MRL Occupancy: FBS Room Schedules

1. Go to FBS User Activity page.
2. View Room Schedules your lab has access to.
3. Follow link to schedule the room by Weds the prior week.

- schedule in time for cleaning
- leave 15 min buffer between reservations
- # room schedules = # allowed occupants
MRL Occupancy: FBS Resource Schedules

1. Select Facility
2. Go to FBS User Activity page
3. View Resource Schedules
4. Follow link to schedule OR use the calendar.
• If you don’t book the prior week, you still can. Just email manager to let them know.

• If shared instrument facility users use the FBS Start and Stop timers, they don’t have to check in on Slack.

• Reserved time is billed time. Let us know if you need to cancel.

• You won’t get schedule approvals anymore