module, open the Physical Resources & School Infrastructure Register (Fig 1) by clicking on the **Physical Resource** button from the Main Menu.

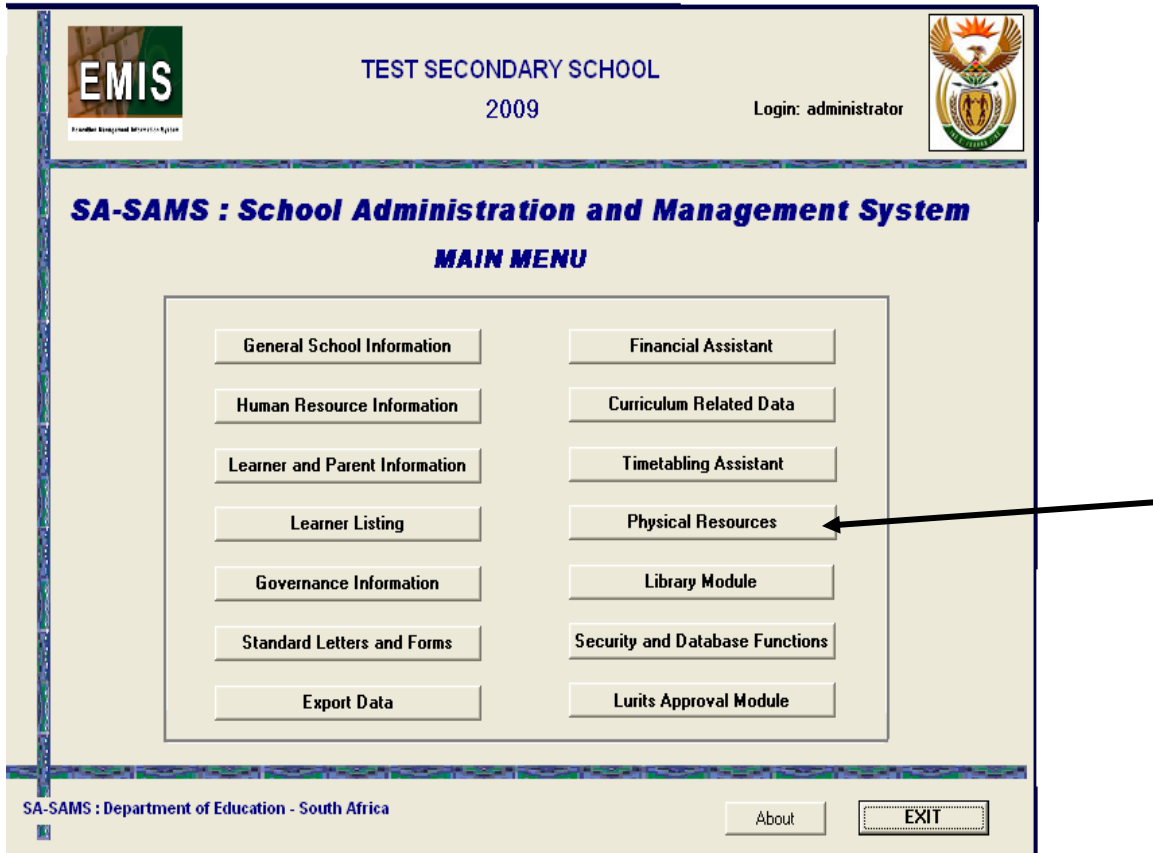


Figure 1: SA-SAMS Main Menu

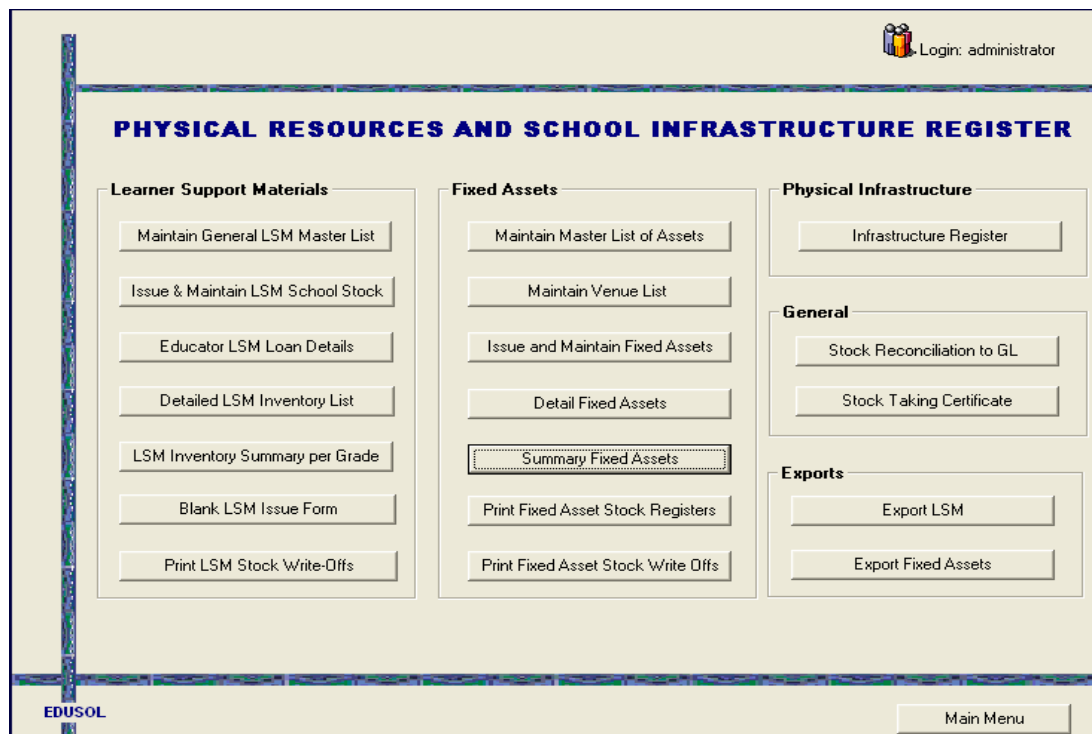


Figure 2: Physical Resource and School Infrastructure Register

- The **Physical Resources (Figure 2 above)** screen shows the following categories in this menu:
 - Learner Support Material
 - Fixed Assets
 - Physical Infrastructure
 - General
 - Exports

- The following listed data elements were used in putting together the General School Setup module.

