



**FAB LAB
CARAGA**

MANUAL OF OPERATIONS



LIST OF ACRONYMS AND ABBREVIATIONS

CEGS	College of Engineering and Geosciences
CRAFT	Center for Renewable energy, Automation, and Fabrication Technologies
CSU	Caraga State University - Main
DECE	Department of Electronics Engineering
DOST	Department of Science and Technology
DTI	Department of Trade and Industry
HEI	Higher Education Institutions
LGU	Local Government Unit
MSMEs	Micro, Small, and Medium Enterprises
PLIC	Packaging and Labelling Innovation Center
SUCs	State Universities and Colleges



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1. INTRODUCTION

FABLAB (Fabrication Laboratory) Caraga is a technology driven prototyping space for invention and product innovation opening vast opportunities for makers and technopreneurs.

FABLAB Caraga is a platform for skills learning and mentoring through its hands-on training and workshops. Nourishing the makers' culture, FABLAB Caraga is connected to a global community of FABLABs making a knowledge-sharing network.

Moreover, FABLAB Caraga aims to develop a pool of designers in the region through Caraga State University (CSU) system who can readily assist Caraganons in product design and development and to upgrade the framework conditions or creative work in the region.

FABLAB Caraga endeavors to elevate the local economy by providing better and more competitive products and support its long-term viability by providing the necessary tools and equipment to do rapid prototyping and modeling. It enhances the local MSME ecosystem, encourages start-ups, and develops entrepreneurs who create more jobs.

2. PROJECT HISTORY

The FABLAB project was conceptualized by Dr. Neil Gershenfield at the Massachusetts Institute of Technology's (MIT) Center for Bits and Atoms with the idea of "How to make almost anything". Currently, in more than 90 countries, there are approximately 1,500 Fab labs.

The conceptualization of FABLAB Caraga begun in 2014 with the Department of Trade and Industry's (DTI) efforts to help local Micro, Small, Medium Enterprises (MSMEs) increase their productivity through the introduction of digital fabrication equipment.

Bohol Fabrication Laboratory is the first fabrication laboratory established in Philippines through Shared Service Facility (SSF) primarily managed by the Bohol Island State University (BISU). After the benchmarking activity at Bohol Island State University conducted by DTI Caraga and participated by Caraga State University (CSU) last November 16, 2015, it was an eye opener for the group that MSMEs can be globally competitive with the use of state-of-the-art machinery and technology. Most MSMEs in Caraga Region are micro enterprises who need assistance in digital fabrication, packaging and labeling. With the prohibitive cost of printing and limited financial capacity of the MSMEs, the quality and design of their product labels are in most cases compromised. This affects the marketability of their products. Even how good and far better the taste of the food items they produce and even how creative the arts/crafts products are executed but with low quality and unattractive packaging and labeling, selling and expanding markets will be difficult.

Afterwards, a partnership project between DTI and Caraga State University were cemented through the establishment of a Shared Service Facility (SSF) named FABLAB Caraga in 2017.

FABLAB Caraga was launch last October 2018 and is now currently assisting clients with its modern digital fabrication equipment amounting to 12 million pesos funded by DTI and housed in Mechatronics Building, Caraga State University. In addition to the grant of DTI, the Department of Science and Technology (DOST) also augmented fabrication equipment and tools amounting to 1.3 million to further



enhance the capability of the laboratory. The laboratory also served as an integral part of the Center for Renewable energy, Automation and Fabrication Technologies in their research and product prototyping.

The establishment of FABLAB Caraga is a great help in addressing the design gaps, encourage other users to use the facility to test and execute their design in developing quality and competitive products at par with other MSMEs in the country of similar products and accommodate secondary users not only CSU but also other universities/colleges to boost inventive capability.

3. PROJECT MANDATE

FABLAB Caraga must provide access to the tool, the knowledge and the financial means to educate, innovate and to invent using technology and digital fabrication to allow anyone from academe and in different industries and institutions and all Caraganons to make and enhance products through fabrication technology.

FABLAB creates opportunities.

4. VISION AND MISSION, GOALS and OBJECTIVES

VISION

“A LEADING MAKERS’ HUB CREATING INVENTIONS AND INNOVATIONS THROUGH PRODUCT RESEARCH, DEVELOPMENT, AND PROTOTYPING CONTRIBUTING TO THE TECHNOLOGICAL ADVANCEMENT OF THE COUNTRY”

MISSION

“FABLAB CARAGA AIMS TO IMPROVE THE COMPETITIVENESS OF THE COMMUNITY BASED PRODUCTS, INVENT AND INNOVATE NEW PRODUCTS BY PROVIDING THE NECESSARY TECHNOLOGY, TOOLS AND EQUIPMENT AND BY CREATING A POOL OF MAKERS”

GOALS

FABLAB Caraga aims to provide access to digital fabrication machineries and technical expertise to aid MSMEs in prototype, product and technology development.

OBJECTIVES

- To be a technology access center by operating and maintaining a digital fabrication equipment suite.
- To be a training provider by conducting training programs on digital design and digital fabrication.



5. THE BUSINESS LOCATION

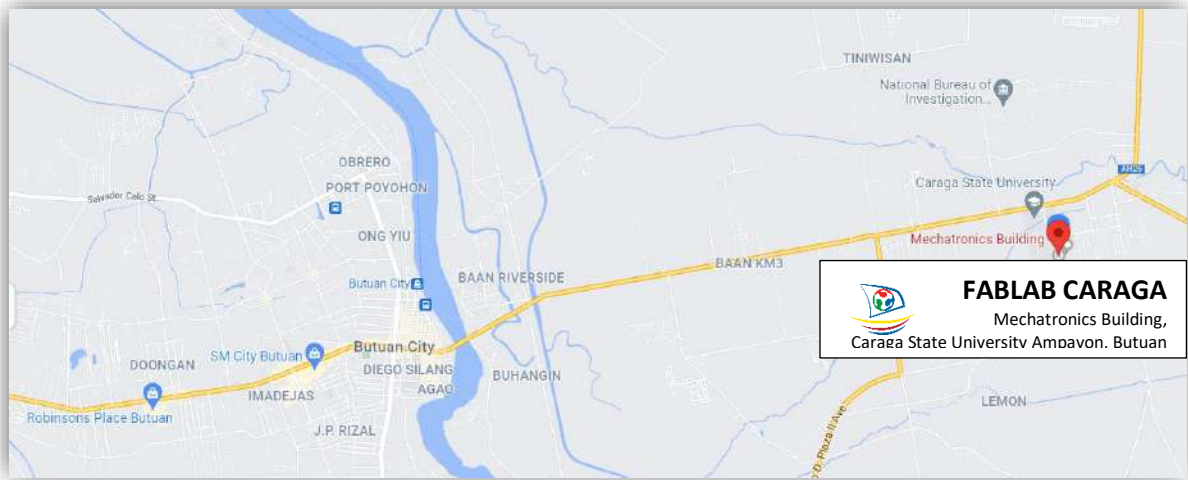


Figure 1. FABLABB Caraga Business Location

6. DESCRIPTION AND LAYOUT OF THE FACILITY AND WORKPLACE

FABLAB Caraga Facility is located at the Ground Floor of the Mechatronics Building, Caraga State University (CSU) – Main Campus, Ampayon Butuan City in Agusan del Norte, Philippines. The facility provides a laboratory area to in house and accommodate the machines and equipment needed for the FABLAB Operation namely but not limited to; Laser Cutter, Small Milling Machine w/ rotary, Print and Cut Machine, 3D Printer, Big Milling Machine and Sewing and Embroidery Machine.

