

# 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](mailto:Campus-Services@email.wal-mart.com)



# Nursing Room Locations



## San Bruno

### 850 Cherry Building

#### 2<sup>nd</sup> floor

GT-CH.239A-Nursing Room  
GT-CH.239B-Nursing Room

#### 3<sup>rd</sup> floor

GT-CH.340A-Nursing Room  
GT-CH.340B-Nursing Room

#### 4<sup>th</sup> floor

GT-CH.440A-Nursing Room  
GT-CH.440B-Nursing Room

#### 5<sup>th</sup> floor

GT-CH.545A-Nursing Room  
GT-CH.545B-Nursing Room

#### 6<sup>th</sup> floor

GT-CH.645A-Nursing Room  
GT-CH.645B-Nursing Room

## Sunnyvale

### 860 Building

GT-860 SV-2FL-Nursing Room  
GT-860 SV-3FL-Nursing Room

### 680 Building

GT-680 SV-1FL-Nursing Room

### 640 Building

GT-640 SV-1FL-Nursing Room

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