3. LEARNER SUPPORT MATERIALS

There are 5 main functions for which you may want to use the Learner Support Materials Module:

- You may want to add a book / other to your master register list
- When you receive books / other you will want to add this quantity to your stock (either new stock or existing stock)
- When you have books / other, you will want to distribute these learning materials through the educators and on to the learners. You will want to keep a record of where they are for retrieval at a later date
- When these books / other are being returned, you will be want to book them back into stock so that they are available again
- When books / other are lost or damaged you will need to permanently remove these books out of stock

3.1 Maintain General LSM Master List

- Click on **Maintain General LSM Master List** button.
- There are already subjects / learning areas added on this list for your convenience. If there are subjects / learning areas that are being taught at your school but is not on the list below, do the following:

- Click on **Maintain LSM Subject areas button** (top left hand of screen)
- Click on **Add New Subject Area / Discipline to the list** memo box and type the name of the subject you wish to add.
- Click on the **Save** button
- Click on the **Delete a Subject Area** button to delete a subject which does not apply to your school

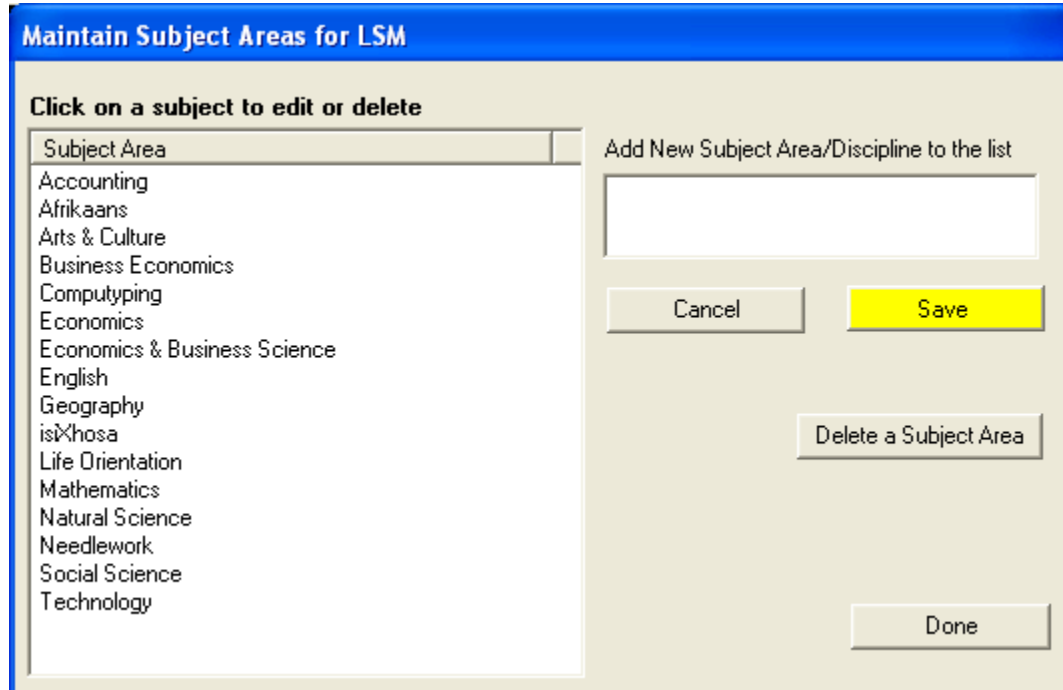


Figure 3: Maintain Subject Areas for LSM

3.1.1 Adding Resources to the Main Inventory Master List

- You can now continue to add books / other to the Subject Areas / learning areas:

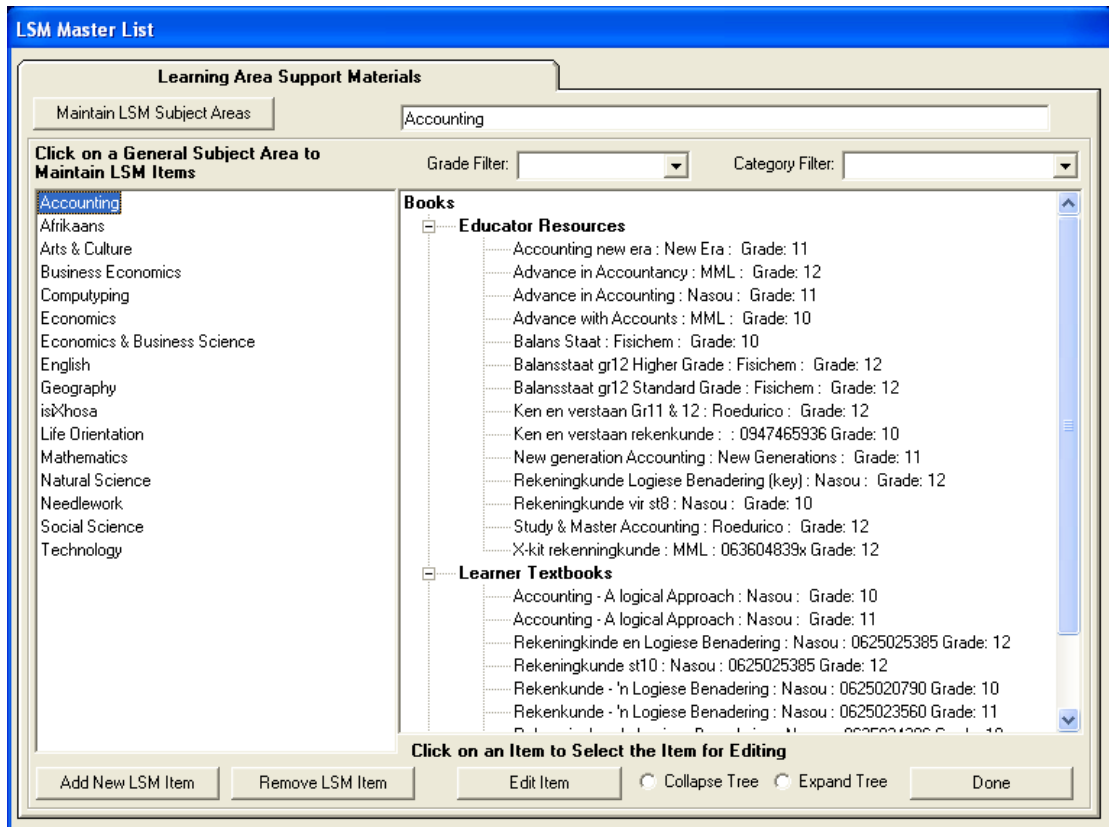


Figure 4:LSM Master List

- Click on the subject to add a book to (Each main subject area has a list of books already captured on the system). If the book you want to add is not already captured here:
- Click on "**Add New LSM Item**" button at bottom of page
- If it is already on the list, do not re-enter but you can click on the **Edit Item** button to edit the Item if required.