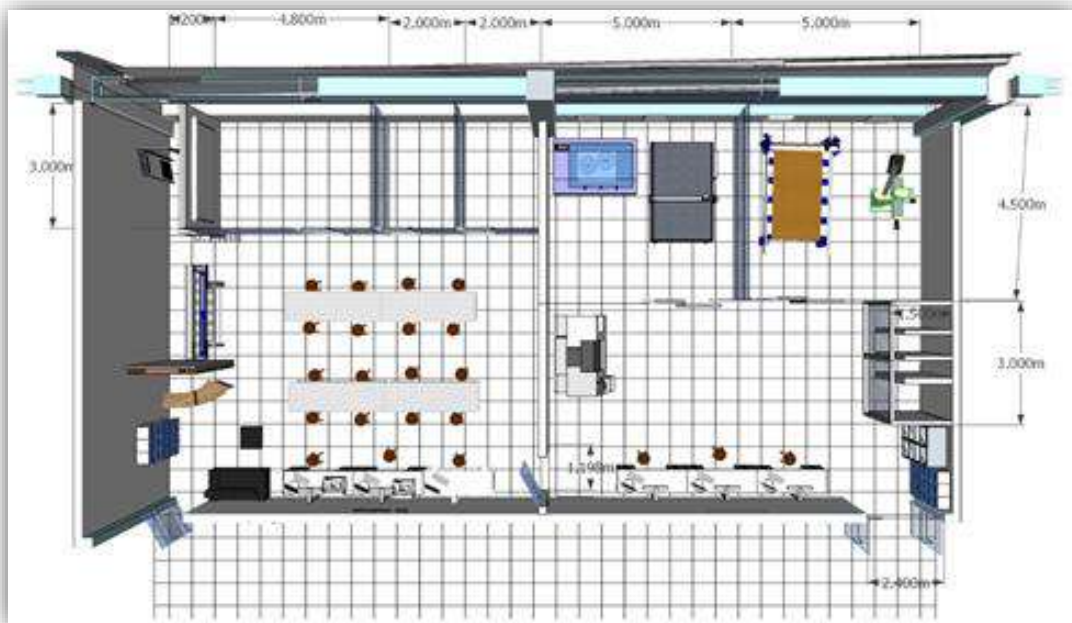


Figure 2. FABLAB Caraga LAY-out of the Facility



7. BUSINESS SERVICES

a. Technology Access Center

FABLAB Caraga provides access to digital fabrication equipment and expertise to our MSMEs, students and researchers through:

- Fostering entrepreneurial activities and the creation of downstream industries which utilizes digital fabrication
- Provides common service facility to industries in need of digital fabrication and other stakeholders in the locality

b. Training Provider

FABLAB Caraga provides knowledge and skills transfer in digital fabrication through:

- Conducting trainings for skills development and enhancement in various areas of digital fabrication
- Delivers technical assistance/ consultancy for livelihood development projects.

c. Collaboration Hub

For government agencies and organization, FABLAB Caraga provides an avenue to collaborate on developed prototype and projects through:

- Collaborating and strengthening research and extension partnerships with local government units, civil society or any funding agencies for the product development and advancement through digital fabrication.

d. Intellectual Property (IP) Management

IP related matters will take into consideration the IP guidelines of technology generators (R&D institutes, SUCs, private HEIs, companies) and existing IP laws (e.g. RA 10055 –Technology Transfer Act of the Phils.; IP Code of the Philippines; TAPI IP A.O.). The FABLAB Caraga in coordination with Caraga State University Technology Transfer and Licensing Office (TTLO) and Innovation and Technology Support Office (ITSO) has IP Management guidelines to encompass, among others, the use of existing technical information and technology; and the IP protection and rights of stakeholders for new technology, process, and product developed.

e. Marketing / Promotional Strategies

Most of the MSMEs in Caraga Region do not have the facilities/technology that allows them to transform their creative ideas into prototypes. They have conducted series of training in product improvements but the capacity as to volume/mass production is evidently lacking.

FABLAB Caraga addresses the gap by tapping expertise of the student in actualizing design ideas by MSMEs coupled with the student's inventive/exploratory nature and create activities to promote the services offered by this facility but not limited to;

Production of information/educational and communication (IEC) materials such as brochures, fliers, posters, video presentation, web site, etc.; Attend Industry Cluster Meetings to formulate



collaborations within the firms, MSMEs and other stakeholders in the region and beyond; Attend promotional activities undertaken by the line agencies such as Department of Trade and Industry, etc.; and to conduct continuous market research and collaborations among FABLAB Ph Network for the enhancement and development of services offered by FABLAB Caraga.

8. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

a. FABLAB CARAGA ORGANIZATIONAL STRUCTURE

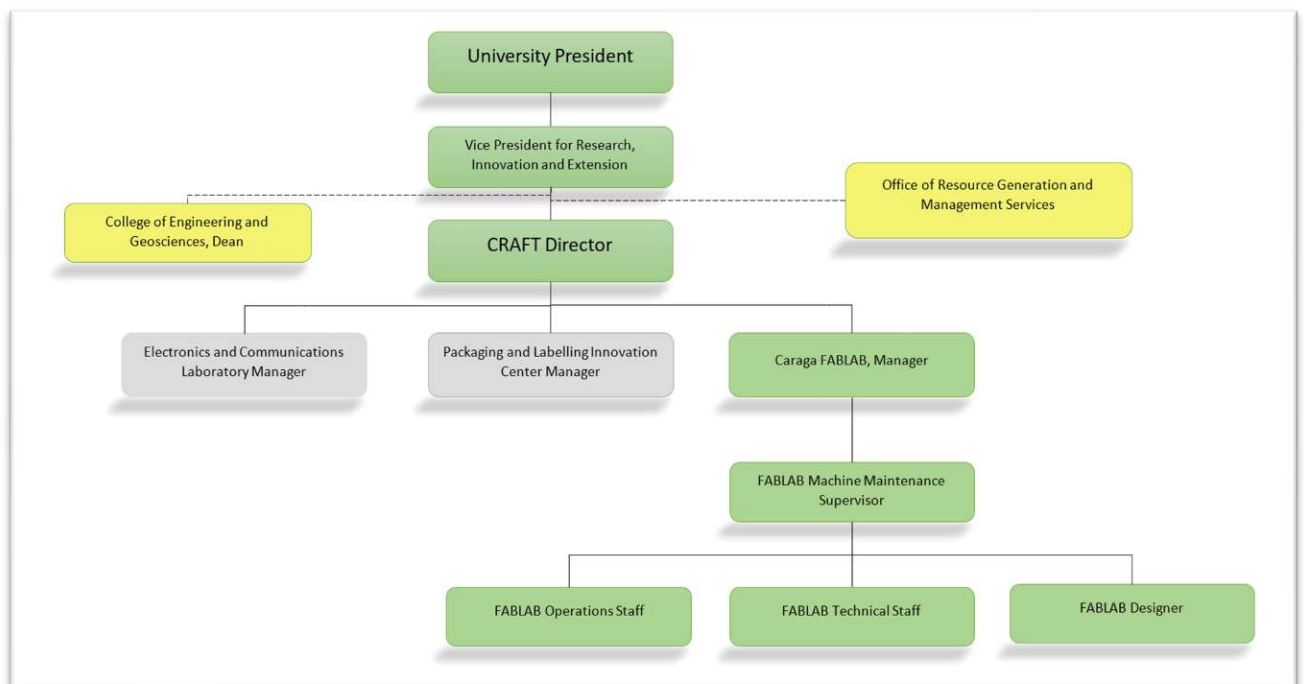


Figure 3. FABLAB Caraga Organizational Structure

FABLAB Caraga is operated and managed by the Office of the President of CSU and will be under the Office of the Vice President for Research, Innovation and Extension, and then cascaded to the College of Engineering and Geosciences to manage the operation and ensure that the project is running in conformity of policy and guidelines of Shared Service Facility. The Center for Renewable Energy, Automation and Fabrication Technologies Director shall establish the rules and policies that will govern the operation of the facility and under the supervision and consultancy from the CRAFT Director, the FABLAB Manager will supervise the planning of schedule for the use of FabLab facilities and ensure MSMEs are given priority, monitor collection of fees from usage of facilities, observe proper maintenance of the equipment, submit regular monitoring report to DTI and other agencies, and identify need of MSMEs for referral to the appropriate technical experts. Technical experts who will manage the FabLab are regular employees whose services are part of the community extension program and receiving compensation from the university.

b. DUTIES AND RESPONSIBILITIES

CRAFT Director:

A CRAFT Director handles 3 laboratories namely; Packaging and Labelling Innovation Center (PLIC), Electronics and Communications Laboratory and the Caraga Fabrication Laboratory that are part in



the area of Research and Extension Project; He is also part of the Electronics Engineering Faculty Member at Caraga State University.

- The CRAFT Director will establish the rules and policies that will govern the operation of the facility;
- Give technical advice and consultancy to the FABLAB Caraga Manager and Technical Staff;
- Conduct technical review and evaluation on the progress of the facility;
- Forge linkages with relevant institutions and stakeholders as partners for the FABLAB Caraga; and
- Strengthen the coordination, collaboration and networking mechanism among stakeholders and project enablers.

FABLAB Manager:

The FABLAB Manager is also part of the Department of Electronics Engineering Faculty Member.

- Facilitate in the planning, monitoring and assessment of programs and interventions towards the sustainability of the facility;
- Organizes promotional and marketing activities; and
- Monitors the facility implementation of services and submit required documents and progress reports to collaborators and supervisors.

FABLAB Machine and Operations Maintenance Supervisor:

The FABLAB Manager is also part of the Department of Electronics Engineering Faculty Member

- Shall be responsible on the planning on Machine and Equipment Maintenance
- Shall supervise the full operations of the Machines and Equipment
- Provide Weekly and Monthly Reports to the FABLAB Manager on the calibration and Maintenance of the Machine and Equipment
- Shall provide facility inventory
- Provide technical advised and supervision to the FABLAB Staff

➤ **FABLAB Technical Staff:** Full time Personnel

- In-charge of all financial transactions;
- In-charge in procurement of supplies and consumables;
- Maintains all client and payment records;
- Acts as overseer of all shared service facility operations;
- Handles day-to-day business transactions;
- In-charge of production operations and quality checking of products/services rendered; and
- Observe periodic maintenance of machines.

➤ **FABLAB Designer:** Full time Personnel

- Responsible of all product development activities initiated by the facility;
- Provide technical assistance to all clients and users in terms of how existing products can be improved and new ones to be introduced;
- Assess the product performance characteristics required by clients;



- Provide technical support and other extension services to the FabLab; and
- Observe periodic maintenance of machines.

9. PROJECT PARTNERS/ STAKEHOLDERS

FABLAB Caraga is the first of its kind in the region and it is a collaboration project of the DTI, DOST, and CSU. It is a good example of convergence with partners working together by putting in financial and technical resources to the project.

Table 1. Total Project Cost: (2018)

Agency	Investment
DTI	P12,000,000.00
DOST	P1,300,00.00
TOTAL	P13,300,000.00

The Caraga State University has allocated a 200 sq. m. space to house the equipment given and to serve as training for makers and MSMEs.



10. PRODUCTS AND SERVICES

a. ENUMERATION OF SERVICES

Table 2. FABLAB Caraga Services

Product Development	• Design Services • Rapid Prototyping • Project Consultations
Prototyping	• 2D/3D Printing and Modeling • Laser Cutting and Engineering • Shopbot Cutting • Print and Cut Services • Plasma Cutting



Capability/Capacity Development	• 2D & 3D Modeling • Arduino Controllers and Sensors • Product Design • Material Manipulation
Facility Guided Tours	• Guided Tours @ FabLab • Hands-on Training • Workshop on Machine and Equipment Operation

b. FEES AND CHARGES

Table 3. FABLAB Caraga Fees and Charges

USE OF MACHINE/ EQUIPMENT	RATE	
	MSMEs/Enthusiasts	Students
3-D Printer	Php 1.00 / min	Php 0.80 / min
Laser Cutter	Php 15.00 / min	Php 12.00 / min
Print and Cut Machine Tarpaulin Printing Vinyl Sticker Printing Cutting charge	Php 25.00 / sq. ft Php 60.00 / sq. ft Php 10.00 / sq. ft	Php 20.00 / sq. ft Php 48.00 / sq. ft Php 8.00 / sq. ft
ShopBot (Large CNC Machine)	Php 250.00 / hr	Php 200.00 / hr
Small CNC Milling Machine	Php 200.00 / hr	Php 160.00 / hr
Metal CNC Machine	Php 300.00 / hr	Php 240.00/ hr
Plasma Cutting Machine	Php 300.00/ hr	Php 240.00/ hr
Use of Laboratory Facility without computers	Php 350.00/ hr	Php 350/ hr
Use of Laboratory Facility with computes	Php 500.00/ hr	Php 500.00/ hr
Training-Workshops: • 2-days 2D Modelling (15 persons) • 2-days 3D Modelling (15 persons)	Php 3000.00/ person Php 3000.00/person	<i>Part of the curriculum.</i> Student shall pay for the materials to be used in the workshop.
• Request of services from the Institutions/University shall be on billing basis subject to compliance to accounting and auditing rulings.		

Note:

- Fees and charges may subject to changes.



11. FINANCIAL MANAGEMENT

The University shall maintain the separate holdings and records for all financial transactions under FABLAB Caraga.

a. Payment of FABLAB Service Fees and Charges Overflow

- Issuance of Billing Statement to Client after the transaction will be only from the authorized FABLAB Caraga Staff indicating the required payment incurred from the transaction.
- The client pays the indicated amount to the University Cashier's Office of Caraga State University from the issued Billing Statement. Then the client presents official receipt to the FABLAB Caraga Staff for release of the engagement output.
- Request of services from the Institutions specifically Caraga State University shall be on billing basis subject to compliance to accounting and auditing rulings.
- By the end of each month, the Accounting Division shall prepare Report of Collections with COA rules and regulations.

b. Expenditures

- Procurement of support materials and machine servicing will be forecasted and programmed to ensure that the machine runs as intended.
- Disbursements shall be in accordance with the usual government budgeting and accounting rules and regulations.

