



The reservation process of EME 1207 fume hood is listed below:

- **Step 1:** Please read and email Praveen (praveen.rajana@ubc.ca) the acknowledgement of the attached safe work plan for EME 1207.
- **Step 2:** Register on <https://my.qreserve.com/dashboard>.
- **Step 3:** Email your registered email ID to Praveen. He will add you to EME 1207 Qreserve site.

Note: You have to book the whole room prior to using on Qreserve.