LSM Master List

Learning Area Support Materials

Maintain Support Materials

Subject: Accounting

Select type of Item to Add: Book Other

Maintaining Master Stock Items

Book Details

Title of Book: _____ Year Published: _____

Publisher: _____ ISBN Number: _____

Authors: _____

Select a Category of Support Material: _____

Item Details

Item Description: _____

Manufacturer: _____

Year Manufactured: _____

If Applicable

Language of Item: _____ (Items are grouped on printout according to FROM grade selected)

Grade Relevance: From: _____ (Optional) To: _____

Next Item Save Done

Figure 5: Add New LSM / Maintain Support Materials

- It jumps to the next page and will show Subject: (this is the one you have chosen on previous page)
- Select type of item to add – Book / Other (other learning support material)
 - Title of Book –enter details
 - Year Published – enter year
 - Publisher – enter details
 - Author/s – enter details
 - ISBN –enter details (e.g. 0 623 00980 3)
- Select **Category of Support Material** (there are 6 categories)
 - E.g. Learner Textbook
 - Language of item (optional) – enter
 - Grade relevance - Grade to Grade – enter details
- Or if it is other for Item (if equipment is to be registered as part of LSM)
 - Item description - enter
 - Manufacturer - enter
 - Year manufactured – enter

- Click on the **Save** button.
- Click on the **Ok** button.
- Click on the **Done** button.
- To continue adding items to this subject, click on **Next Item** button
- To add items to new subject, go back to LSM Master List (fig 1) and select the subject before adding the item.

3.2 Issue & Maintain LSM School Stock

Now that you have the Subject / Learning Areas and items / resources under each subject / learning area captured you are now ready to stock to these resources.

3.2.1 Adding Stock to the Resources

- Click on **Issue & Maintain LSM School Stock**.
- There are **4** pages (tabs) at the top of the screen:
 - View School LSM Stock
 - Add LSM Stock Quantities
 - View Loans & Return Items
 - Issue/Remove (write-off) LSM Item

The screenshot shows the 'Learner Support Materials' application window. At the top, there are four tabs: 'View School LSM Stock' (selected), 'Add LSM Stock Quantities', 'View Loans & Return Items', and 'Issue/Remove LSM Item'. Below the tabs, there are two filter sections: 'Category Filter' with a dropdown menu showing 'Educator Guides/References', 'Learner Textbooks' (highlighted), 'Learner Workbooks', 'Readers', 'Atlases', 'Dictionaries', and 'Other'; and 'Grade Filter' with a dropdown menu showing '(Start grade field only)'. Below these filters is a list of subjects: Accounting, Afrikaans, Arts & Culture, Business Economics, Computyping, Economics, Economics & Business Science, English, Geography, isiXhosa, Life Orientation, Mathematics, Natural Science, Needlework, Social Science, and Technology. To the right of the subject list is a table with the following columns: 'Description', 'Publisher', 'Grades', and 'Authors'. The table is currently empty. At the bottom of the window, there is a text box that says 'Click on an item to see available stock' and two buttons: 'Add Stock Quantities' and 'Done'.

Figure 6: View School LSM Stock

- Select the Category Filter (7 selections)
- Select the Grade
- Click on the Subject Area: e.g. Afrikaans
- At the bottom of the page click on tab Add Stock Quantities or click on the second tab '**Add LSM Stock Quantities**'
- This takes you to the next page (see fig 7 below)
- Select **Subject Area**: enter details (e.g. Afrikaans)
- Select **Grade**
- Select **LSM Category** – dropdown box – (e.g. learner textbooks)
- Click on **Ok**
- Select **item to be added** from the **Select item to add** drop down list
- Click on drop down box Or **Add Stock Item to Master List** e.g. Afrikaans Ons Taal (this will only show if you have already added it to the master list)
- Select **Stock Register**: e.g. 750/002 Textbooks and LSM
- Select **Date**: enter
- Click on **Add New Quantity**:
- Go to cell **Quantity Added** and enter amount of stock received e.g. 100
- **Item cost**: enter e.g. R50
- Press **Tab** button – it automatically calculates the amount of total purchase of this item e.g. R5000
- Click on **Save Stock Data** button.
- Click on **Ok**, and **Done** buttons
 - If a mistake has been made it can be removed by
Entering Line number to be removed
- Click on **Remove Line** button

Learner Support Materials

View School LSM Stock **Add LSM Stock Quantities** View Loans & Return Items Issue/Remove LSM Item

To add school stock , you must first locate the item in the MASTER stock list. You can use the Filter or Search option.

Filter Options for Loading Master stock Items:

Select Subject Area: Afrikaans

Select Grade: Grade 8 (Optional - start grade field only)

Select LSM Category: Learner Textbooks (Optional)

OK

Search for a specific Item to add Stock:

Partial/Full Title of Item: _____

ISBN number of Item: _____

Search

Now select the item from the list below and then add the quantity and price of the stock.

Select a Stock Item from the Master List

Select Item to Add: _____ Add Stock Item to Master List

Select Stock Register: 750/002 Text Books and LSM Select Date: 2005/03/01 2005/03/01 Add New Quantity

Stock Details for : Afrikaans ons Taal : MML : 0636023346

	Date Added	Register	Qty Added	Item Cost	Qty WriteOff	WriteOff Cost	Total Cost	Total Item Value
1	2005/01/09	750/002	100	55.00			5500.00	5500.00
2	2005/03/01	750/002	20	60.00			1200.00	6700.00

Line: _____ Remove Line Save Stock Data Done

Figure 7: Add LSM Stock Quantities

3.2.2 To View the Current LSM Stock

- Once you have added stock to a resource it is advisable to go back and check that it has been correctly entered. This can also be done at any time to check stock records.
- To do this go back to **View School LSM Stock** (1st tab)
- Choose the category filter – learner textbooks
- Click on **Subject** – e.g. Afrikaans
- Click on **Resource** – e.g. Afrikaans Ons Taal
- A small screen on the top right hand corner of the screen will highlight
- Stock: quantity/ On Loan : quantity / Available : quantity (see fig 7 below)