12. GUIDELINES TO FABLAB CARAGA SERVICES

a. TERMS AND CONDITIONS

OPEN DAY

In accordance to the FABLAB Foundation and as stated that "First and foremost", public access to the FabLab is essential. People should have access to the tools for expressing ideas into innovations and inventions therefore a FabLab should be open to the public for free or in-kind service facility.

- Open every Monday to Friday from 8:30 am – 5:30 pm;
- Open to all researchers and innovators;
- Online reservation should be done before visiting the laboratory;
- In the moment that online booking is not possible, first come, first serve must be observed; and
- Only 15 persons per batch is allowed at a given time.

SCHEDULE OF MAINTENANCE

- Perform weekly maintenance every Wednesday and fill up the maintenance forms
- Submit a report on damaged parts or equipment



- Quarterly preventive maintenance will be performed every 1st week of the quarter
- Reports of maintenance should be signed by the performing staff

MONTHLY REPORTING

- Submit a monthly report using the monthly monitoring sheet every 3rd of the month
- The monthly report should be signed by the FABLAB Manager

b. RULES AND REGULATIONS

- Researchers and innovators must provide their own materials or pay to university cashier the indicated amount in the billing statement issued by the FABLAB Manager including the incurred materials provided by the facility and agreed by both parties.
- They are liable to pay for any loss or damage of tools and equipment arising during their stay and use;
- Must use the needed tools and machines in the proper way;
- Must refrain from hurting people and damaging equipment;
- Must assist in the maintenance of cleanliness in the facility;
- Willing to share documentation and instruction;
- Avoid loud conversation/discussion and loitering inside the FABLAB;
- FABLAB Caraga is exclusive for collaboration, research, prototyping, and advancement of new knowledge;
- Eating and drinking is allowed in designated areas only;
- All visitors and students must log-in before entering the lab;
- Customers (MSMEs and Students) must fill-up the forms for documentation before and after entering the lab;
- Clean your working area and return borrowed tools before leaving;
- Inform the laboratory in-charge for if you need assistance or if accidents happened in the laboratory; and
- Always follow the laboratory rules and observe the conduct of Occupational Safety and Health.

