

To: Chamudi Madam

From: K M U S KONARA

Date: 20/10/2025

Subject: Renaming of Laboratories and Required Materials

Dear Chamudi Madam,

As per **Dr. Thisara's request**, the following laboratory name changes are to be implemented:

4th Floor

Current Name	New Name
PC Lab 01	PC Lab 04 – 01
PC Lab 02	PC Lab 04 – 02
PC Lab 03	PC Lab 04 – 03
Hardware Lab	PC Lab 04 – 04
ICT e-Lab	<i>To be removed as a lab</i>

3rd Floor

Current Name	New Name
Room 304	PC Lab 03 – 01
Room 306	PC Lab 03 – 02
Room 307	PC Lab 03 – 03

2nd Floor

Current Name	New Name
PC Lab 05	PC Lab 02 – 01

Additional Requirements

- **Display Boards / Name Boards:**

- Required for the newly renamed labs.
- Design should follow the same style as the 3rd-floor halls (gray background with black text).
- It would be ideal if we can have these ready **within 2–3 days**.

- **Materials Needed:**

- **3 packets of cable ties** are required to complete the cabling part.

Please let us know if any further details or clarifications are required.

Thank you,

K M U S KONARA

Instructor