The occupational health and safety organisation at the Department

The occupational health and safety organisation at the Department of Molecular Biology and Genetics (MBG) is divided into seven work environment groups:

Work environment group 1: Offices, workshops, and dish washing
Work environment group 2: Laboratories on 1st floor and 2nd floor in building 1874
Work environment group 3: Laboratories on 2nd floor in building 1873 and 3rd floor in building 1873-1874
Work environment group 4: Laboratories on 4th floor in building 1872-1873-1874
Work environment group 5: Laboratories on 5th floor in building 1872-1873-1874
Work environment group 6: Laboratories on 6th floor in building 1872-1873-1874
Work environment group 7: Teaching Laboratories in building 1875

Each work environment group consists of one or more work environment representatives (elected by and from the technical and administrative staff) and a work manager representative (scientific employee - appointed by the department's management committee).

**Work environment group 1:**
Supervisor representative: Inge Danielsen
Health and safety representative: Henrik H. Kolmos

**Work environment group 2:**
Supervisor representative: Niels Sandal
Health and safety representative: Lise Møller Fogh

**Work environment group 3:**
Supervisor representative: Niels Sandal
Health and safety representative: Dorthe Caroline Riishøj

**Work environment group 4:**
Supervisor representative: Niels Sandal
Health and safety representatives: Mette Hoffmann Asmussen og Hans Henrik Gad

**Work environment group 5:**
Supervisor representatives: Niels Sandal: Health and safety representatives: Anna Marie Nielsen and Maria Vinther

**Work environment group 6:**
Supervisor representative: Niels Sandal. Health and safety representative: Ulla Birk Henriksen

**Work environment group 7:**
Supervisor representative: Niels Sandal: Health and safety representative: Anette Kjems

Daily leaders of the working environmental:
- Offices, Workshops, and dishwashing – Inge Danielsen
- Laboratories – Niels Sandal
- Teaching laboratories – Magdalena Pyrz
Please read the section Work Environment on the staff pages:
http://mbg.medarbejdere.au.dk/en/working-environment/
On this page you will find the departments safety instructions, or you can download them here:


Alcohol policy for the department:

Safety with electricity:

Minutes - Working environment committee meetings (in Danish only):

Safety courses (in Danish only)
https://mbg.medarbejdere.au.dk/arbejdsmiljo/sikkerhedskursus

The Departments health and safety organisation

Reporting an accident at work:
https://medarbejdere.au.dk/administration/hr/arbejdsmiljo/anmeldskade/

KIROS (chemical database):
http://www.kiros.dk/W/

Waste management:
Minimum rules for work in the laboratory:

- Please remember the rules for good hygiene, which include NO eating or drinking in the laboratories.
- All accidents must be reported to one of the health and safety representatives.
- When working in the laboratory, you must wear a buttoned lab coat.
- When working in a classified laboratory: In class 1 laboratories, it is mandatory to wear a white lab coat with a yellow “biohazard” label or a yellow lab coat. When travelling between the different laboratories it is allowed to wear the lab coat, as the lab coats may be worn on the staircases, in the lifts, in the hallways, in the waste sorting, etc.
- Lab coats are not allowed in offices, in restrooms, in meeting rooms, in Kitchens, or in the canteen.
- If you need to transport GMOS between the various laboratories, the transport boxes must be used. The box must contain your samples + alcohol and paper.
- When working in a classified Cell laboratory, a white lab coat with a “biohazard” label or a green lab coat must be worn. The lab coat must not be worn outside the classified laboratories.
- When working in a class 2 laboratory, a green lab coat must be worn. Special rules apply and training is mandatory. Please see the Safety regulations and contact Lene Pedersen or Hans Henrik Gad before starting your work.
- Remember that gloves are for your protection. There are different kinds of gloves for specific chemical/biological matters. Avoid contaminating your surroundings and take off your gloves when finished with that specific work.
- Gloves must not be worn outside the laboratory corridor.
- If you need to transport your work to another place using a lift or the stairs, you may only wear a glove on one hand.
- NEVER touch handles, handrails, lift buttons etc. when wearing a glove, please use the transportation boxes if you bring several items.
- When working with liquid nitrogen you must use a safety shield.
- Never use the lift together with liquid nitrogen.
- Note the stringent rules for work in classified laboratories.
- Private mobile phones are not allowed in classified laboratories.
- Careful instruction in the use of apparatus and facilities is a necessary requirement for working in the laboratories of the department as well as a good knowledge about working safely in the laboratory. If in doubt ask the technician in your group, a health and safety representative or a person from the group with the apparatus in question.
- Everybody is responsible for getting any failure or defect of the apparatus fixed.
- Shortly after starting work in the laboratory, students must take part in the department’s courses in first aid, isotope technique and laboratory conduct.
- Laboratory trainees must take courses in first aid, and laboratory conduct.
Other information

