



Room Capacity Change Requests

Department of Facilities Management

Room Capacity Change Requests:

Room capacities are established using a number of different calculations based on the Alberta Building Code and Fire Code. Some of these factors are as follows:

- the size of the room or space
- the number of doors providing direct access to egress routes and exits
- width of doors
- types of seating/furniture
- how the occupants exit the building
- width and length of aisles
- space required for lectern, podium or stage, etc

Room capacity change requests must be reviewed and approved by Mount Royal University's Environmental Health and Safety (EHS) consultant. In most instances, capacities are at its maximum and the only way they can be increased is through space renovations.

Room capacity report is available through FRONTLINE:

- Navigate to mymru.ca – Employee – Resources & Timesheets – under Work Tolls – select Frontline Maintenance Request form

The screenshot shows the FRONTLINE portal interface. At the top, there is a navigation bar with tabs for Home, Applicant, Register & Pay, My Program, Academic Success, Campus Connections, Employee (selected), Financial, Faculty, and ContEd & Conservatory. Below this is a sub-navigation bar with tabs for Important Employee Information, Resources & Timesheets (selected), and Employee Training. A COVID-19 notice is displayed, stating that employees with symptoms or returning from international travel must complete a report form. The main content area is divided into several sections: 'My HR Profile' with links for Pay Information, Personal Information, and Benefits & Pension; 'Online Event: Managing your Time and Energy' for June 7; 'Wellness Resources' featuring a 'Healthy Work' banner; 'Human Resources' with links to various HR tools and forms; 'OneCard' information; 'Working Alone' form; and a 'Payroll Calendar' for Friday, May 27.

Work Tools

- [MRU Camps Payroll Deduction Form](#) (Save the PDF to your computer, open the file with a PDF reader, complete, save and submit)
 - [Remote File Access](#)
 - [Book Room](#)
 - [ITS Service Desk](#)
 - [Online Self-Service Requests](#)
 - [Information Technology Services](#)
 - [Cyber Security Info & Tips](#)
 - [Parking Permit Information](#)
 - [CMS Manual](#)
 - [Style Guide](#)
 - [Submit to the events calendar](#)
 - [Advising Student Profile](#)
 - [Video Content Upload Form](#)
 - [Wireless Printing](#)
 - [Employee Directory with room numbers \(Login Required\)](#)
 - [Employee Directory without room numbers \(Public, No Login Required\)](#)
 - [Frontline Maintenance Request](#)
 - [How to Submit a Frontline Maintenance Request](#)
 - [Curriculum Proposals \(Curriculog\)](#) New user interface!
 - [PrintSys | Reference Guide & Troubleshooting Tips](#)
 - [mruGradU8 \(DegreeWorks\)](#)
- NOTE:** mruGradU8 was upgraded on Feb. 01, 2021. Update your bookmarks to this new link. If you get login errors, log out of MyMRU and clear your browser cache.
- [Catering on Campus](#)
 - [Key Requisition \(Security Services\)](#)
 - [WTE Banner Systems Access Authorization Form](#)
 - [ROMEIO](#)
 - [Institutional Analysis & Planning Interactive Visualizations](#)

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- In Archibus (MRU Frontline), select Room List – enter room number on the Room Code filter box – View columns: Occupant (Student) Capacity for number of student seating in a classroom and Total Capacity

ARCHIBUS

RMVERS - Find a form or report

Room List

Room Code: 3 | 1 | A | 1007 | B | 1041 | C | 052 | D | 062 | E | 049 | F | 02 | G | 106 | H | 09 | I | 04 | J | 04 | K | 09 | M | 04 | N | 124 | O | 04 | P | 116 | Q | 09 | R | 036 | S | 106 | T | 017 | U | 09 | V | 09 | W | 09 | X | 01 | Y | 022 | Z | 09 | All | 1057 | Page 1 of 111 Next >>

Building Code	Building Name	Floor Code	Room Code	Room Name	occupant (student) capacity	total capacity	Category	Description	Type Description	Room Use	Division Code
EA	EA Building	01	EA-EL01				0	Vertical Penetration	Elevator	CIRCULATION	
EA	EA Building	01	EA-ST01				0	Vertical Penetration	Stair	CIRCULATION	
EA	EA Building	01	EA-ST02				0	Vertical Penetration	Stair	CIRCULATION	
EA	EA Building	01	EA-ST03				0	Vertical Penetration	Stair	CIRCULATION	
EA	EA Building	01	EA1-C01				0	Service Area Rooms	Primary Circulation	CIRCULATION	
EA	EA Building	01	EA1-C02				0	Support facilities	Secondary Circulation	CIRCULATION	
EA	EA Building	01	EA1-C03				0	Support facilities	Secondary Circulation	CIRCULATION	
EA	EA Building	01	EA1-C04				0	Support facilities	Secondary Circulation	CIRCULATION	
EA	EA Building	01	EA1-C05				0	Support facilities	Secondary Circulation	CIRCULATION	
EA	EA Building	01	EA1-C07				0	Support facilities	Secondary Circulation	CIRCULATION	
EA	EA Building	01	EA1-ST04				0	Vertical Penetration	Stair	CIRCULATION	
EA	EA Building	01	EA1000	Foyer			0	Service Area Rooms	Lobby	CIRCULATION	
EA	EA Building	01	EA1001	Vestibule			0	Service Area Rooms	Primary Circulation	CIRCULATION	
EA	EA Building	01	EA1003	Open Study Area			49	Study	Study Space	NONLIB-STUDY	
EA	EA Building	01	EA1004		48		49	Classrooms	Classroom	CLASS-FLAT	83
EA	EA Building	01	EA1005	Open Study Area			20	Study	Study Space	NONLIB-STUDY	
EA	EA Building	01	EA1006				0	Service Area Rooms	Central Computing/Telecommunications	CENTRAL-SUP	34
EA	EA Building	01	EA1008	Janitor's Room/Storage, supervisor			0	Service Area Rooms	Janitorial	BUILD-SERV	32
EA	EA Building	01	EA1010		44		45	Classrooms	Classroom	CLASS-FLAT	83
EA	EA Building	01	EA1011	Food Seating			36	Ancillary	Food Facility Service	ANCILLARY	
EA	EA Building	01	EA1012	Storage Room			0	Classrooms	Service room	CLASS-FLAT	
EA	EA Building	01	EA1014		48		49	Classrooms	Classroom	CLASS-FLAT	83
EA	EA Building	01	EA1015	Food Kiosk			4	Ancillary	Food Facility	ANCILLARY	31
EA	EA Building	01	EA1016	MRU Kids			3	Office	Open Shared	ANCILLARY	31
EA	EA Building	01	EA1016-A				0	Unclassified	Workstation for moves	NA	31
EA	EA Building	01	EA1016-B				0	Unclassified	Workstation for moves	NA	31
EA	EA Building	01	EA1016-C				0	Unclassified	Workstation for moves	NA	31
EA	EA Building	01	EA1016A				1	Office	Enclosed Assigned	ANCILLARY	31

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