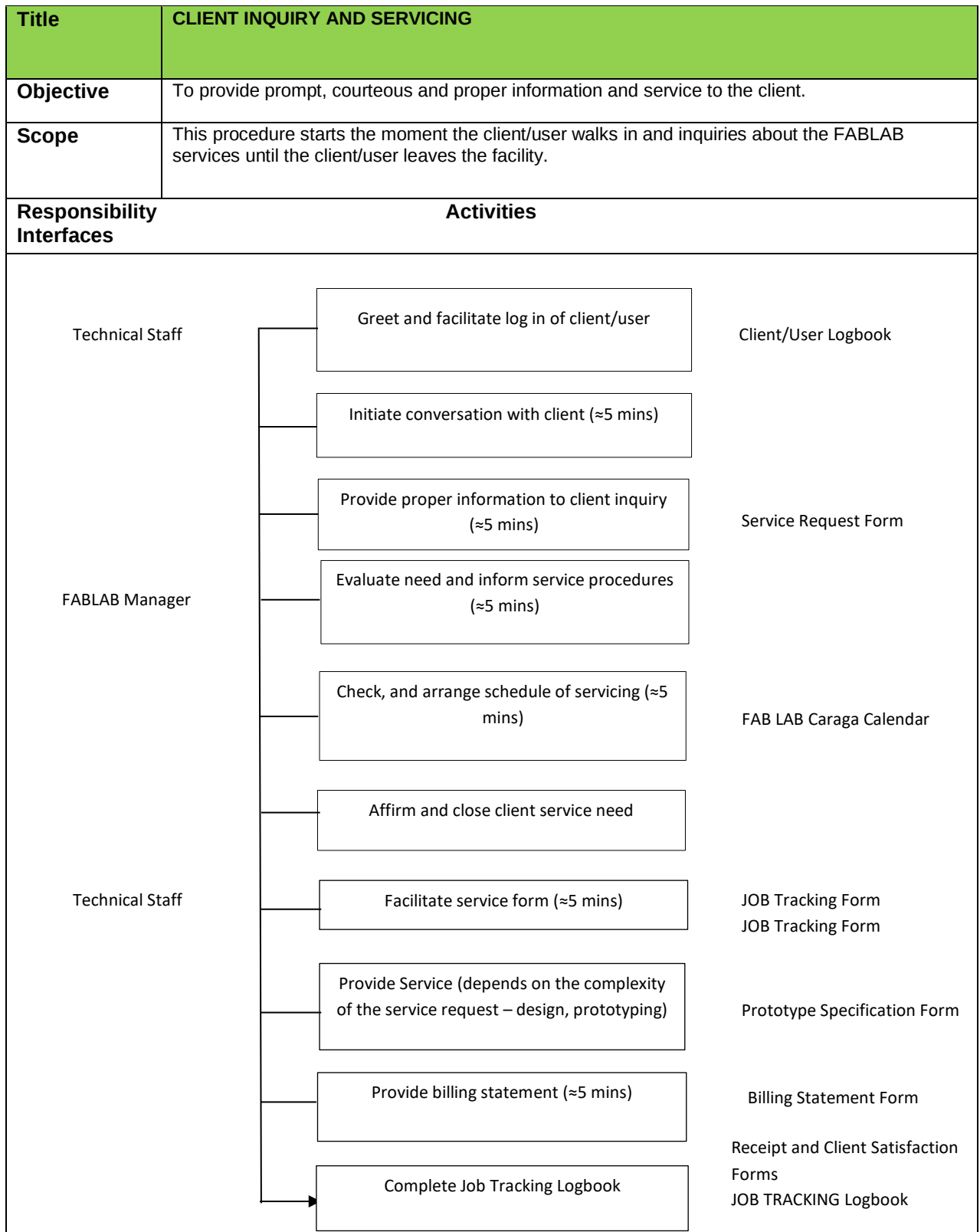
c. LIMITATIONS AND PROHIBITIONS

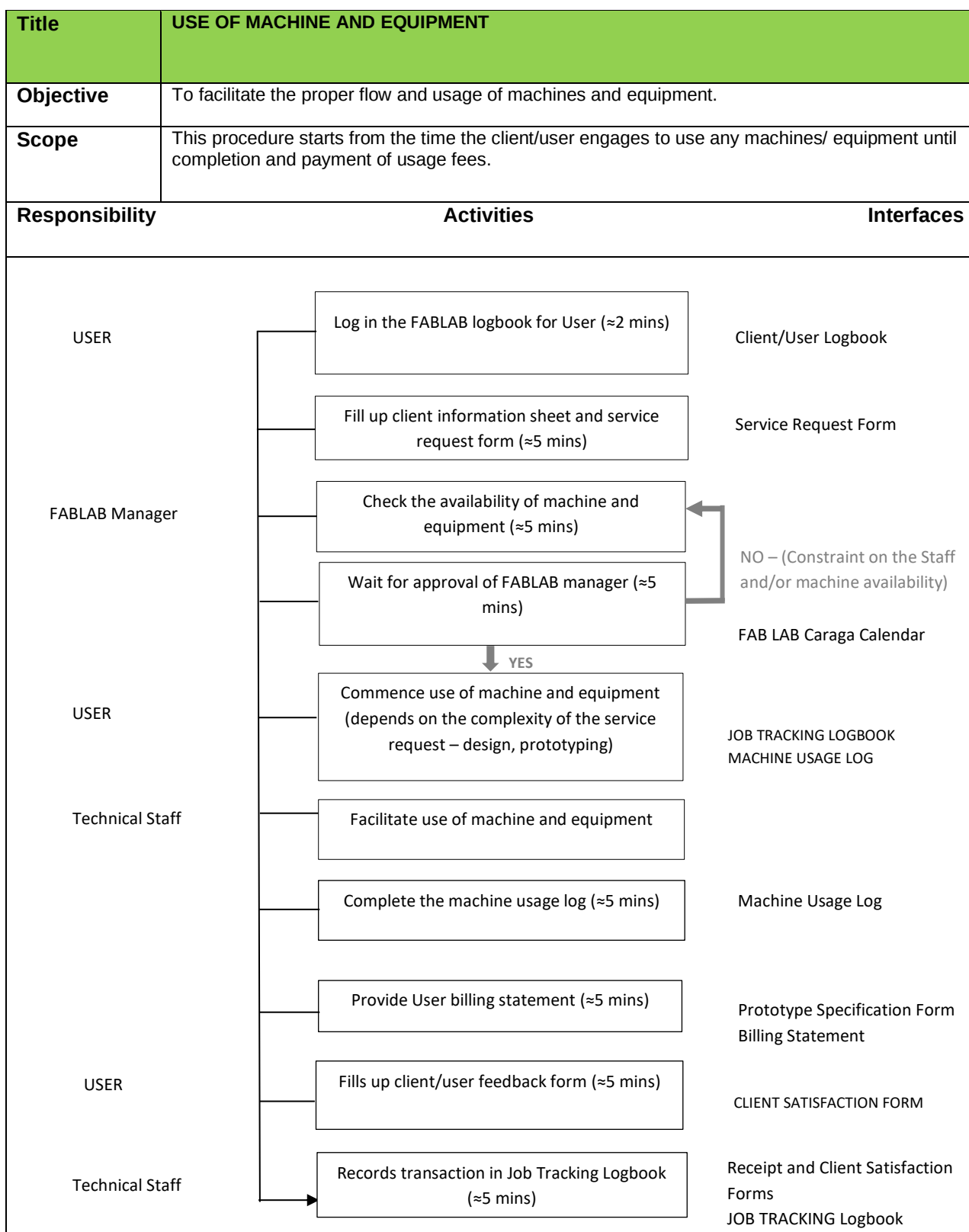
- Cannot do mass production
- Can only produce mock-up prototype
 - Laser Cutter --- 4 ft x 2 ft
 - ShopBot --- 4 ft x 8 ft
 - Print and Cut --- 4 ft wide
 - Plasma Cutter --- 4 ft x 8 ft
 - 3D Printer --- (8 x 8 x 8) inches
- Have only 8 hours to do their activity per machine
- Must return to their proper place the tools and equipment used



d. FABLAB SERVICES MONDAY TO FRIDAY (8:00 AM – 5:00 PM)

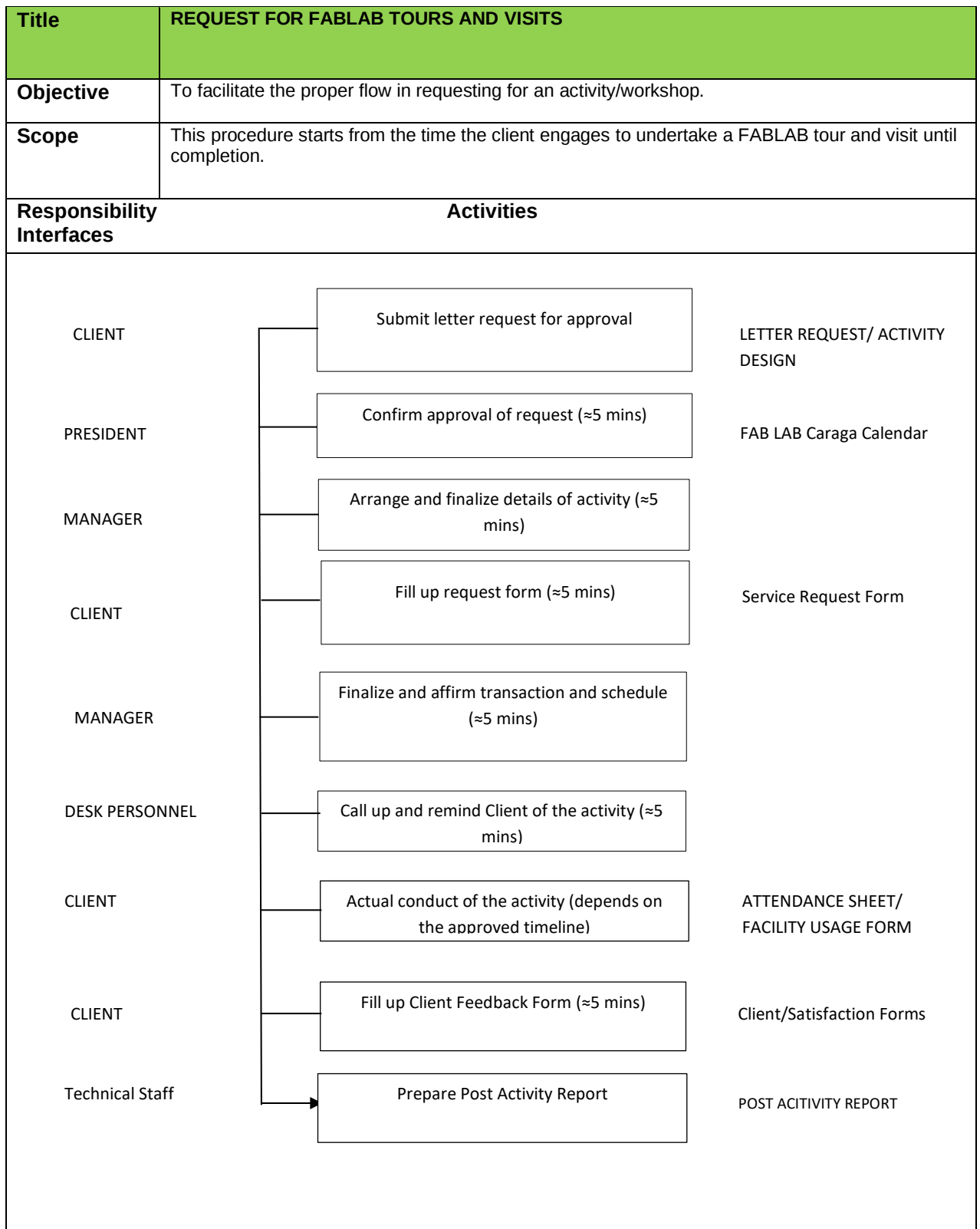
- MSMEs, Researchers and Innovators
 - Must inform and state purpose of visit to FABLAB staff before use of the facility
 - Must log in the client logbook
 - For design and prototyping, must set appointment before accessing FabLab services
 - Must provide their own materials and design in 2D or 3D machines prior to printing
 - Must strictly follow FabLab house rules
- Conference Room Reservation
 - Must sent Letter Request 1 day ahead before use
 - Fill Out reservation Form
 - Must pay first for reservation
- Tours and Visits
 - Must sent Letter request 3 days ahead of time address to the University President
 - Must secure approval of schedule from Manager
 - Only 25 persons are allowed per tour/visit
- Borrowing FabLab Items
 - Must inform FabLab Manager of intent to borrow particular item
 - Must fill up Borrower's Form
 - Must return item borrowed a maximum of 2 weeks
 - Must pay for any damage or loss of item borrowed
- Release of FabLab Serviced Items
 - Must first fill up documentation forms.
 - Release of items will be made upon presentation of O.R. of payment of fees or charges
 - Releasing of item will depend on the production and completion

