

Nursing Room Guidelines



- Please reserve your room in Outlook.
- When booking your time in Outlook, please add your first and last name in the meeting title. If you prefer to keep your session private, please use your initials.
- Due to high demand, please limit time slots to one hour or less.
- Please do not schedule conference calls and meetings in these rooms.
- **REMINDER**, when setting up re-occurring bookings in Outlook, the system will only book up to three months. After the third month your reservation will fall off the room calendar. Please be sure to check the room calendar periodically to confirm your booking is still posted.
- Please discard your used supplies in the trash bins.

If there is anything we can do to make these rooms more comfortable, please reach us at Campus-Services@email.wal-mart.com



Nursing Room Locations



Jandy Pl, Los Angeles

5404 Building

Location: 2nd floor by restrooms and elevator
Outlook Calendar: GT-J4-2A-Nursing Room

5405 Building

Location: 1st floor rear building in office area
Outlook Calendar: *No Outlook calendar for this room. Room is available on a first come, first served basis*

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