**Common facilities**
“Ansvarsfordeling” (division of responsibility):
A list of people responsible for equipment and premises is found on the website: https://mbg.medarbejdere.au.dk/fileadmin/site_files/mb/internt/arbejdsmiljoe/ansvarsfordeling-udstyr_MBG.pdf
Explanation of building and room numbers e.g.: 1874-155:
1874= building; 1 = floor; 155= room

**Booking of equipment** such as ultracentrifuges, microscopes, projectors, etc. must be done via the Outlook/Exchange-kalenderen.
Open the calendar from the address book and write the building and room number.

**List of people responsible for equipment and rooms:**

**Auditorium:** 1870-120

**Autoclave:** 1874-314
Do not use the three large autoclaves!
Autoclaving of waste bins and containers with fluid garbage must be placed inside the room to the left. Please remember to close the bags with autoclave tape and write name, building and room number.
Autoclaving of clean items (e.g. media/water and dry items) must be placed inside the room to the right.
After autoclaving, the dishwashing team will dispose of the waste.

**Autoclave buckets:** 1874-318
Clean autoclave buckets with autoclave bag ready for use.

**Batteries:** 1872-544
Waste container for used batteries.

**BioRad scanner + Typhoon scanner** - room 429, building 1130 bring your own phosphorscreens

**Fire extinguishers**
Are placed at the repos on every floor in building 1870 and opposite the lift on every floor in building 1873.

**Store:** 1870-215
TORK paper rolls, eye rinse bottles, kitchen supplies.

**Electronic waste:** 1870-K11D

**Electronic workshop:** 1875-160
Henrik Hartvig Kolmos and Henning Buddig
Packaging for chemical waste: 1870-K11D
Ethanol: 1870-K27B
See the list of "Persons responsible for spirits" at https://mbg.medarbejdere.au.dk/en/working-environment/authorisations-and-instructions/persons-responsible-for-spirits
Faculty Club: 1870-816
Shared storage: 1874-159
Film dosimeter: 1872-532
Contact Rikke Mie Rahbek at the secretariat.
First aid boxes: All floors in building 1870 at the platform.
"Førstehjælpskasser fra Falck" (First-aid kits from Falck) – Filling and extra bandages and pain killers are available Gitte Dueholms office 1872 542
Geldoc: 1874-625
Glass Waste - house hold: 1870-K11D
Glass Waste from laboratories ONLY: 1870-K11C
For all glass from laboratories. All glass containers must be cleaned and steamed off.
High-speed centrifuge: 1874-625
AED: 1870 Foyer (Main entrance)
1870 on the platform on the fifth floor
Ice machines: 1874-327 og 1874-527
Isotope room Class B: 1874-148
See instructions on the door. Access is only possible with an approved key card. Access to the room can only be granted after having received instructions from Tinna Stevnsner or Niels Sandal.
Isotope Waste room: 1875-K49
See instructions on the door. Group leaders can be given a K-43 key.
There is a blue waste drum for "Solid H-affald (H-waste)” for each Isotope. Liquid radioactive waste is placed in plastic containers behind plexiglass shielding in the room. The users/groups are responsible for removing and disposing of liquid waste when the decay has been sufficiently pronounced – remember to clearly mark the containers with the liquid waste.
Important, please remember to note date, waste weight, the Bq amount, group name and personal initials in the log.
IT support: 1872-642
Max Lerager: Available Tuesdays at 12-15
SAFE WORKING ENVIRONMENT

**IT-support:** 1872-642
Jan Eneqvist: Office hours, Tuesdays 9-12.

**Canteen:** 1873-118

**Chemical waste room:** 1870-K11C

**Lab coats:** 1870-024
Lab coats for washing are placed in washbags for white coats, white coats with GMO’S and green/yellow coats.

