

**PROJECT ROOM FORM**

USER INFORMATION	NAME		DATE				
	STAFF / STUDENT ID		TIME	IN			
	PROGRAMME (Student ONLY)			OUT			
OTHER USERS' DETAILS	NAME		STAFF / STUDENT ID				
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
9							
ROOM	1	SIGNATURE		ROOM	2	SIGNATURE	
		TAKEN	RETURN			TAKEN	RETURN
ROOM KEY				ROOM KEY			
AIR-COND REMOTE CONTROL				AIR-COND REMOTE CONTROL			
SMART BOARD REMOTE CONTROL				SMART BOARD PEN (2)			
SMART BOARD DUSTER / PEN (4)				EXTENSION WIRE			
EXTENSION WIRE				POWERPOINT REMOTE CONTROL			
POWERPOINT REMOTE CONTROL							

**FOR LIBRARY & LEARNING COMMONS USE ONLY**

REMARK	SIGNATURE