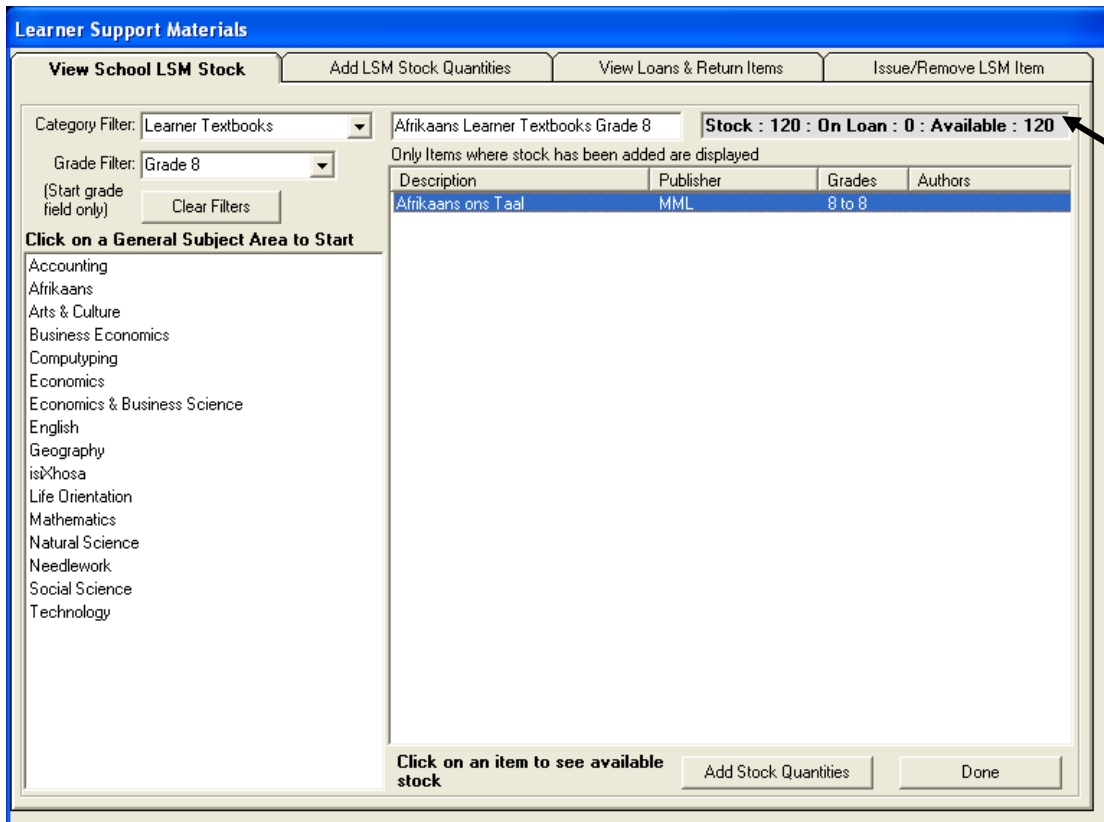


Figure 8: View Stock Quantity

3.2.3 To Issue Books Out Of Stock to the Educators

- Go to **View School LSM Stock** (tab 1)
- Choose the **Category** Filter – e.g. Learner Textbooks
- Select the **Grade** – e.g. Grade 8
- Click on the **General Subject Area** – e.g. Afrikaans
- Click on the resource in the right hand screen – e.g. Afrikaans Ons Taal
- **Now go to Issue / Remove Maintain LSM School Stock** (Tab 4)
(see fig 8 below)
- Stock Item will show – e.g. Afrikaans Ons Taal
- Click on **Issue Stock**
- It will show – **Total Stock**
- It will show – **Quantity Available for Issue**
- Issued to – select the educator
- **Quantity issued** – enter amount issued
- **Date issued:** select the date issued to educator

- **Expected return date:** select the date that the educator should return the book
- **Average Condition:** select
- **Save Stock Item**
- Click on the **Ok** button

The screenshot displays the 'Learner Support Materials' application window. At the top, there are four tabs: 'View School LSM Stock', 'Add LSM Stock Quantities', 'View Loans & Return Items', and 'Issue/Remove LSM Item'. The 'Issue/Remove LSM Item' tab is selected. The main form area is divided into two main sections: 'Issue Stock' and 'Remove from Stock'.
 In the 'Issue Stock' section, the 'Stock Item' is 'Afrikaans ons Taal'. There are radio buttons for 'Issue Stock' (selected) and 'Remove Stock permanently'. To the right, 'Total Stock' is 120 and 'Quantity Available for Issue' is 120. Below this, there are fields for 'Issued To' (FIKENI Nonceba Diphtheria), 'Loan Venue', 'Quantity Issued' (40), 'Date Issued' (2005/01/16), 'Expected Return Date' (2005/05/20), and 'Average Condition of Items Issued' (New). A 'Save Stock Issue' button is at the bottom of this section.
 The 'Remove from Stock' section includes 'Removal Authorised by', 'Reason for Removal from Stock', and 'Removal Date' (2005/05/27). It also has a 'Purchase History of Item' dropdown and a 'Save Write Off' button.
 A 'Done' button is located at the bottom right of the window.

Figure 9: Issue / Remove LSM Item

3.2.4 Remove LSM Item

You can also Remove LSM Item on this page.

- Go to '**View School LSM Stock**' (Tab 1)
- Click on **Subject** – e.g. Afrikaans
- Click on **Resource** – Afrikaans Ons Taal
- Go to TAB '**Issue / remove LSM Items**' (Tab 4)
- Click on **Remove Stock Permanently**
 - Authorisation By

- Reason for Removal
- Removal Date
- Purchase History of Item
- Quantity Removed
- Cost to Write Off – cost of purchase
- Save Write Off

3.2.5 Return Items Received From Educators Back Into Stock

As soon as an educator brings back resources they should be entered immediately back into the stock records.

- Click on TAB '**View School LSM Stock**' (Tab 1)
- Click on **Subject** Area – e.g. Afrikaans
- Click on **Resource** on right hand screen – Afrikaans Ons Taal
- Click on TAB '**View Loans and Return Items**' (tab 3)
- Items to be returned: resource 'Afrikaans Ons Taal'
- Tick in the applicable educator box
- **Date of write-off:** select date
- Number of items being returned: e.g. 40
- (if there are still 5 books outstanding as they have been lost by learners but you have to log it as all books as having been returned and then go to 'remove LSM' tab to remove it from stock)

Learner Support Materials

View School LSM Stock Add LSM Stock Quantities **View Loans & Return Items** Issue/Remove LSM Item

Item to be returned: Afrikaans ons Taal

Outstanding Loans for this Item Click in the check box of a line item to return stock

* Item	* Date Loaned	* Loaned To	Quantity	Returned	Outstanding
<input checked="" type="checkbox"/> Afrikaans ons Taal	2005/01/16	FIKENI, Nonceba Diphtheria	40	0	40
<input type="checkbox"/> Afrikaans ons Taal	2005/03/01	GCABAYI, Sandiso Enoch	35	0	35

Date of Return/Write Off: 2005/05/27 2005/05/27 Items have been counted and checked for RETURN

Number of items being returned: 45

If an item has been lost or damaged, please include it in the return quantity and then go to the write off section and remove the item from the system.

Save

Done

Figure 10: View Loans and Return Items

3.3 Educator LSM Loan Details

- To start Educator LSM Loan Details sub module, click on the **Educator LSM Loan Details** button from the Physical Resources main menu on Figure 2 above.

