**Summary of lecturers’ complaints about venues**

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|  | Venue | Number of responses | Problem(s) |
| 1 | A E du Toit | 2 | Placement of projection surface  Visibility of writing/ projection surfaces  *Lighting in the hall with overhead projector is very bright. Or the overhead projector light is not to strong and it gets dim when projected on the wall surface.*  *Focus of the projector is poor several times.*  *Microphone also has given me problem many times.*  Probleme met oorhoofse- projectors  Klankstelsel  *Swak beligting veral agter in lokaal a g v ligte wat nie werk nie. Mikrofoon DIKWELS nie in werkende kondisie – battery pap.* |
| 2 | All purpose, B105.5 |  | Projection system and size of image/ placement of digital projector  Availability of equipment (*laptops*) |
| 3 | Big Chemistry Hall | 2 | Issues with overhead projectors  Ventilation/ air-conditioning  Noise  Acoustics  Sound system  Student seating  *I experienced the venue to be a horrible physical space for teaching and learning (even though there were only a handful of the 350 students that had to be present)*  *The air-conditioning (which is working perfectly well) is creating a terrible buzzing noise throughout. There is a sound system available (which is also functioning), but the voice coming over it is hollow and resonating. All-in-all the auditory experience of that lecture was not a good one for me.* |
| 4 | CEFIM Auditorium |  | Ventilation/ air-conditioning  *The aircon is overly automated and the manual control does not seem to allow for control; at times a manual over-ride is desired.* |
| 5 | Centenary 1 |  | Sound system  *Microphone screeches and makes very loud noise whenever switched on, distorts voice completely.* |
| 6 | Centenary 4 |  | Projection system and size of image/ placement of digital projector  Visibility of writing/ projection surfaces  Lighting and windows  Noise  Acoustics  Sound system  Compatibility of equipment  *Please note that I lectured in Centenary 4 from Feb to March and some of these issues may already have been addressed in the meantime.* |
| 7 | Communication Pathology Therapy rooms |  | *Urgently needs follow up on which tasks have been completed and which not, need to know how systems work.*  *Ongoing jobs have not been completed.* |
| 8 | Conference Centre SRC room |  | Ventilation/ air-conditioning  *Temperature settings are regularly such that students complain. When a change in the setting is requested an outside contractor is tasked to change the setting. By the time the setting has been changed the weather has also changed and the new setting causes an uncomfortable temperature in the room.* |
| 9 | EMS 4.150 |  | Studente sitplekke  *Het olie nodig. Die geraas gedurende klas is steurend* |
| 10 | Engineering 2.37 |  | Projection system and size of image/ placement of digital projector  Quality of projection surface  Placement of projection surface  Issues with overhead projectors  Visibility of writing/ projection surfaces  Ventilation/ air-conditioning  Student seating |
| 11 | Engineering 3.40 |  | Projection system and size of image/ placement of digital projector  Quality of projection surface  Placement of projection surface  Issues with overhead projectors  Visibility of writing/ projection surfaces  Ventilation/ air-conditioning  Student seating |
| 12 | Engineering 4.38 |  | Projection system and size of image/ placement of digital projector  Quality of projection surface  Placement of projection surface  Issues with overhead projectors  Visibility of writing/ projection surfaces  Ventilation/ air-conditioning  Student seating |
| 13 | Engineering II 2.27 | 1 | *The venues have a data projector however the safe has a manual key instead of a digital lock. Perhaps the digital locks need to be standardized similar to other venues.* |
| 14 | Engineering II 2.36 | 2 | Projection system and size of image/ placement of digital projector  Quality of projection surface  Placement of projection surface  Issues with overhead projectors  Visibility of writing/ projection surfaces  Ventilation/ air-conditioning  Noise  Acoustics  Sound system  Student seating  Compatibility of equipment  *This venue used to be a drawing hall and the whole layout is not suitable for teaching! The students cannot be seen or heard - the noise from the road is loud but the windows have to be open as there is no air-conditioning. Half the students are seated where they cannot see any projected images and the lighting and windows makes it worse.*  *The venues have a data projector however the safe has a manual key instead of a digital lock. Perhaps the digital locks need to be standardized similar to other venues.* |
| 15 | Engineering II 2.37 |  | Projection system and size of image/ placement of digital projector  Quality of projection surface  Placement of projection surface  Issues with overhead projectors  Visibility of writing/ projection surfaces  Ventilation/ air-conditioning  Sound system  *Although the projector works, it can never be in focus for the whole screen. The image from the projector table is much too small for the size of the class and the quality of the projector is suspect. The air-conditioner is not functional for the shape of the venue.* |