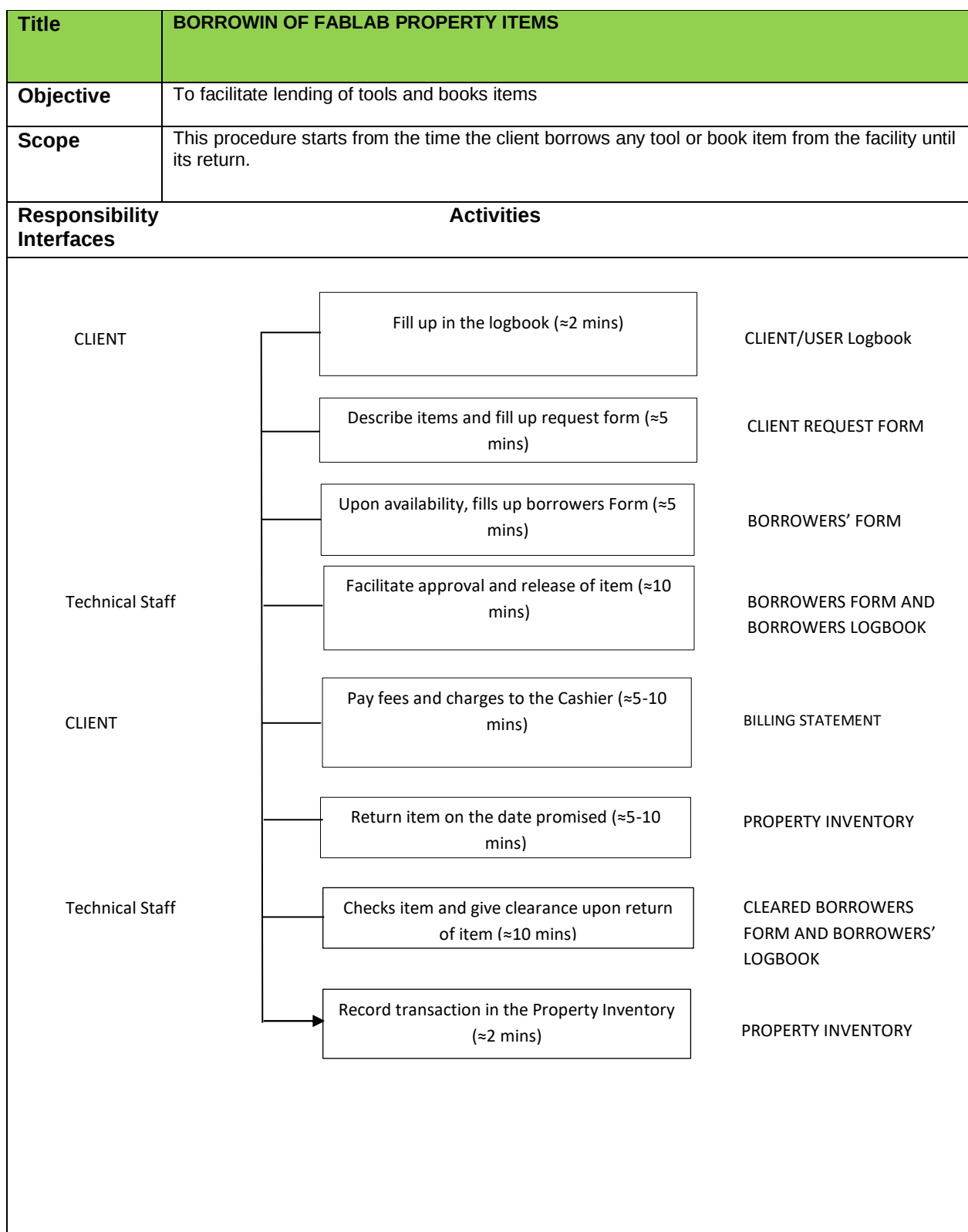
**e. PROCESS FLOW**





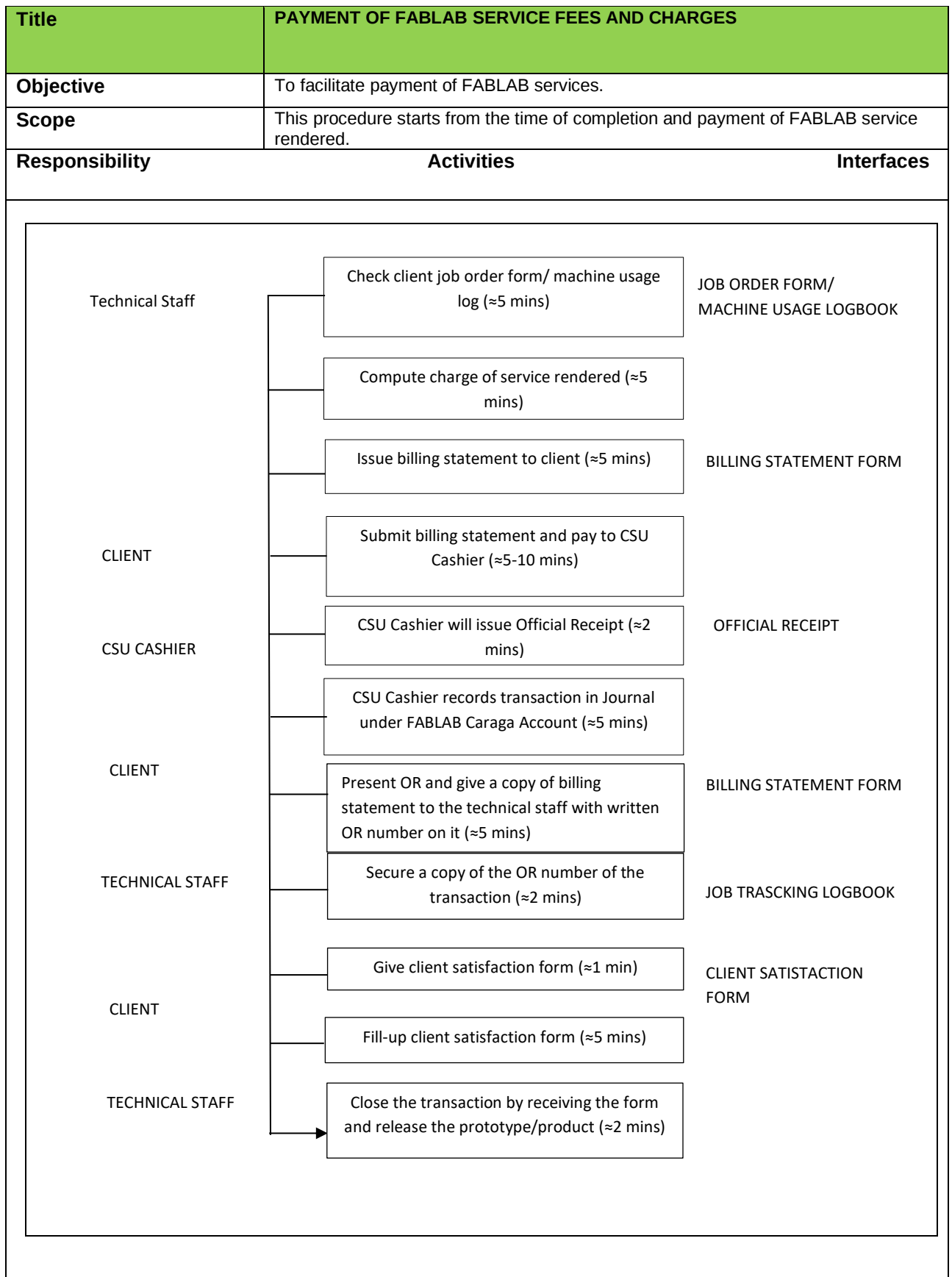
Title			REQUEST FOR USE OF CONFERENCE ROOM/CONDUCT OF ACTIVITIES AND WORKSHOPS
Objective			To facilitate the proper flow and usage of the conference room.
Scope			This procedure starts from the time the client engages to use the conference room, until completion and payment of usage fees.
Responsibility	Activities	Interfaces	
CLIENT	Log in the FABLAB logbook for clients (≈2 mins)	Client/User Logbook	
	Inquire through the front desk or online (≈5-10 mins)		
	State date purpose and no. of participants (≈5 mins)	NO – (Constraint on the Staff and/or machine availability)	
FABLAB Manager	Wait for confirmation from personnel (≈5 mins)	FAB LAB Caraga Calendar	
	YES		
CLIENT	Fill up client service request form (≈5 mins)	Service Request Form	
MANAGER	Finalize and affirm transaction and schedule (≈5 mins)		
Technical Staff	Plots schedule in FABLAB service calendar (≈5 mins)	FAB LAB Caraga Calendar	
	Call and remind client of the activity (≈5 mins)		
CLIENT	Actual use/conduct of activity (depends on the approved timeline)	ATTENDANCE SHEET / FACILITY USER LOG	
	Fills up Client Service Feedback Form (≈5 mins)	Client/Satisfaction Forms	