Printouts

- All Educators
- Select Educator

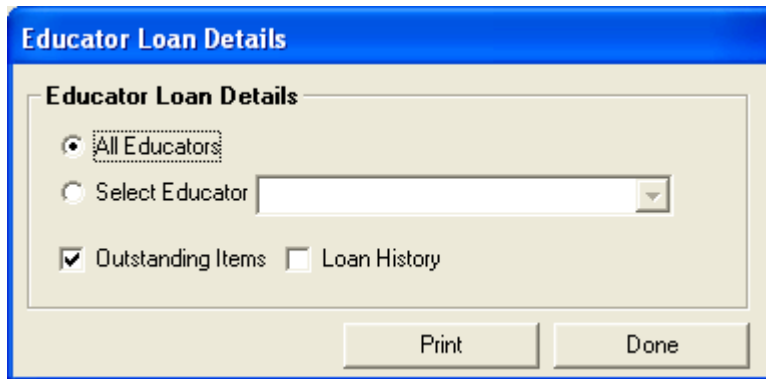


Figure 11: Educator LSM Loan Details

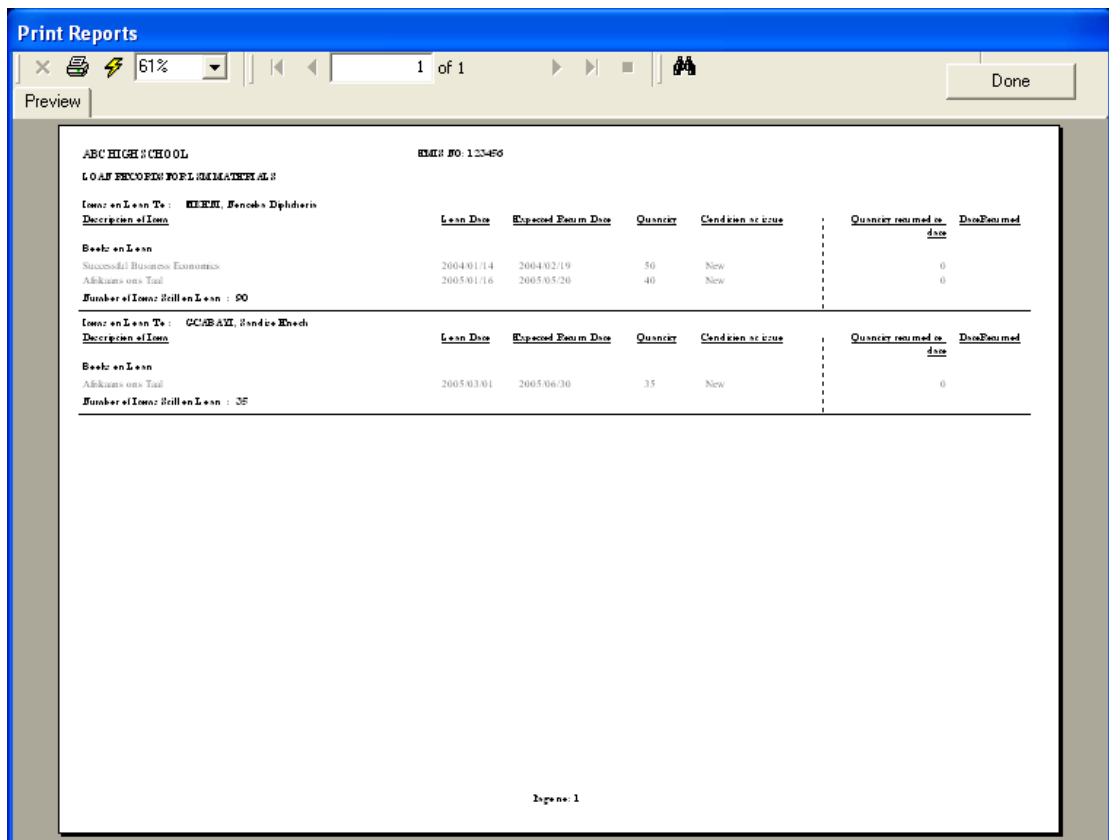


Figure 12: Outstanding Items Report

Or:

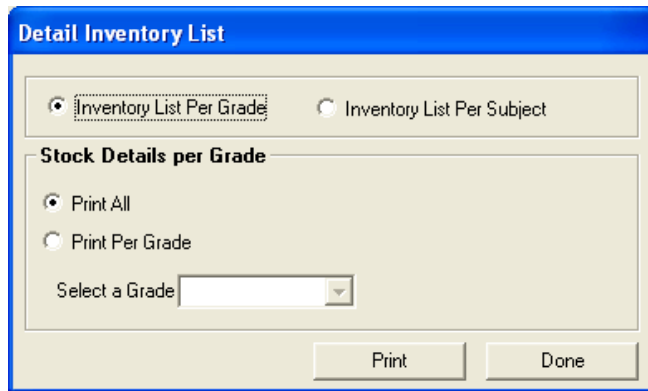


Figure 14: Detail Inventory List

3.5 LSM Inventory Summary per Grade

- To start LSM Inventory Summary Per Grade sub module, click on the **LSM Inventory Summary Per Grade** button from the Physical Resources main menu on Figure 2 above.

