

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Guide for Establishing a Federal Nursing Mother's Program

January 2013

A New Day for Federal Service

Appendix A: Check List for Creating a Nursing Mother's Room

What Agencies Must Provide:

- A non-bathroom space to express breast milk
- A space free from intrusion of co-workers and the public
- Flat surface or table (not the floor)
- Place to sit

What Agencies Should Provide Whenever Possible:

- Lock from the inside of the nursing mother's room
- Sink with hot and cold running water
- Refrigerator
- Access to electricity
- Multi-user hospital grade breast pumps provided for quick and efficient pumping
- Daily cleaning regimen provided by the agency, or cleaning supplies (e.g. paper towels and cleaning wipes)
- Soft and/or natural lighting
- Calming décor
- Pregnancy and breastfeeding pamphlets, books, and other resources
- Bulletin board of posted information on events and classes for one or both parents
- Sign-up sheet (online or posted) for use of the nursing mother's room
- Comfortable temperature
- Management handbook detailing the policy of the nursing mother's program