**Copy machines and office supply:** 1872-544

**Media kitchen:** 1874-322
Weighing of media
Millipore facility (Follow instructions on the facility)
Floor Autoclave (Self-service – AFTER instruction have been given).

**Mechanical workshop:** 1874-149
Kristian Graf

**Minus 70°C freezer:** 1874-019

**Meeting rooms:** 1872-347, -447, -547, -647, -537 og -672

**Dark room:** 1874-K21
The room can be used after having been given instructions from Ida Thøgersen.

**Nat-Tech Building service:** 1874-142
Flemming Kühl, Steffen Bo Ringgren Nielsen og Jacob Holm

**Nitrogen room - Cryotank:** 1874-150

**Dish washing (glassware):** 1874-315
Dish washing team, office: 1874-311

**Cardboard container:** 1870-K11D
Only for clean cardboard, NO pizza trays

**Paper waste:** Black waste bins are placed on all floors. Only for paper, no folders, plastic sleeves etc.

**Residual waste:** Black waste bins are placed on all floors or in 1874-K11D
Residual waste from offices, e.g. folders, pizza trays, plastic sleeves, paper cups etc.

**Cleaning staff:** 1874-141
**Scintillation counter:** 1874-K27

**Seminar rooms:** 1870-716, 1874-132, 1873-118A (next to the canteen), 1873-K18, 1873-K20

**Safety shredding:** 1872, 5. floor to the left of the mail rooms
Locked container marked "dansk sikkerhedsmakulering" for shredding of confidential papers.

**Safety stations:** 1870 on the repos on 2. and 5. floor – Spill box with pads for small spills of chemicals and hazardous liquids and respiratory protective equipment.

**Security:** If suspicious persons are observed at the department outside normal opening hours, Securitas can be contacted on Tel. **23 38 61 46.**

**Supply center:** 1874-117 and 1874-159

**Welding room:** 1874-154
Tom Aagaard Mortensen

**Typhoon:** 1874-627

**Gas cylinders:** 1876
Please contact Ida Thøgersen or Tamo Meijburg for more information.

**Ultracentrifuges:** 1872-466
May only be used after introduction by the group laboratory technician.

**Package room:** 1874-155
Dry ice
PP bags
Shipment of sequences - Macrogen og Eurofin
Danger labels for shipment

**Accidents:**
For recovery of large amounts of liquid chemicals, chemical pads must be used. The pads are placed in building 1870 on the platforms on 2nd and 5th floor.

Accidents with radioactive waste – see the safety regulations.

**Opening hours at MBG (ventilation is on):**
Monday-Friday: 6:00 - 18:00
Weekend and holidays: 9:00 - 15:00
The ventilation can be manually activated two hours at a time
**Safety station**
There is a safety station on the platforms on the 2nd and 5th floors.

There is a **defibrillator** in the foyer at the main entrance and on the platform on the 5th floor.

**Evacuation of building**
Follow the voice instructions. Find and use the vests that hang in all the hallways in all the buildings in the pocket marked "Evakueringstyr" ("Evacuation equipment").
Kontakt til Bygningsservice/Contact to Buildingservice:

Servicemail: NT-BygOest.Bygningsservice@au.dk

I tilfælde af uregelmæssigheder tilkaldes:
In case of irregularities or emergencies please contact:

