



## Tool 1

# Guide for Setting up Lactation Room

### **Purpose**

The purpose of this tool is to provide guidance on setting up lactation rooms inside offices equipped with running water and electricity. It consists of a checklist of basic requirements and recommendations, a floorplan template, a sample process map, and a form that can help managers estimate the costs for creating a lactation room.

### **Implementation**

This tool can be used by managers or supervisors responsible for creating a lactation room. The tool is only intended as a guide and not a one size fits all prescription for lactation rooms in every setting. Managers should start by estimating how many nursing mothers the lactation room needs to be able to accommodate and determining the specific requirements after that.

## Checklist for setting up a Lactation Room

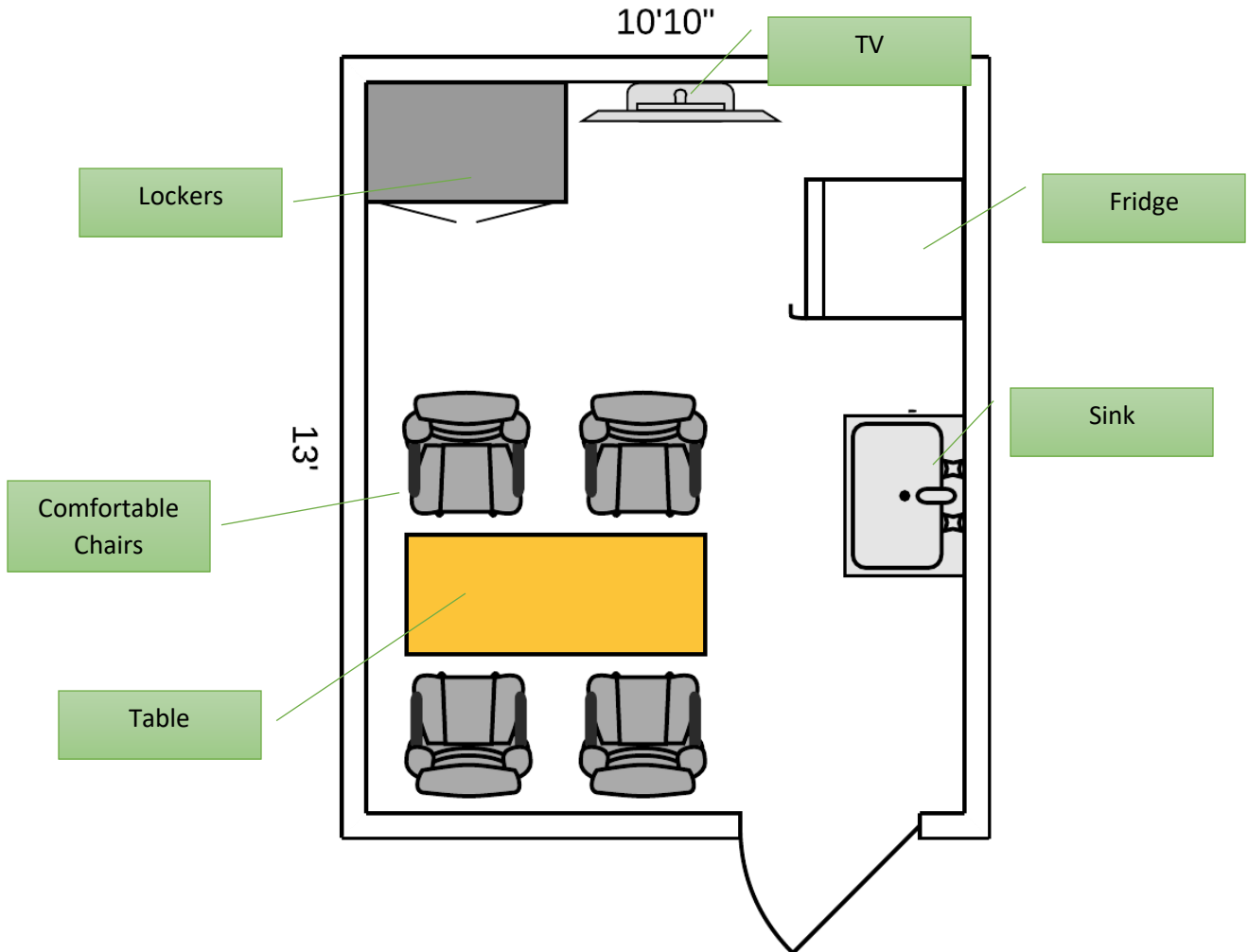
### Minimum / Basic Requirements:

SN	Questions	YES	NO
1	Is the room big enough for your requirements?		
2	Is there at least one table or counter that mothers can use?		
3	Are there enough comfortable chairs for pumping and/or nursing?		
4	Is there enough space for the mothers to move around inside the room?		
5	Is there a secure lock like a deadbolt that can only be operated from the inside?		
6	Is there a refrigerator inside or nearby?		
7	Are there enough easily accessible power outlets in the room?		
8	Is there adequate lighting in the room?		
9	Is the room in a safe and accessible place?		
10	Is there easy access to a sink with running water inside nearby?		