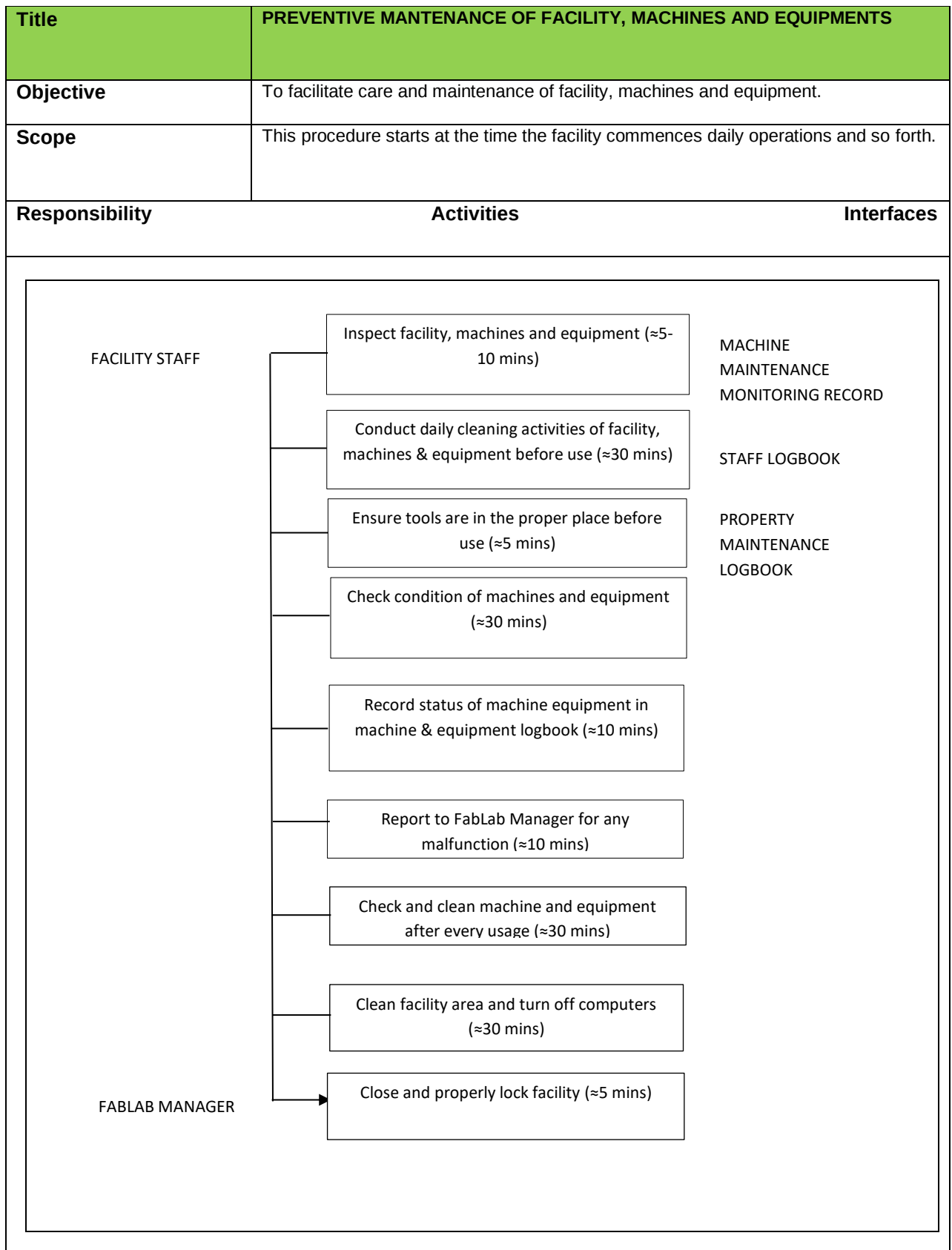


REQUEST FOR DESIGN DEVELOPMENT AND PROTOTYPING		
Title		
Objective	To facilitate prototyping and designing	
Scope	This procedure starts at the time of inquiry to the time of acceptance, payment of charges and completion of request and payment of service fees.	
Responsibility	Activities	Interfaces
CLIENT	Log in FABLAB Client Logbook (≈2 mins)	CLIENT/USER LOGBOOK
	Fill up client Inquiry Form (≈5 mins)	SERVICE REQUEST FORM
	Show initial draft design with FABLAB Designer/Manager (≈10 mins)	
DESIGNER/ MANAGER	Discuss details with Designer (≈10-15 mins)	
MANAGER	Finalize and affirm transaction (≈5 mins)	JOB ORDER FORM
TECHNICAL STAFF	Schedule Designing and Data Making (≈5 mins)	FABLAB CALENDAR
DESIGNER	Present design output for comments (≈5 mins)	SERVICE REQUEST FORM
	Finalize design output (depending on the agreed design)	
	Proceed to machine Prototyping (depending on the complexity)	PROTOTYPE SPECIFICATION FORM
TECHNICAL STAFF	Provide Billing Statement (≈5 mins)	BILLING STATEMENT
CLIENT	Present Official Receipt and receive the item (≈5 mins)	O.R. AND CLIENT SATISFACTION FORM
TECHNICAL STAFF	Complete Job Tracking log (≈2 mins)	JOB TRACKING LOGBOOK



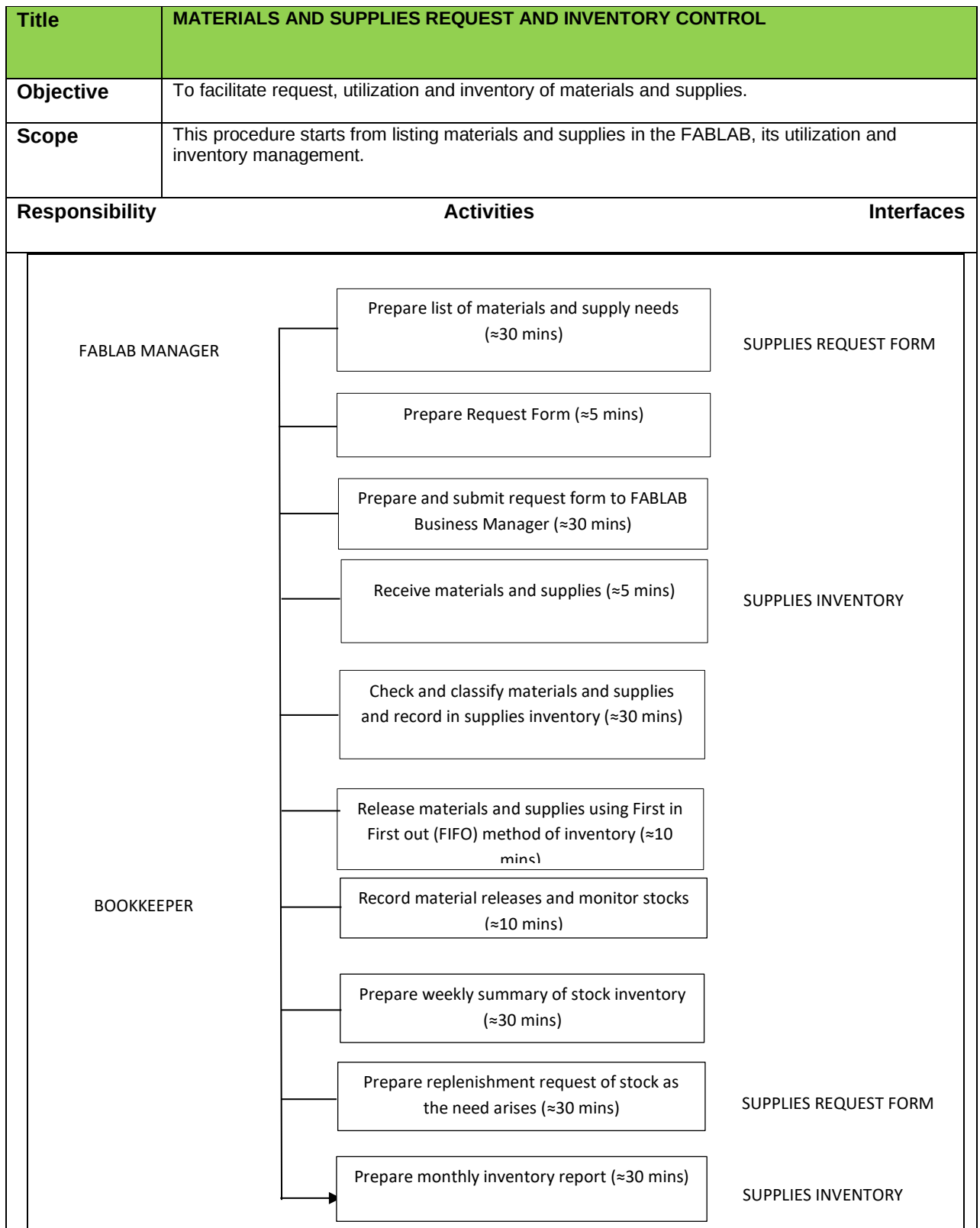


13. SUPPORT SERVICES





Title	TROUBLESHOOTING OF MACHINE AND EQUIPMENT BREAKDOWN		
Objective	To facilitate machine and equipment checkup and malfunction troubleshooting.		
Scope	This procedure starts during periodic maintenance checkup and troubleshooting of machine malfunctions.		
Responsibility	Activities	Interfaces	
FACILITY STAFF	Inspect facility, machines and equipment (≈30 mins)	MACHINE MAINTENANCE MONITORING RECORD	
	Conduct daily cleaning activities of facility, machines & equipment before use (≈30 mins)	STAFF LOGBOOK	
	Ensure tools are in the proper place before use (≈5 mins)	PROPERTY MAINTENANCE	
	Check condition of machines and equipment (≈30 mins)		
	Record status of machine equipment in machine & equipment logbook (≈10 mins)		
	Report to FabLab Manager for any malfunction (≈5 mins)		
	Check and clean machine and equipment after every usage (≈30 mins)		
	Clean facility area and turn off computers (≈30 mins)		
	Close and properly lock facility (≈5 mins)		
FAB LAB MANAGER			





Title	RECORDING, BOOKKEEPING AND REPORT GENERATION		
Objective	To facilitate recording of facility transactions and generating status reports.		
Scope	This procedure starts from client inquiry to service completion, payment and status reporting.		
Responsibility	Activities	Interfaces	
BOOKKEEPER CSU CASHIER	Record all inquiry forms in service logbook (≈10 mins)	CLIENT INQUIRY FORM	
	Record all service transactions in logbook (≈10 mins)	FABLAB SERVICE FORM	
	Post all billing statements in Journal (≈10 mins)	BILLING STATEMENT	
	Prepare monthly FABLAB service reports (≈60 mins)	SERVICE FORM	
	Post all paid service transactions in Journal (≈10 mins)	OFFICIAL RECEIPTS	
	Post all expenses incurred in Journal (≈10 mins)	DISB. VOUCHERS	
	Prepare Monthly Revenue & Expense Report (≈60 mins)	GENERAL JOURNAL	
	Provide copy to FABLAB Management (≈10 mins)	MONTHLY REVEUE & EXPENSES REPORT	
	Safe keep O.R., Reports and Journal (≈10 mins)		