<table>
<thead>
<tr>
<th>Indenfor normal arbejdstid/during normal working hours:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Driften/building operation:</td>
<td></td>
</tr>
<tr>
<td>Facility Management (Kontakter/Contacts)</td>
<td>Jacob Holm 9350 8367</td>
</tr>
<tr>
<td></td>
<td>Steffen Nielsen 2118 6209</td>
</tr>
<tr>
<td></td>
<td>Flemming Kühl 2118 6202</td>
</tr>
<tr>
<td>Driftsinspektør/facility Manager</td>
<td>Christian Sejerø 6020 2667</td>
</tr>
<tr>
<td><strong>Tilsynsassistent rengøring/supervisor cleaning:</strong></td>
<td></td>
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<tr>
<td></td>
<td>Lena Gildhoff Sørensen 9352 2464</td>
</tr>
<tr>
<td><strong>Udenfor normal arbejdstid/Outside normal working hours:</strong></td>
<td></td>
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<tr>
<td>Parkvagt, manglende aflåsning/park guard, defekt access control</td>
<td></td>
</tr>
<tr>
<td>SECURITY: Telefondier/Operating hours: 16:00 - 06:00</td>
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<tr>
<td>Driften/building operation:</td>
<td></td>
</tr>
<tr>
<td>Driftsinspektør/facility Manager</td>
<td>Christian Sejerø 6020 2667</td>
</tr>
<tr>
<td>Trinava Skadeservice Danmark/Trikana Damage Service Denmark</td>
<td>70 112 112</td>
</tr>
</tbody>
</table>

Emergency service regarding buildings:

<table>
<thead>
<tr>
<th>Ved ulykker/In case of accidents:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>ALARM:</strong> Ambulance, Polit, Brand</td>
<td>112</td>
</tr>
<tr>
<td>Ambulance, Police, Fire</td>
<td></td>
</tr>
<tr>
<td><strong>Alarmaering:</strong> AU internt varsling hele døgnet</td>
<td>8715 1617</td>
</tr>
<tr>
<td>Alarms call: AU internal all hours</td>
<td></td>
</tr>
<tr>
<td><strong>Vagtlæge/Emergency doctor</strong></td>
<td>7011 3131</td>
</tr>
<tr>
<td>Husk CPR nr. ved hensendelse/remember Social Security number at contact</td>
<td></td>
</tr>
<tr>
<td><strong>Giftlinjen:</strong> Råd og hjælp ved forgiftning</td>
<td>8212 1212</td>
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<tr>
<td>Poison Control Hotline: Guidance for poisoning emergencies</td>
<td></td>
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</tbody>
</table>

**Hjertestarter:**

**Defibrillator:**
- 1. Bygning 1870 floor 1: The defibrillator hangs on the wall by the staircase, near the main entrance.
- 2. Bygning 1870 floor 5: The defibrillator hangs on the wall near the transition to 1874.
Rules for waste disposal

- **Ordinary household waste** is placed in waste baskets or rubbish bags.
- **Non-liquid waste contaminated** with hazardous material must be placed in the transparent plastic container labelled solid “H-affald” (H-waste).
- **Liquid waste** must be sorted in safety-proven plastic containers in fume cupboards in accordance with the posted instructions. Must then be placed on the table in room 1870-K11C.
- All waste must be labelled with name, lab number and content. New plastic bins are found in 1870-K11D.
- **The yellow boxes for hazardous waste** must only be used for blood or tissue from medical treatment of humans, animals, or biological research with a small risk of danger of contamination.
- **Scalpels and syringes** must be placed in the small yellow bins. When these are full they must be placed in plastic containers for solid “H-affald” (H-waste). The bins are found in room 1870-K11D.
- **Glass waste from laboratories** must be placed in the 660L waste container placed in 1870-K11C.
- **Biological waste** must be collected in autoclave buckets – large amounts must be collected in glass bottles and marked with autoclave tape with name, group, and building. Subsequently it must be placed in the autoclave room 1874-316.
- **Radioactive waste** (liquid and non-liquid) must be taken to the isotope waste room 1875-K49.

See the Safety regulations for more information.
Registration of new students, staff and guests

**Staff and students** (incl. guests, Bachelor and project students and Master students)

Please find the relevant information and form here: https://mbg.medarbejdere.au.dk/en/hr/info-for-new-staff-and-students

Employees, PhD students and students can create an @mbg.au.dk mail and a profile page on the department’s website when they have been registered in AU’s systems.

