

Setting up a Quiet Room.

1. Prayer Room or Quiet Room?

That is just one question. A quiet room is more inclusive in that it can be used by everyone. You don't have to be religious to use the Quiet room. It's a space for all – a place of peace and quiet

2. Consult with all faith traditions in the workplace before you start and find out their particular faith needs.

3. Involve the various faith communities in the design, set up and maintenance of the facility – perhaps as a Steering Group.

4. Provide copies of sacred texts from all of the faith communities.

5. Use soft or subdued lighting if possible (e.g. a lamp). Some green plants might also help.

6. No religious artefacts or symbols – to ensure inclusivity.

7. Some brief information in the room on the purpose of the Quiet Room:

8. Signage on the door e.g. 'Quiet Room – please knock before you enter'.

9. Arrow pointing to Mecca. This could be an arrow on the ceiling or a pointer in the carpet.

10. Restful colour scheme.

11. Furnishings – chairs and low table.

12. Washing facilities – in or close to the room.

13. Signage to the room.

14. It may be right to set aside a space where people are asked to remove their shoes, as is the custom in places of prayer throughout Asia, and as is obligatory in gurdwaras, mosques and temples.

15. As far as possible the whole area needs to offer flexibility, and be suitable for use by either individuals or groups.