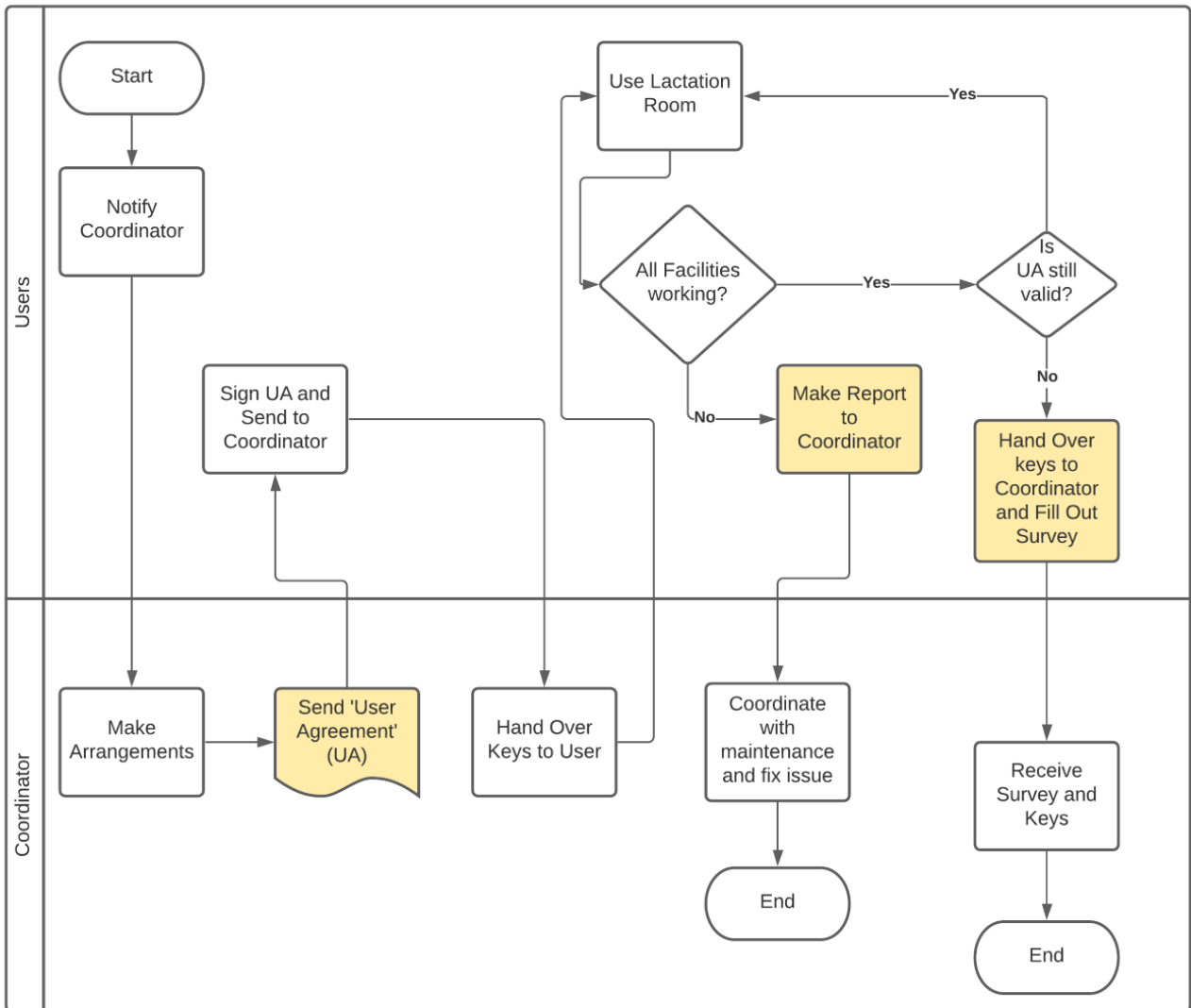
### Recommendations:

SN	Questions	YES	NO
1	Is the room heated or air conditioned?		
2	Is the room pleasantly decorated and inviting?		
3	Is there backup system for lights and the refrigerator during power cuts or blackouts?		
4	Is the room quiet?		
5	Are there small lockers in the room for mothers to store their pumps?		

# Template floorplan for setting up a Lactation Room (for up to 4 nursing mothers)



# Process for Operations of the Lactation Room (Sample)



# Budgeting Form for setting up a Lactation Room

## Instructions:

1. Use this form to calculate the budget for setting up one Lactation Room. Use separate forms for each Lactation Rooms when setting up more than one.
2. Check the box under the 'Use Existing' column and cross out the 'New (Estimated Cost)' column if you plan to commission or share existing assets for the purpose of the Lactation room.
3. If the asset required must be purchased, cross out the existing checkbox and fill the box under the New column with the estimated cost of that asset.
4. Add the numbers in the 'New (Estimated Cost)' column to calculate your total estimated budget for setting up the Lactation Room.

Budget Items	Use Existing	New (Estimated Cost)
Room		
Table/s		
Chair/s		
Refrigerator		
Lockers		
Fitting / Retrofitting Cost		
Inside Dead Bolt		
Outside Lock		
Lights		
Power Backup		
Sink and Running Water		
Decorations		
TV/Music Systems		
HVAC		
	<b>Total :</b>	