**Lactation/Quiet Room Guidelines**

**\*\*\*Template: Please revise this form for each room’s specific needs prior to printing/posting\*\*\***

This Lactation/Quiet Room is provided for nursing mothers and for others requiring rest for medical reasons. This room is NOT intended to provide space to rest for those with medical conditions that are highly contagious from contact with contaminated surfaces, e.g. influenza, stomach viruses, common cold, pink eye, etc. Individuals with those types of medical conditions should rest at home and seek medical care, as appropriate. This room is for use by students, faculty, staff, and guests of The University of Texas at Austin.

Room Scheduling:

* The room can be scheduled for a maximum of XXXXX minutes at a time. Please do not use the room longer than necessary in order to make this space available to as many people as possible.
* To sign up to use the room and to access the key, please contact XXXXX.

OR

Access to the room is on a first come, first serve basis.

Room Access:

* The key is located at XXXXX.
* The procedure to check out the room key is XXXXX.
* Return the key to the designated location after use.
* The room is available for use the following hours: XXXXX

Room Use and Cleaning:

* To conserve energy, please turn off the lights when the room is not in use.
* Please leave the room in clean condition after each use by wiping down counters and other areas of use. Also please dispose of any food or trash in trash containers.
* If you find the room to be unclean prior to use, please notify the room contact, XXXXX. The room contact person can speak with prior users about cleaning and speak to custodial staff who do regular cleanings.
* If you have cleaning requests and are unable to reach a room contact person or none is designated, please contact Custodial Services at 471-2020.

Refrigeration:

* Please limit the use of the refrigerator for storage of expressed milk only.
* Put your name and date on any milk storage container you use.
* Note the hours the room is open so you can retrieve items stored in the refrigerator.
* Do not adjust refrigerator settings without consulting the room contact person. Turning the setting down to the coldest setting builds up ice and may result in refrigerator damage.

For Additional Information:

* For further information about the campus-wide Lactation/Quiet Room project, please contact the Work/Life Balance and Employee Assistance Program at 512-471-3366 or email at eap@austin.utexas.edu