

# Portland State University

## Lactation Room Guidelines

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### INTRODUCTION

*November, 2016*

In accordance with the 2010 Patient Protection and Affordable Care Act amended [section 7 of the Fair Labor Standards Act \("FLSA"\)](#) and the [Oregon Revised Statutes \(ORS\) 653.077](#), Portland State University has designated certain private lactation rooms for students and employees who are expressing milk by manual or mechanical means.

### SCOPE AND GUIDELINES

The lactation room guidelines in this document apply to the construction of new buildings and major renovations of existing buildings. When feasible, these guidelines will be implemented in existing buildings that are not slated for renovation or that do not currently have lactation rooms.

In all new construction and major renovations at least one lactation room will be created for any building larger than 50,000 gsf. For buildings smaller than 50,000 gsf, a lactation room will be included, if there are no adjacent buildings with lactation rooms.

The size of all new lactation rooms shall be at least 100 sf in new construction and major renovations. The creation of lactation rooms in existing buildings that are not undergoing renovations will be based on existing space, but should never be less than 60sf.

### REQUIRED LACTATION ROOM DESIGN STANDARDS

- A. Room shall be on an accessible route/floor. All accessories, equipment, furniture and casework shall be provided and installed to comply with ALL accessibility clearances and regulations.
- B. Room shall be easily accessible and easy to find. Wayfinding signage will be provided throughout the building and will be included in all building directories, floorplan maps, and all wayfinding signs on the floor level the room is located on.
- C. Room shall have a keypad lock, latch/deadbolt. Ideally when the latch is in the locked position, the exterior hardware displays the word "occupied."

- D. When converting current spaces with windows, sidelight and/or doors with reights, they shall be modified or detailed to provide visual privacy to the space. Window treatments should match the overall building standard.
- E. Furniture in the room shall include at a minimum a comfortable chair and small table with bottom rack. Chairs should be upholstered, cushioned, have armrests, high back, and be a regular seating height. Gliders with ottomans are preferred.
- F. Fixtures shall include a changing table and/or changing countertop, clock, waste receptacle, bulletin board (to provide space to post literature and resources), and at least one electrical duplex outlet next to where the individual will use the pump.
- G. Room shall meet standard office level illumination and ventilation requirements.
- H. Exterior room signage shall designate room use as "lactation room" and have numbering matching the building standard in which it is located. The international breastfeeding symbol shall be included on the sign. For rooms that are obscured from view when approaching from any direction, a flag sign must be included in addition to the standard room sign. 
- I. Lactation rooms cannot be a restroom, toilet stall, storage room, or janitor's closet.

## RECOMMENDED LACTATION ROOM DESIGN STANDARDS

- A. Lactation rooms should be provided with a sink within the room or be adjacent to a restroom. Ideally, the dedicated sink would be installed in casework to provide the space necessary to clean equipment and containers. If a sink is provided, paper towel and soap dispensers shall also be provided and shall be included on the custodial rotation for refilling.
- B. The room should include an under-counter refrigerator for keeping breast milk cold.
- C. The room should have additional electrical outlets throughout for greater flexibility in room use/furniture placement.
- D. Room finishes should be warm and comfortable.
- E. Dimmable LED lighting should be provided allowing personal adjustment.
- F. A thermostat, if possible, should be included to allow user control over room temperature.
- G. The room should include a mirror, preferably full length.
- H. The room should include half-height lockers for people to store their personal equipment.
- I. Designer shall verify that fire alarms and other audible or transmitted notifications can be received within the lactation room, when the lactation room door is closed. If not, appropriate features must be added, so that lactation room users receive any notifications.