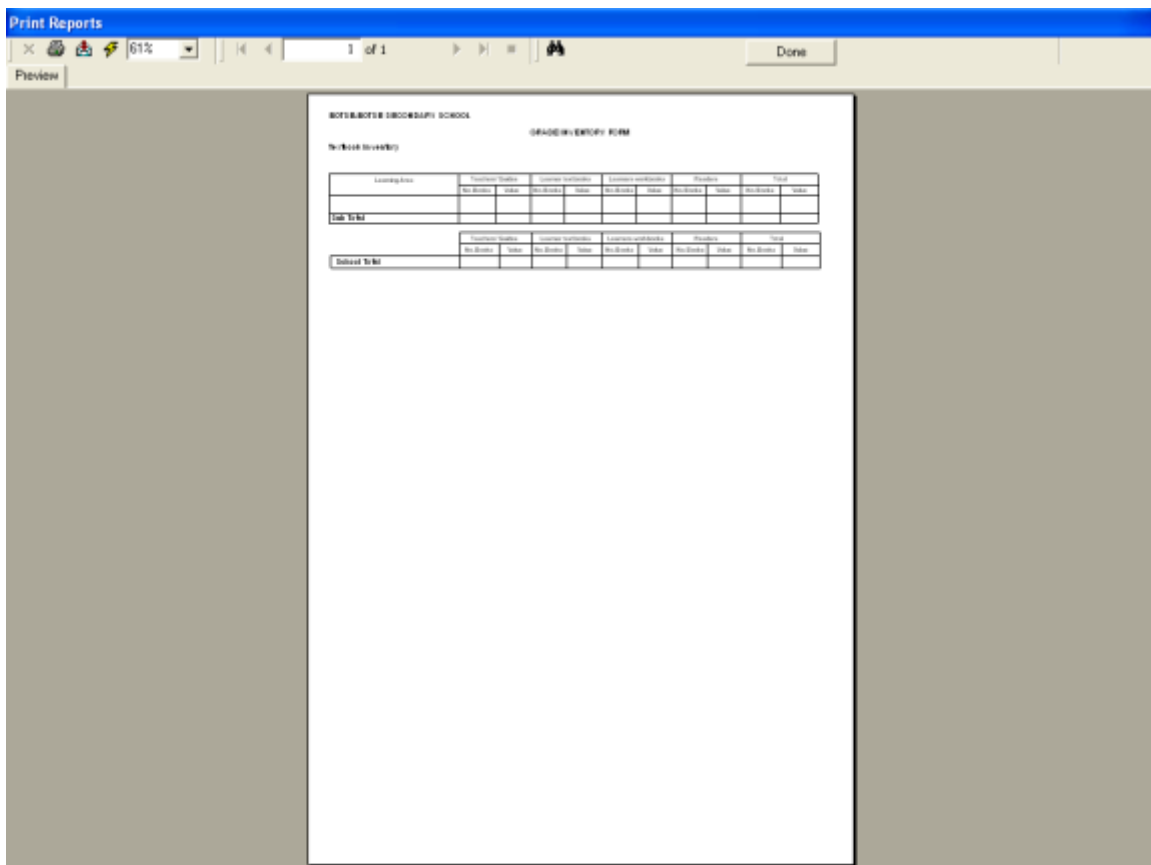


Figure 15: LSM Inventory Summary Per Grade print out

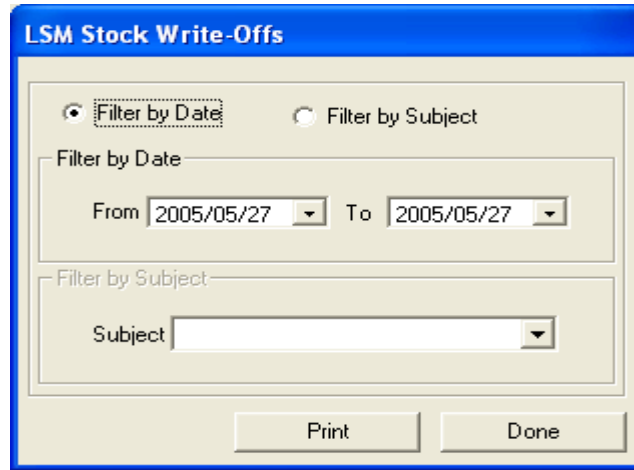


Figure 17: LSM Stock Write-Offs

- Select **Filter by Date** or **Filter by Subject**
- Select Date From and Date To from **Filter by Date** drop menu if using date
- Select Subject from **Subject** dropdown Menu if using Subject.
- Click on **Print** button

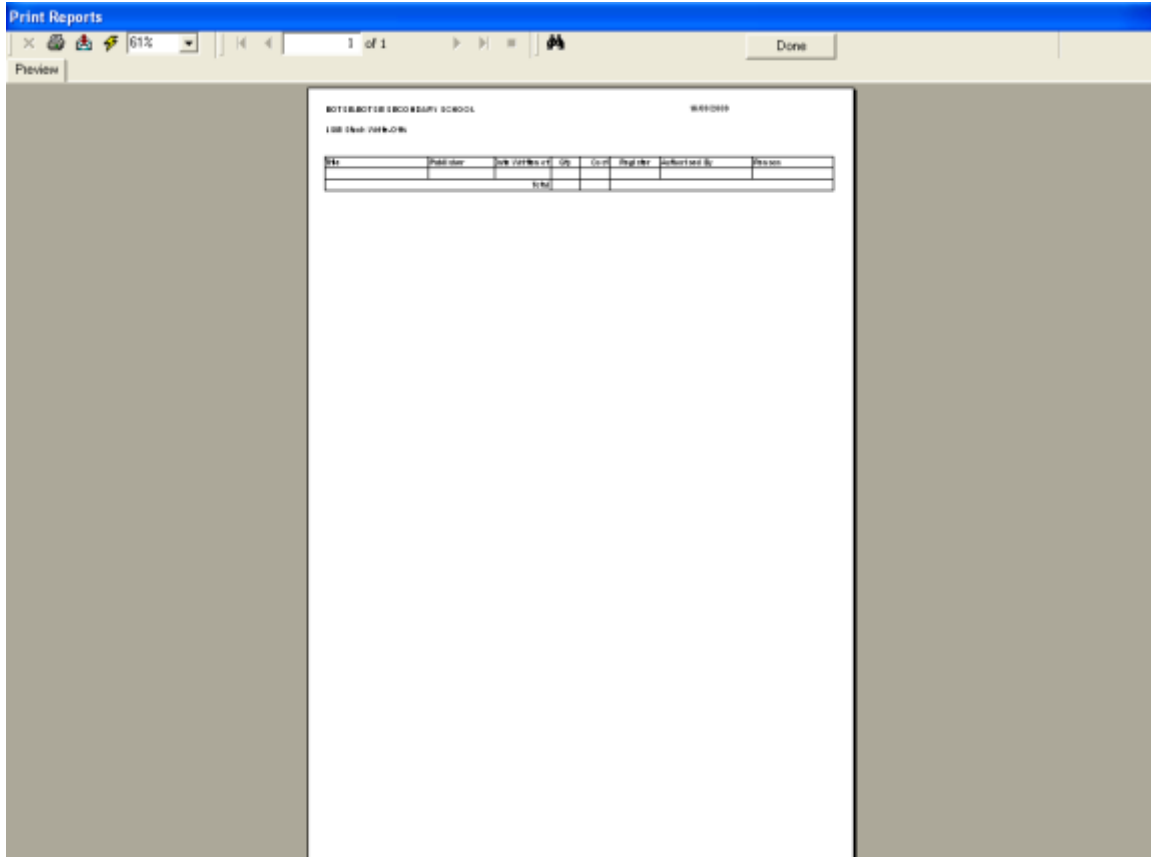


Figure 18: LSM Stock Write-Offs print out

4. FIXED ASSETS

In this section there are 5 main functions for which you may want to use the Fixed Assets Module

- You may want to add some equipment or fixed asset to your master register list
- When you receive assets you will want to add this quantity to your stock (either new stock or existing stock)
- When you have assets, you will want to distribute these assets through the school. You will want to keep a record of where they are retrieval at a later date
- When these assets are being returned, you will be want to book them back into for stock so that they are available again
- When assets are lost or damaged you will need to permanently remove these books out of stock
- In this way we are going to process some purchases and allocate them to a specific venue.

4.1 Maintain Master List of Assets

- To start the **Maintain Master List Assets** sub menu Click on the button 'Maintain Fixed Assets Items' button from the Physical Resources main menu no Figure 2 above.