| 16 | Engineering II 3.24 |  | Projection system and size of image/ placement of digital projector  Issues with overhead projectors  Number of white/ chalk boards  Placement of white/ chalk boards  Visibility of writing/ projection surfaces  Ventilation/ air-conditioning  Noise  Acoustics  Sound system  Student seating  Compatibility of equipment  *The students cannot be seen or heard - the noise from the road is loud but the windows have to be open as there is no air-conditioning. Half the students are seated where they cannot see any projected images and the lecturer cannot see all the students. Seating on only two levels is problematic for large groups.* |
| 17 | Engineering II 3.40 | 1 | *Please see the image attached. I highlight the nails, I am almost sure that the nails do not meet OHSA standards?* |
| 18 | Engineering II 4.36 |  | Issues with overhead projectors  Lighting and windows  Availability of equipment  Compatibility of equipment  *The overhead projector cannot be connected to the lecturer’s computer, necessitating the use of another projector, placed on the benches in the lecture room.* |
| 19 | HSB All |  | Sound system  Availability of equipment  Compatibility of equipment  Issues with overhead projectors (*Old*)  Number of white/ chalk boards (*Often no white boards*)  Ventilation/ air-conditioning  Lighting and windows (*No windows which is a problem when lighting and air con is poor*)  Availability of equipment (*No lecterns*!)  Accessibility issues (*Lifts incl 4th floor disabled lifts*)  *No data projector or speakers! (Only HSB 4-7 has data projector but no sound) Have to book data projector and laptop from faculty and carry to venue for every lecture – cumbersome – if none are available you cannot do lecture as planned on powerpoint! If there is a break between classes – you have to pack up everything and carry back to your office for tea – so that it does not get stolen. After tea you have to carry everything back again??!! Not world class university facilities at all for world class university!!* |
| 20 | HSB 4th floor |  | Ventilation/ air-conditioning  *Regular complaints received about all the lecture rooms on the 4th floor*  *As a result of faulty air-conditioning, a lot of roof leaks appear in e.g. rooms 4-5, 4-6, 4-8, 4-6, 4-7, 4-8, 4-10 & 4-11*  *According to the Central OHSC budget was going to be requested to replace the existing air-conditioning. Not sure it this has been granted.*  Lighting and windows  *3-monthly when doing inspection, report lights to be replaced. Reported on 26/10:*  *4-6: 5 lights*  *4-13: 2 lights*  *4-14: 2 lights*  *4-8: 2 lights*  *4-10: 2 lights*  *4-9: 2 lights*  *4-16: 2 lights*  Student seating  *Broken seats reported on 26/10:*  *4-7: 1 seat – 2nd row from back*  *4-14: 1 seat – 4th row from front*  *4-18: 1 seat – 4the row from back*  *4-11: 2 seats – 1 in back row & 1 in front row*  *4-10: 3 seats – 1 in front row & 2 in back row*  *4-9: 2 seats – 1 in front row & 1 in 2nd row from back*  *4-2: "Skaambord" in front row needs to be replaced (standing against wall in front of the room)*  *I was told yesterday by Jan Pouwels that they check and fix seats once a year in December. Not sure if this is adequate/ acceptable.* |
| 21 | HSB 1.12 |  | Projection system and size of image/ placement of digital projector  Quality of projection surface  Ventilation/ air-conditioning  Lighting and windows  Sound system (*None*)  Student seating |
| 22 | HSB 1.15 |  | Projection system and size of image/ placement of digital projector (*There is no projection system*)  Quality of projection surface (*Bad. At an angle to the class and small*)  Placement of projection surface (*to one side of the room*)  Number of digital projectors (*zero*)  Visibility of writing/ projection surfaces (*Board ok, projection surface bad.*)  Ventilation/ air-conditioning (*Always either too hot or too cold*)  Accessibility issues (*Not wheelchair accessible, nor has the lecture hall place for a wheelchair*) |
| 23 | HSB 3.14 |  | *Overhead projector malfunctions* |
| 24 | HSB 3.23 | 2 | Availability of equipment  *No electricity in the rostrum of the venue*  *Overhead projector malfunctions*  *There is no projector in the venue making it very difficult for a lady to cart a laptop, usually test/assignments AND a projector to the venue!* |
| 25 | HSB 4.2 | 3 | Number of digital projectors/ Issues with overhead projectors  *I had issues with the overhead projector a few times partially due to previous users of this lecture hall changing settings. This could have easily been solved if step by step instructions on how to use the overhead projector are placed somewhere where it is visible (not inside the safe).*  Ventilation/ air-conditioning  *For September and October the air conditioning system in this venue did not work and was never repaired even after reporting it several times. We lecture to classes of >250 students and it was extremely hot in this venue. There are no windows to open.*  *The absence (or poor functioning of) air-conditioning makes it extremely difficult to lecture; students struggle to concentrate and many fan themselves (which is very disruptive and sometimes noisy).*  Sound system  *I had several problems with the sound system mostly due to the fact that the batteries were flat or that sound systems got switched between lecture halls. One of the reasons why microphones are switched is because the codes to the safe in the different lecture halls is most of the time the same.*  Response time of support services  *The response of support services was either not there or very slow. The numbers indicated in the lecture hall to call for support is the incorrect numbers and you get an answering machine most of the time if you call these numbers. If you do however phone the responsible person’s cell phone number, they responded quickly.*  Student seating  *This venue is too small for the number of first year students taking Criminology (yet we get this venue every year) and as a result the students have to sit on the floor – making teaching very difficult.* |
