



**UNIVERSITY OF LEEDS**

Faculty of Biological Sciences

# **FBS Wellbeing Room User Guide Manton 5.94a**



## Usage

The wellbeing room located in Irene Manton, room 5.94a is available to staff, students, partners and visitors. The room is available for the following

- Feeding babies (including breastfeeding)
- Storage of and / or expressing breast milk
- Rest for pregnancy related, disability purposes or health or medical conditions
- Administering medication

Due to the particular requirements of breastfeeding and / or expressing milk and the need to respect an individual's privacy, this room is unable to be used for the observation of faith practices.

In the room you will find an armchair, a two seated sofa, a coffee table, a fridge and a microwave. Please note the microwave should only be used for sterilising equipment.

## Booking the Wellbeing Room

### ***Checking Availability:***

To check the availability of the Wellbeing Room via Outlook please follow the below instructions:

- Go into your Outlook calendar
- Click on the 'Open Calendar' icon located on the top ribbon, then click 'From Room List'
- Search and select 'Manton 5.94a' and click OK. The calendar should then appear for the availability to be checked.

### ***Booking the Wellbeing Room***

To book the Wellbeing Room via Outlook please follow the below instructions

- Go into your Outlook calendar
- Click the 'New Meeting' icon located on the top ribbon and select 'New Meeting', a new meeting request box should appear.
- Next to the 'Location' field, there is a button named 'Rooms', click the button and search Manton 5.94a.
- Select the start and end time, and send the request.

If the room is free your request will be automatically accepted, if the room is unavailable your request will be declined. Once accepted please collect the fob from FBS Reception, Level 7 LC Miall.



### **Directions from FBS Reception to FBS Wellbeing Room.**

#### **Accessible Route.**

Exit the main double doors by FBS reception and head towards the sustainable gardens. Using your fob, enter the second green door on the right, head through the second door and take the lift on the right side down to Level 5. Exit the lift on the 5th floor and head straightforward, the wellbeing room is the last door on your right.

#### **Alternative Route**

Exit the main double doors by FBS reception and head towards the sustainable gardens. Take the first door on your right 'Postgraduate Research Reception'. And take the stairs down one level (Level 6). Go through the door, take a right and go through the green door opposite Manton meeting room 1 (6.80). Take the stairs down to

Level 5, exit the stairwell and take an immediate left, the wellbeing room is the first room on your left

### **University bottle and breastfeeding facilities**

Please click on the below link to access a list of alternative bottle and breastfeeding facilities.

<https://equality.leeds.ac.uk/support/bottle-and-breastfeeding-facilities/>

### **Contact information**

If you would like to discuss the usage of the room, recommend improvements or have general comments please email [fbs.hr@leeds.ac.uk](mailto:fbs.hr@leeds.ac.uk)