A personal website (PURE) will then automatically be generated (for staff, PhD students and students writing their projects/theses) with basic information. It is possible to update the PURE page with other relevant information (CV, research area, publications and other): https://medarbejdere.au.dk/en/pure/

Staff and students staying for three months or more will be invited to have their photo taken for the website and newsletter.

Insurance: Employees are covered by the Consolidated Workers’ Compensation Act at AU. Please note that students and guests need to take out a personal accident insurance for work in the laboratory to be covered in case of an accident.

Locker: Ask in your group about the possibility of having a locker. Bring your own padlock and key and remember to write your name on the locker.
Key card/keys to the department

Hand-out of key cards/keys

Before you can get a key, you must have an introduction to the guidelines for working safely in the laboratory (see checklist on the next page).

When you have had this presentation of safety in the laboratory, please do the following:

1) Order and pay* for a key using this link:
   https://auwebshop.au.dk/nogledepositum-bygninger-1870-1875

*Students:
Students can be granted access to the buildings on their student ID and do not need an access card. Take contact to Dorte Abildskov (1872-538) or Rikke Mie Rahbek (1872-532) for access on your Student ID. To get your student card activated, you still need to get the check list signed and fill out the registration form (see below).

If you need a key, you must order and pay as indicated below.

2) Please contact Dorte Abildskov (office 1872-538) or Gitte Dueholm (office 1872-542) for handing out keys, remember to bring the following papers:

   i) print-out of receipt for payment* of key(s) - (the receipt sent to you by mail)
   ii) signed check list concerning safe working environment
   iii) completed form for registration of students, staff/PhD students or guests

* A deposit of DKK 200 for keys is charged.

When you leave the department, you must hand in your key card and key(s) to Dorte Abildskov (1872-538) or Rikke Mie Rahbek (1872-532), who will make sure that your deposit is refunded to your bank account.
Check list concerning safe working environment

Before getting access to working in the laboratory and before getting a key card/key to the department, you need some basic knowledge about the safety in the laboratory. To ensure this you need to go through the points below.

To obtain a key card/key you must give a positive answer to all points below except for the last (Have you taken any safety courses), as the department will offer you these courses later.

This check list must be filled out and signed by your supervisor/host and Safety representative and taken to the person who hands out the key cards/keys.

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Check list for safe working environment — Department of Molecular Biology and Genetics

Before getting access to working in the laboratory and before getting a key card/key to the department, you need some basic knowledge about the safety in the laboratory. To ensure this you need to go through the points below.

<table>
<thead>
<tr>
<th>Group’s responsibility</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>GMO</td>
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<tr>
<td>Disinfection</td>
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<td>Lab coat</td>
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<td>Waste</td>
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<td>Radioactive isotopes</td>
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<tr>
<td>Dosimeter + intro conducted by Tina Strømme or NIch Sandal</td>
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<tr>
<td>Waste disposal</td>
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<td>Chemicals</td>
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<td>Storage and labelling</td>
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<td>Introduction to Kiro: password</td>
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<tr>
<td>Waste disposal</td>
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<tr>
<td>Must be sorted in accordance with the rules for handling of waste</td>
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<tr>
<td>Household waste, glass waste and sorting procedures (paper plastic fractions, etc.)</td>
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<tr>
<td>Registration at the department</td>
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<tr>
<td>Have you filled out and submitted the form as a student, staff/guest</td>
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<tr>
<td>staff/guest student</td>
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<tr>
<td>Presentation of personnel</td>
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<tr>
<td>Technician(s) in the group</td>
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<tr>
<td>Health and safety representative</td>
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<tr>
<td>Do you have some form of safety education?</td>
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<tr>
<td>How to handle an accident in the lab</td>
<td></td>
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<tr>
<td>How to work safely in the lab</td>
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<tr>
<td>Security information:</td>
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<tr>
<td>Information Security (au.dk)</td>
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<tr>
<td>Did you read the department’s safety material?</td>
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<tr>
<td>Information about insurance</td>
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<tr>
<td>Guided tour of the buildings:</td>
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<tr>
<td>Autoclave facilities, ice machine, delivery of goods, fluid nitrogen,</td>
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<tr>
<td>secretariat, supply center</td>
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</table>

