Guidelines for Lactation Room Facilities in New Construction/Renovations

Purpose and Scope

The purpose of the guidelines is to provide direction on the implementation of lactation room facilities in Stanford University owned buildings to ensure that the university remains in legal compliance with state and federal laws/regulations and the university’s Lactation Accommodation Policy. Consistent with University’s commitment to fostering a supportive and inclusive community, these guidelines were created to provide safe and private room facilities for nursing parents.

These guidelines apply to University-owned facilities as well as rental facilities used for university-related purposes as specified, and where feasible. The guidelines address new construction as well as existing facilities, and outline the responsibility for planning, developing or operating Stanford owned building spaces required to comply with these guidelines. If you have any questions regarding the applicability of any portion of these guidelines for your building or project, please contact the WorkLife Office at (650) 723-2660.

Guidelines shall be consistent with all applicable building code requirements and architectural accessibility guidelines, including the ADA Standards for Accessible Design. Project managers are responsible for ensuring compliance with all applicable building code requirements. The WorkLife Office and Diversity & Access should be consulted as part of dedicated lactation room design.

Terminology

Dedicated Lactation Room is a private space that is designed and designated for lactation and available to any nursing parent to use to express breastmilk. It is intended for efficient utilization and priority by nursing parents. It differs from a Wellness Room in that it is designed for nursing parents to use for the primary purpose of expressing breastmilk and not designed or intended as a multi-functional space. This space must be shielded from view, free from intrusion of others and not be located in a bathroom. A dedicated lactation room must be functional, with a private space that includes a comfortable place to sit, a flat surface, other than the floor, to place a breast pump and other supplies and accessible access to an electrical outlet.
Wellness Room is a private space designed for short term temporary use by anyone to accommodate their wellness needs (e.g. sit quietly to allow headache to subside, meditate, take a few moments to calm down, etc.). Wellness rooms can be leveraged as lactation spaces. However, the scheduling and availability of these rooms must comply with university dedicated lactation room requirements and the lactation accommodation policy. It is recommended that if a wellness room is being highly utilized for the purpose of lactation that it be taken “off-line” and maintained as a dedicated lactation room for the duration of the high use period by nursing parents.

Single User dedicated lactation room is a room intended for one person to use at one time.

Double-User or multi-user dedicated lactation room is intended for more than one person to use at the same time. This type of space should include partitions to ensure privacy of each user.

Hospital-Grade Pump is a breast pump made for use by multiple users when each user has their own accessory kit.

Accessory Kit are the individual pumping parts that attach to a hospital-grade pump and allow multiple users to use the pump.

Lactation Space Guidelines

All lactation facilities shall provide privacy and security for individual users. Below are guidelines for dedicated lactation room facilities to assist Schools, Departments, Business Units and their project managers when designing and allocating facilities in new constructions and/or modifying these spaces during renovations.

I. Minimum Physical Room Requirements
   a. Single user: Size of room must accommodate a minimum 10 ft. x 5 ft. maneuvering space (ADA) to clear casework, equipment, and furniture.
   b. Double-user: Size of room must accommodate a minimum 10 ft. x 12 ft. maneuvering space (ADA) to clear casework, equipment, and furniture. Partitions are recommended to accommodate multi-users.

II. Location
   a. The location must be in an area that is safe, private, and accessible to all. Be free of toxic or hazardous materials. It should not be located in areas that would not be suitable for the preparation and storage of food.
   b. The room must have a lockable door from the inside. Accessible by ID card or pin-code access is preferred.
c. Provide adequate HVAC, well-placed electrical outlets. Telephone services and a network connection preferred.
d. Sound privacy is important. Sound transmission should be minimized by appropriate structural measures.
e. Adequate lighting; dimming light preferred.
f. Ability to partition the room.
g. The room be plumbed with a sink and faucet combinations deep enough to wash bottles and pump parts, goose neck or kitchen type faucets are preferred. Or be close to a useable sink with hot and cold running water.
h. A counter area must be provided; 20” deep by 30” wide; provide a 30” wide clear knee space beneath the counter; provide above counter electrical outlets. Height of counter shall meet ADA requirements.
i. The room be properly cleaned regularly (e.g. counter surfaces wiped, floors cleaned, or vacuumed).
j. Provide storage for paper towels and cleaning supplies.

III. Recommended Furnishings/Fixtures
a. One washable and comfortable chair; must have arms (required). Number of chairs may be dependent on facility capacity. Some facilities may be able to accommodate multiple users at one time.
b. One small side table for pump (required).
c. A permanent sign designating room for lactation accommodation (required).
d. A midsize or compact refrigerator that the employer permits employees to use for storage of breast milk (required).
e. One small microwave for sterilizing pumping parts.
f. One small trash can
g. Additional Items to Consider:
   i. Hospital Grade Pump
   ii. Full-length mirror
   iii. Bulletin board
   iv. Lockers to place personal belongings
   v. Magazine rack
   vi. Outside door scheduling screen
h. Items to Avoid:
   i. Plants
   ii. Materials that collect microorganisms, such as extraneous blankets or pillows if there is no plan in place to regularly clean items.

