

FLSC Standard Operating Procedure for Reservations of FLSC Space and Equipment

As of April 2, 2012 all Freimann Life Science Procedure Rooms, anesthetic machines, Euthanex chambers, and facility van will be scheduled online using Google Calendars. This will be a convenience for those users that are not located in Galvin, Hanks, or Jordan. The reservation system is on a first come, first serve basis. Please be aware that it is possible to delete someone else's event. It is hoped that this will not occur and that all will "play fair". Should there be a scheduling conflict please contact the FLSC office at 631-6085.

To Access the Calendars:

1. Go to www.google.com
2. Click on the calendars tab on the black menu bar. If the Calendar tab is not shown click on "More" and select Calendars from the drop down menu.
3. Login using flsccharts@gmail.com with the password: rmcharts
4. The calendars will load.

To Reserve a Procedure Room

1. On the left is a list of the Procedure Rooms with a color code for each one.
2. Click on the down arrow to the right of the room to view that room calendar and select Display Only This Calendar.
3. To view multiple rooms and equipment, click on the color box to the left of the calendar to turn the reservations on or off.
4. Check to see that there are no conflicts with the time you want to reserve.
5. Double click on the date you wish to reserve the room to view the template for the room reservations.
6. The following information is required: Event Title (Lab affiliation and your name), date and time, comment – please include your name and a contact phone number in case of scheduling conflicts.
7. Select SAVE in the red box at the top.
8. Your reservation is now on the calendar and all can see it.

To Reserve Equipment

1. On the left is a list of Procedure Rooms and included are the equipment available with reservations.
2. To view multiple rooms and equipment, click on the color box to the left of the calendar to turn the reservations on or off.
3. Check to see that there are no conflicts with the time you want to reserve.
4. Reserve the equipment and the room in which you need to use it. With the exception of the van, all equipment must also be scheduled along with a room reservation.
5. The following information is required: Event Title (Lab affiliation and your name), date and time, comment – please include your name and a contact phone number in case of scheduling conflicts.
6. Select SAVE in the red box at the top
7. Your reservation is now on the calendar and all can see it.

Reminders

1. If you do not need the hood in room 464, please schedule to use room 404.
2. Cage changing is usually scheduled for room 414 on Wednesdays from 8:00 - 9:30 AM. Please check before you reserve time in this room.
3. Please be prompt in arrivals AND departures.
4. Clean up the counters, hoods and sinks after you are done. No one wants to clean up someone else's mess!