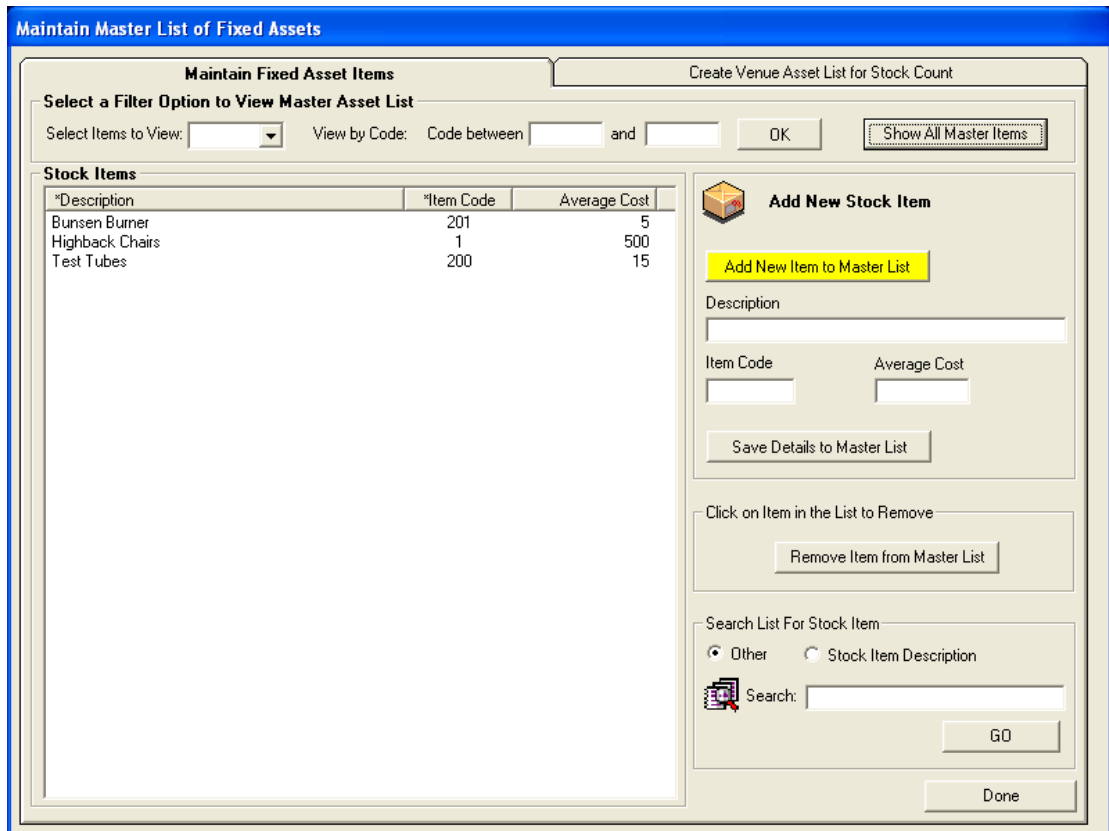


Figure 19: Maintain Master List of Fixed Assets

- Click on button – ‘Add **New item to Master List**’
- Description: enter item description e.g. High back chairs
Item code: e.g. 001
- Average Cost: e.g. R500 each
- Click on **Save Details to Master List**
- Click on **Ok**, and **Done** to finish
- Carry out this function for all items on your Fixed Assets register
- You now have created the **Master List of Assets**. You can always add to this list as you receive assets

Other functions available on this screen:

- Select item to View (alphabetical listing)
- View by Code (code between and)
- View All Master Items
- Remove Item from Master List (this function is available if the school sells the item, or it is lost or stolen)
- Search List for Stock Item

4.2 Maintain Venue List

- Go to 'Maintain Venue List'

*Description	Category	Room
Grade 1 class	Classroom	Room 1
Grade 2 class	Classroom	Room 2
kitchen 1	Kitchen area	Room 20
Library area	Library and Media area	Room 10
Principals office	Office area	Office 1
Secretarys Office	Office area	Office 2
LSEN class	Specialist classroom	Room 3

Figure 20: Maintain Venue List

- Click on '**Add New Venue**'
- There are 11 categories of venues in the drop box to choose from (please identify them first in order to decide which rooms fall under which Category:
 - Enter **Description** e.g. Grade 1 class
 - Enter **Category** e.g. Classroom
 - Enter **Room number** e.g. Room 1
- Click on **Save Venue**, and **Ok**
- **You now do this for every room in your school**

Note: You have now created all the venues in your school so that you can go on to the next step and log where the assets are going to be registered at.

4.2.1 Allocate Stock Items (Fixed Assets) To Venues

- Click on '**Maintain Master List of Assets**' button on the **Physical Resources** main menu
- Now go to the TAB '**Create Venue Assets List for Stock Count**' (Tab 2)

*Description	*Item Code	Average Cost
Bunsen Burner	201	5
Test Tubes	200	15

Figure 21: Maintain Master List of Fixed Assets

- Click on **Venue** type – e.g. Laboratory – and it jumps into the top cell
- Click on - **Select items for this venue** type – drop down box –
- Select **Items for this Venue** Type – e.g. Bunsen Burner
- Click on **Accept Item for Venue**
- Click on **Save, Ok, and Done.**
- Do this for all items selected for this venue – one by one

- Do this for all venues – one by one
- You have now allocated types of assets to specific rooms in your schools so that you know where they should be found at any stage
- Other functions available on this screen:
 - Remove item.
 - Print Options:
 - Print all
 - Print per Group – select a Group
 - Print

4.3 Issue and Maintain Fixed Assets

- Click on '**Issue and Maintain Fixed Assets**' button from the Physical Resources main menu
- Click on TAB – '**Add stock to Venues**' (Tab 1)

Maintain Inventory Stock per Venue

Add Stock to Venues Write Off Stock Items

Select a Venue
 Select a Venue to Maintain Stock Quantities: Principals office

Add Assets for the Venue
 Select Asset Register: 600/001 Furniture & Fittings
 Date Of Purchase: 2005/01/16
 Stock Code: 1
 Add Fixed Asset Item to Grid: 1 Highback Chairs

	Date	Code	Description	Asset Register	Cost	Qty Added	Qty Write Off	Total Cost	Venue Value
1	2005/01/16	1	1 Highback Chairs	600/001	500.00	1		500.00	500.00

Line:

Figure 22: Maintain Inventory Stock per Venue

- Click on '**Select a venue to Maintain Stock Quantities**'
- Drop down box: select e.g. Principals office
- Select **Asset Register**: e.g. 600/001 Furniture & Fittings
Date of Purchase: e.g. 16/01/2005
- Add **Fixed Asset** to grid: select item e.g. high back chair
- Stock code – it is automatically populated after having highlighted high back chairs(This Information pops automatically into the first line of the grid) Tab across to Quantity added: e.g.1
- TAB across – this populates the Total Amount
- Click on **Save To Venue** and Done buttons.

Note: This adds the quantity of any item and the total value to the venue where they should be found. This should be done for every item and quantity of every item that you have allocated in the school.

- If you have made a mistake and entered an item twice or entered incorrectly then go to the bottom of the page. Enter in the line number which you would like to delete and Press – 'Remove Line' and on **Save To Venue** button.