| 26 | HSB 4.7 | 2 | Ventilation/ air-conditioning (*Always too cold*)  Availability of equipment |
| 27 | HSB 4.11 |  | Availability of equipment (*No lectern*) |
| 28 | HSB 4.13 |  | Quality of projection surface  *Pull down screen with a hook 8 feet off the floor and no hook to pull it down.*  Visibility of writing/ projection surfaces  *Board ok, projection surface bad because almost impossible to reach.*  Accessibility issues  *Not wheelchair accessible – the wheelchair ramp on the 4th floor is always broken. Almost no place in the leture hall place for a wheelchair*  Response time of support services  *I am still waiting for a response on how to operate this hall’s data projector (been waiting 4 months)* |
| 29 | HSB 4.21 |  | Sound system  *When we tested the digital projector that was installed in June 2009, we noticed that the sound system installation was not completed. Please, look into the matter as we want to play sociocultural DVDs in our foreign-language lectures next year.* |
| 30 | HSB 4.151 |  | Student seating  *The seats here squeak maddeningly and continuously whenever a student makes the slightest movement. Can they be oiled?* |
| 31 | IT 2.24 | 2 | Issues with overhead projectors  *Request that the overhead projector please be moved so that lecturers can have space on both sides of the projector to work. Refer to position of projector in IT 2-25.*  Compatibility of equipment |
| 32 | IT 2.26 |  | Projection system and size of image/ placement of digital projector Acoustics  Sound system  *Projectors work then don’t work.*  *Better sound system needed for showing videos, etc.*  *Mikes needed because acoustics are poor.* |
| 33 | IT 4.2 |  | Issues with overhead projectors  Compatibility of equipment |
| 34 | IT 4.3 |  | Issues with overhead projectors  Compatibility of equipment |
| 35 | Landbou 2.12 |  | Ventilasie/lugreëling  *Lugreëling buite werking*  Beligting en vensters  *Vensters maak moeilik oop*  *Swart blinders voor die vensters kan nie opgetrek word nie*  Studente sitplekke |
| 36 | Louw and Roos Hall |  | Visibility of writing/ projection surfaces  Ventilation/ air-conditioning  *I had problem with the overhead projector several times. Sometime it is the focus, sometime the projector itself.*  *Attendants [ETAs] are not present all the time. I have to call the secretary to make a call to send someone. Usually it takes 10 minutes*  *I do not see the temperature control. Several time students have complained that it is cold and unfortunately I could not change that.*  *Microphone also has given me problems many times.* |
| 37 | Musaion 3.3 |  | Klankstelsel  *Daar is geen CD-speler wat vinnig kan reageer nie. Daar is wel ’n ander apparaat wat CD’s kan speel, maar dit neem te veel tyd voordat dit speel. Sodoende word die studente se aandag en belangstelling verloor.* |
| 38 | Old Chemistry |  | Projeksiestelsel en grootte van beeld/Plasing van dataprojektor  Akoestiek  Aanpasbaarheid van toerusting |
| 39 | South Hall |  | Visibility of writing/ projection surfaces  Ventilation/ air-conditioning (*Serious problem*)  Student seating  Accessibility issues |
| 40 | Sport Centre Springbok Hall | 2 | Placement of projection surface  Visibility of writing/ projection surfaces  Ventilation/ air-conditioning  Noise  Acoustics  Student seating  *Smart Podiums where computer forms part of lecture podium and lecturers don’t have to bring own laptop, connect, cables etc*  *Poor ventilation with no or non functioning air conditioning. Loud noise from cafeteria downstairs makes teaching difficult, made worse by the poor acoustics of the hall. Additionally loose tables and chairs often results in teaching time lost in organisation of chairs and tables* |
| 41 | Sport Centre 1 | 3 | Ventilation/ air-conditioning  Student seating  Issues with overhead projectors  *Smart Podiums where computer forms part of lecture podium and lecturers don’t have to bring own laptop, connect, cables etc*  *Poor ventilation with an air conditioning which doesn’t work effectively. Many chairs in this venue are broken*  *Ventilation of this facility is practically non-existent. When filled with students, it is intolerably hot, smelly and stuffy. Opening the door doesn’t help because no draft is created and noise from the foyer spills into the room. The air-conditioning system is also inadequate - even when the venue is only filled to half of its capacity. It has been requested that the air-con be set to a lower temperature, which has been done, but the room still remains unacceptably hot and stuffy.* |
| 42 | Sport Centre 2 | 2 | Ventilation/ air-conditioning  Student seating  *Smart Podiums where computer forms part of lecture podium and lecturers don’t have to bring own laptop, connect, cables etc*  *Poor ventilation with an air conditioning which doesn’t work effectively.* |
| 43 | Theology 1.25 |  | Availability of equipment (*No lectern*) |
| 44 | Theology 1.28 |  | *Overhead projector malfunctions* |
| 45 | Theology 2.10 |  | Ventilasie/lugreëling  Beligting en vensters  Geraas |

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