AMR’s (Health and safety representative) responsibility

<table>
<thead>
<tr>
<th>Ja</th>
<th>Nej</th>
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</thead>
<tbody>
<tr>
<td>Chemical waste</td>
<td>Waste sorting in the basement, new packaging, laboratory glass waste</td>
</tr>
<tr>
<td>Personal protection</td>
<td>Lab coats, behaviour and clothing</td>
</tr>
<tr>
<td>Gloves</td>
<td>Safety glasses</td>
</tr>
<tr>
<td>Fire equipment and evacuation procedures</td>
<td>Location of: Eye wash bottles, fire blanket, fire extinguisher, emergency phone numbers, defibrillator and evacuation equipment</td>
</tr>
<tr>
<td>Ventilation in laboratories</td>
<td>Normal and extended operation</td>
</tr>
<tr>
<td>Introduction to alarms</td>
<td>Ventilation, CO2, evacuation, fume cupboard, poison cabinet, and confinement alarm</td>
</tr>
<tr>
<td>Did you read the department’s safety material?</td>
<td></td>
</tr>
<tr>
<td>Is a key to be handed out? Access cards/keys (au.dk)</td>
<td></td>
</tr>
</tbody>
</table>

Name in capital letters | Student/staff signature
Supervisor/host signature | Group responsible signature
Safety representative’s signature | 30.06.2023
SAFE WORKING ENVIRONMENT

Welcome to the Department of Molecular Biology and Genetics (MBG)

We look forward to working with you, and we hope that you will feel at home at our department.

To make it easier for you to become familiar with the university's many different sets of rules for research, safety, personnel and security, etc. and the many IT-based functions and systems you need, we have compiled a list of the most important ones below.

1. Registration at the Department of Molecular Biology and Genetics
   - To gain access to the department’s laboratory, facilities, computer system, email and name information, you must be registered at the department. Fill out the relevant form (student, staff, PhD student or external) and give it to Hilde Bo Skyrah and Dorthe Skalskjær, together with the other forms you need to fill out to get access card/key (please see below).

2. Introduction to safety in the laboratory
   - All new staff and students will be introduced to the safety procedures when working in the laboratory by the safety representative affiliated with the group, you will be working in. To prove that you have got this introduction, the safety representative and supervisor must sign the so-called checklist.

3. Access rules
   - Access cards are handed out by Hilde Bo Skyrah and Dorthe Skalskjær. In order to get an access card/key to the departments, you must order (and pay for) it.

4. Email
   - Once you have handed in the registration forms to Hilde or Dorthe, you will get an email address from the department.

5. Profile website
   - Based on the information from the registration form, you will also get a profile website.
MBG's meeting rooms and seminar rooms in the University City

- **1872-347 Meeting Room 3 (24)** (BiRC)
- **1872-447 Meeting Room 4 (24)** (Zoom Equipment)
- **1872-537 Meeting Room 1 (12)** (Mobile AV equipment for Zoom meetings)
- **1872-672 meeting room 2 (8)**
- **1872-547 meeting room 5 (24)**
- **1872-647 meeting room 6 (24)** (Mobile AV equipment for Zoom meetings)
- **1870-716 Seminar Room 5 (36)** (Zoom Equipment)
- **1870-616 Faculty club (36)** (Zoom equipment)
- **1874-132 Seminar room (60)** (Zoom equipment) - is reserved for MBG Tuesdays from 8-12. 
  All secretaries have the right to make reservations during these periods.
- **1870-120 Auditorium (135)** - is reserved for MBG Wednesdays from 12-16 to MBG. 
  All secretaries have the right to make reservations during this period.
- **1873-118** - The canteen (140)
- **1873-118A** - The seminar room behind the canteen (24)

All meeting rooms have standard AV equipment.

Meeting rooms must be booked via the Exchange calendar (Outlook)

**See how to set up a Zoom room:**

1. with your own zoom meeting allowing for you to host while having other computers plugged into the Zoom Room Hub
2. with a zoom meeting hosted by the Zoom Room Hub