WRITE OFF STOCK ITEMS

- Click on 'Issue and Maintain Fixed Assets button from the **Physical Resources** main menu on Figure 2 above
- Click on TAB '**Write off Stock Items**' Tab 2
- '**Select Venue for write off**': choose
- Click on item to be written off: select

Note: This populates the right hand side of the screen Number of items to be discarded: enter quantity Reason for write off: 3 Options: Broken, Stolen or Lost

- Select **date, Write off stock,** and **Ok**
- You will see the stock written off under screen on Figure 22

Maintain Inventory Stock per Venue

Add Stock to Venues Write Off Stock Items

Select a Venue
 Select a Venue to Maintain Stock Quantities:

Add Assets for the Venue

Select Asset Register: Date Of Purchase: Stock Code: Add Fixed Asset Item to Grid:

	Date	Code	Description	Asset Register	Cost	Qty Added	Qty Write Off	Total Cost	Venue Value
1	2005/05/27	200	Test Tubes	600/003	15.00	5		75.00	75.00
2	2005/05/27	201	Bunsen Burner	600/003	5.00	10	10	0.00	75.00
3	2005/05/27	201	Bunsen Burner	600/003	5.00	10		50.00	125.00
4	2005/05/31	201	201 Bunsen Burner	600/003	5.00				125.00

Line:

Figure 23: Maintain Inventory Stock per Venue: Add Stock to Venue

4.4 Detail Fixed Assets

- Order by Item code –
 - Print all venues
 - Print per venue
 - Print per group (category)

- Alphabetically by Item Description –
 - Print all venues
 - Print per venue
 - Print per group (category)

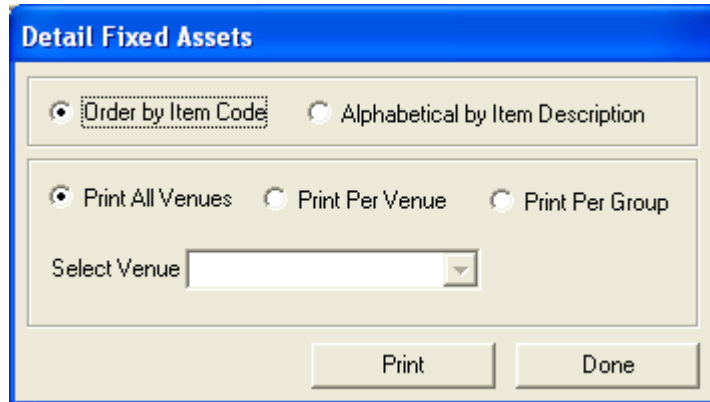


Figure 24: Detail Fixed Assets

4.5 Summary Fixed Assets

- This will give you a summary total of number of pieces (Assets) in each venue

4.6 Print Fixed Asset Stock Registers

- Print all or Print per register (per account number)

4.7 Print Fixed Assets Stock Write Off

- Filter per date – (from ... to ...)
- Filter per stock item – (Code between ... and ...)
- Filter per register: (Choose account)

5. PHYSICAL INFRASTRUCTURE

- Select the **Infrastructure Register** from the Physical Resources Submenu. (Figure 2).

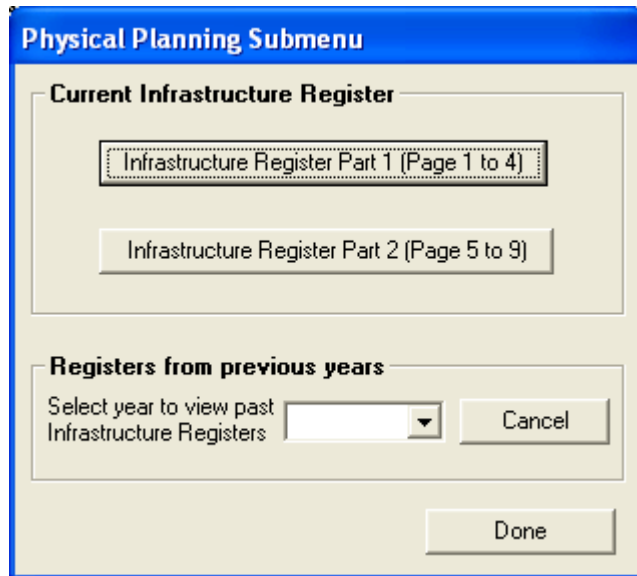


Figure 25: Maintain Infrastructure Details

- You will see that there are two parts to the register. Both parts must be filled in.
- To fill in the register use the example given. Enter the correct data for your school, using the codes and your own data to fill in the text blocks.
- When each page is complete, press **Next Page** to continue. When all 4 pages are completed, press the yellow **Save** button to save your data. Press **Done** to complete the task.

School Register of Infrastructure

SCHOOL INFRASTRUCTURE REGISTER : PART 1 2005

Page 1 Page 2 Page 3 Page 4

1. Specify the status of the electricity supply of the school

(1 = Wired and supplied by ESKOM, 2 = Self-generated using generators, 3 = Solar panels, 4 = No electricity)

2. Does the school have drinking water?

(1 = Indoors (piped); 2 = On site (piped not indoors); 3 = On site (delivered); 4 = Communal tap; 5 = Walking distance; 6 = None; 7 = Other)

Distance to closest water source km

Quality of the water Unpurified Borehole/Fountain Purified

3. Specify the sanitation (toilet) situation at the school (Tick = yes; blank = no)

Flush system to main sewer Pit Latrine

Flush system to septic tank Bucket System

Ventilated improved pit No sanitation facilities

PART 1

YEAR
2005

Next Page

Previous Page

Part 2

Save

Done

Figure 26: Part 1 School Register of Infrastructure

Infrastructure Register

SCHOOL INFRASTRUCTURE REGISTER : PART 2

Page 5 | Page 6 | Page 7 | Page 8 | Page 9

12. Please indicate the number of instruction rooms according to the given categories

	On the Premises			On another site or other premises
	Permanent	Prefab	Under Construction	
General Classrooms (single classrooms only)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classrooms used by more than one class group (I.e. rooms divided to accommodate more than one class group. Indicate number of groups accommodated in the rooms)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology and/or Science Laboratory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Specialist rooms (Includes art, typing, home economics, technical drawing etc)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Workshops	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Multipurpose rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computer room/Laboratory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Media Centre/Library	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The number of 'General Classrooms' should indicate total individual classrooms. Should a room be divided into 2 or 3 instruction areas i.e. accommodate 2 or 3 class groups; indicate the numbers of class groups accommodated in the next category 'Classrooms used by more than one class groups'

PART 2
YEAR
 2005

Next Page

Previous Page

Part 1

Save

Done

Figure 27: Part 2 School Register of Infrastructure

Note: All nine pages must be filled in

- To view past Infrastructure Registers, click on the **Registers from Previous Years** – select the relevant Year button (either PART 1 or PART 2).
- Click **Done** to complete the task.