PhonInter Lab | VIZJA University

Equipment Overview and Inventory Control

Laboratory of Phonetics and Oral Interpretation

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This edition applies from publication. University-wide rules and competent university decisions take precedence.

Purpose

This public overview describes the equipment categories recorded in the supplied laboratory documentation. It is not a certified physical stocktake or a guarantee of availability. Exact quantities, installed versions, asset identifiers and service status are confirmed in the internal master inventory before use.

Inventory principles

- The Inventory records items used for teaching, training, research, interpreting simulations, speech recording, and acoustic analysis.
- Each item should be physically verified during annual inventory review and after significant equipment changes.
- Damaged, missing, obsolete, or out-of-service items must be reported and recorded in the maintenance documentation.
- Inventory descriptions are functional and may be supplemented by serial numbers, asset tags, purchase records, or technical manuals kept separately by the University.

Equipment inventory

Equipment or software	Recorded purpose	Use and verification
Simultaneous Interpretation Consoles	Training in simultaneous interpretation and multilingual communication simulations.	Use under instructor or trained-user supervision.
Digital Audio Recorders	Speech recording, transcription exercises, pronunciation analysis, and research documentation.	Use with approved data storage procedures.
High-Fidelity Microphones	Voice capture for phonetics, pronunciation practice, recordings, and interpreting exercises.	Inspect and clean using approved device-safe methods.
Noise-Canceling Headphones	Focused listening, phoneme differentiation, oral comprehension, and interpretation training.	Check cables and pads regularly.
Wireless Headphone System	Flexible group activities, instructor feedback, and synchronized listening tasks.	Use only with approved settings.
Praat Software	Acoustic phonetics, spectrograms, pitch contours, formant analysis, and speech visualization.	Keep updated according to maintenance schedule.
Audacity Software	Audio editing, waveform analysis, and preparation of speech samples.	Use only for approved academic activities.

Equipment or software	Recorded purpose	Use and verification
Central Control Unit	Centralized audio control, distribution, and instructor monitoring.	Technical handling only unless authorized.
Projector	Projection of phonetic diagrams, teaching materials, transcription examples, and presentations.	Power down after use.
Interactive Whiteboard	Interactive teaching, annotation, visual representation of sound patterns, and collaborative work.	Clean and calibrate as needed.
Work Desks	Workstations for computer-based, writing, interpretation, or analysis activities.	Check stability and cable management.
Ergonomic Chairs	User seating during laboratory sessions and extended work.	Report damaged mechanisms.
First Aid Kit	Immediate response to minor injuries.	Contents must be checked periodically.
Fire Extinguisher	Emergency fire response.	Inspection according to university safety procedures.
Emergency Evacuation Map	Evacuation guidance.	Displayed visibly near the entrance.

Maintenance and usage notes

- Equipment must be booked and used in accordance with the Access Policy and Laboratory Regulations.
- Users must report any malfunction, damage, missing item, or safety concern immediately.
- Shared microphones, headphones, keyboards, and frequently handled devices should be sanitized according to laboratory procedures.
- Technical updates, software updates, firmware changes, and repairs must be recorded in the Maintenance Schedule and Blank Logs.

Inventory verification and updates

The Inventory should be verified at least once per academic year and whenever substantial equipment is added, removed, replaced, repaired, or declared obsolete. Inventory updates should be approved by the Head of the Laboratory or designated institutional authority.

Inventory amendment log

Date	Item / Asset	Change Made	Reason	Verified by

Internal inventory record

Record quantity, location, asset identifier, condition, verification date and responsible person in the restricted master inventory. Do not publish completed asset or service records on the website.