A. New Construction
For Stanford buildings in the programming phase, DPM, Schools, Departments and Business Units shall ensure the following types of buildings are equipped with the recommended number of dedicated lactation spaces and fixtures:

**Administrative Buildings:** Defined as facilities that primarily house business and administrative units and are not open to the public. These buildings do not have a high volume of student circulation and do not contain student auditoriums or classrooms.

- **Dedicated Lactation room:** Design at least one single-occupancy, or multi-user dedicated lactation room per 50-150 employee occupied building. The facility will minimally contain the required furnishings.

**Academic Buildings:** Defined as facilities that contain classrooms, seminar rooms, libraries, laboratories, auditoriums and faculty and student-related offices.

- **Dedicated Lactation room:** Design at least one single-occupancy, or multi-user dedicated lactation room per 50-150 person occupied building. The facility will minimally contain the required furnishings.

**Public Use Buildings:** Defined as buildings that contain a high volume of student and public circulation, including sports facilities, concert halls, museums, restaurants and cafés, etc.

- **Dedicated Lactation room:** Design at least one single-occupancy, or multi-user dedicated lactation room per 50-150 person occupied building. The facility will minimally contain the required furnishings.

**Alterations and Renovations**

Project managers overseeing alterations and renovations to Stanford buildings and spaces shall evaluate existing conditions of nearby wellness rooms, or dedicated lactation rooms to determine if modifications are necessary to meet newly established University guidelines pertaining to dedicated lactation room facilities. Department of Project Management (DPM) and school and department project managers responsible for managing their own construction projects should notify the WorkLife Office if any of the following conditions exist within the building and/or space being renovated, or altered:

1. No wellness room or dedicated lactation room exists in the building;

2. Wellness room or dedicated lactation room is available in the building, but existing location, scheduling, furnishings, or signage does not meet the current dedicated lactation room standard.
The WorkLife Office will address the applicability of the guidelines to the existing project and evaluate if additional University funds can be administered in order to upgrade facilities to the new University standard. Please contact the WorkLife Office at 650.723.2660 for additional assistance.

Any Stanford building undergoing a total renovation shall include a dedicated lactation room (when applicable) applying the following standards:

- **Dedicated Lactation room:** Design at least one single-occupancy, or multi-user dedicated lactation room per 50-150 employee or student occupied building. The facility will minimally contain the required furnishings.

Having a wellness room does not ensure compliance, unless there is a scheduling mechanism in place enabling priority use by nursing parents, the room meets the lactation space guidelines, and the space can be taken “off line” for the dedicated purpose of lactation when demand requires it.

**Priorities and Plans for Existing Facilities**

Groups across the University are asked to address changes to facilities based on the guidelines above. Please contact WorkLife Office and/or UA/CPD to request available data on existing facilities and assistance with prioritizing signage conversion and/or upgrading facilities to meet current guidelines for dedicated lactation room facilities.

The priorities are two-fold: First based on the type of facility and change required and second based on building use.

1. **Existing wellness, or dedicated lactation room:** The first step is to include the conversion of current spaces used for lactation to ensure appropriate signage and fixtures exist (per recommendations above). Existing fixtures need to be assessed and modified based on recommendations.

2. **Buildings with no allocated wellness, or dedicated lactation room:** If a building does not have a space that can be readily converted to a dedicated lactation room, it will be added to a priority list for renovation.

Within each of the above priorities is a set of priorities based on building use.

1. **Administrative Buildings:** These are buildings that are primarily office administrative buildings for employees.

2. **Buildings of Specific Interest:** Buildings in which the local community has expressed a compelling need to expedite the inclusion of these facilities.

3. **Class/Lab/Meeting Buildings:** These are buildings with extensive classroom, class lab, or meeting space.
4. **Public Facing Buildings:** These are larger buildings who primary use is identified as Commons Auditorium, Library, and Museum.

Maps and Records, with assistance from the University Architect/Campus Planning & Design Office shall maintain an accurate list of all lactation facilities. In addition, this information will be available on various campus websites and will include a narrative summary and/or a map identifying spaces. Project managers, zone managers, building managers, Residential & Dining Enterprises, Department of Athletics, Physical Education, and Recreation, and other schools, departments and/or business units shall notify Maps & Records of changes as soon as they are made so that an updated list and map can be circulated annually.

**Signage**

All dedicated lactation rooms will be identified using the International Symbol for Breastfeeding:

![International Symbol for Breastfeeding](image)

A permanent sign will designate the room for the purpose of lactation.