

## Lactation Room Guidelines for Breastfeeding Mothers Who Wish to Express Milk

Columbia University provides lactation rooms for all women affiliated with the University, as well as visitors, to support them in their return to work or school at one of the Columbia campuses. Each room offers a clean, secure, and user-friendly environment for women who need to express breast milk during their time on Columbia's campuses.

### Getting Started

To get started using one of the Columbia lactation rooms, just follow these steps:

1. **Request access:** Please contact the Office of Work/Life via email at [worklife@columbia.edu](mailto:worklife@columbia.edu) or at 212-854-8019 to request access to the lactation rooms. It is best to do this at least ten days in advance of your use of the room. **Please note:** Room access codes will be changed periodically to ensure appropriate access and safety. The Office of Work/Life will communicate to all room users about the change in access in advance. Currently, room use is on a first come, first serve basis; however, if you find that you have conflicts with rooms being occupied when you need to use them, please contact the Office of Work/Life so that we can assist with the scheduling of room use.

2. **Obtain breast pump attachments:** Each lactation room is equipped with a Medela Symphony hospital-grade pump. You will need to bring your own attachments (Medela Symphony Double Pump Kit) for the pump, which are available in one package through the Office of Work/Life at cost (checks only), or visit the Medela website (<http://medela.findlocation.com/>) for other retailers.

You may also want to review the Symphony pump instructions (you can find the instructions on the Medela website: <http://www.medelabreastfeedingus.com/products/breast-pumps/223/symphony-breastpump>).

Breastfeeding mothers may also bring their own pump to and from the lactation rooms on a daily basis, however, we ask that you do not leave your personal pump in the rooms. We are not responsible for securing personal items left in the rooms against theft or use by others.

3. **Plan for storage/cooling:** Refrigeration/storage is provided in some, but not all, of the lactation rooms, so be prepared to store your breast milk as needed (please see reverse side for locations that provide refrigeration). Columbia University is not responsible for the security or integrity of breast milk stored in or outside of the lactation room refrigerator.

### Cleaning & Sanitization

All Lactation room users are expected to clean up after each use of a room, especially when using the on-site breast pump. This is not only out of respect for the next user, but to prevent contamination and illness transmission. Each user should allow enough time within a visit to clean the pump equipment of breast milk spills and dispose of trash properly. Antibacterial sprays/wipes and paper towels are provided for cleaning.

### Privacy

Upon accessing the room, lock the door and slide the sign to **IN USE** to alert other users that someone is using the room. Slide the sign back to **VACANT** when you leave the room unoccupied. Do not prop open the door at any time.

**PLEASE RESPECT THE PRIVACY OF ALL LACTATION ROOM USERS BY NOT GIVING OUT THE ACCESS CODE FOR THE ROOMS AT ANY TIME.**

THE OFFICE OF WORK/LIFE  
COLUMBIA UNIVERSITY, 401 LOW LIBRARY, MC 4337  
535 W. 116TH STREET, NEW YORK, NY 10025  
WORKLIFE@COLUMBIA.EDU | PHONE: 212-854-8019 | FAX: 212-845-6323  
[WWW.WORKLIFE.COLUMBIA.EDU](http://WWW.WORKLIFE.COLUMBIA.EDU)

## Lactation Room Locations

All of the rooms are equipped with the essential table, chair, and Medela Symphony hospital-grade breast pump. You will need to bring your own attachments which you can purchase from the Office of Work/Life.

Below is a list of rooms that contain refrigerators or sinks. If a sink is not in the room itself, there is one close by. If you use a room where a refrigerator is not provided, we recommend that you bring a cooler to store your breast milk. The details of the room may change with time.

If you have any questions, please feel free to contact the Office of Work/Life at [worklife@columbia.edu](mailto:worklife@columbia.edu) or at 212-854-8019.

### MORNINGSIDE CAMPUS LACTATION ROOMS

| Site   | Room Location | Room Details                         | Hours of Operation  |
|--|---------------|--------------------------------------|---|
| Butler Library                                     | Eighth Floor  | Sink nearby                          | Library Service Hours: <a href="http://hours.library.columbia.edu/?library=butler">http://hours.library.columbia.edu/?library=butler</a>                                  |
| Business School (Uris Hall)                        | Second Floor  | Refrigerator                         | Mon-Fri: 7:00a.m.-1:30a.m.<br>Sat-Sun: 9:00a.m.-1:30a.m.  |
| Carman Hall  | First Floor   | Sink                                 | 7 days/wk: 24 hour access   |
| Law School (Jerome Green Hall)                     | Third Floor   | Sink, Refrigerator                   | 7 days/wk: 9:00 a.m.-6:00 p.m.  |
| North West Corner                                  | Eight Floor   | Sink, Refrigerator                   | 7 days/wk: 24 hour access, through the 4th floor (campus level entrance)  |
| School of Engineering/ Applied Science (Mudd Hall) | Sixth Floor   | Sink                                 | 7 days/wk: 24 hour access   |
| School of Social Work                              | Third Floor   | Sink, Refrigerator in nearby kitchen | Mon: 8:00 a.m.-10:00 p.m.<br>Tue-Thurs: 8:00 a.m.-11:00 p.m.<br>Fri: 8:00 a.m.-6:00 p.m., Sat: 10:00 a.m.-6:00 p.m., Sun 12:00 p.m. - 10:00 p.m. Closed Sat/Sun in August |
| William and June Warren Hall (115th and Amsterdam) | Third Floor   | Refrigerator                         | Mon-Fri: 7:00a.m.—8:00p.m.<br>Sat/Sun: 9:00a.m.-8:00p.m.<br>Access until 10:00p.m. with CUID  |

### OTHER LACTATION ROOMS

| Site  | Room Location                 | Room Details                          | Hours of Operation             |
|---|-------------------------------|---------------------------------------|--------------------------------|
| Studebaker  | Fourth Floor                  | Refrigerator                          | 7 days/wk: 8:30 a.m.-6:30 p.m. |
| Lamont-Doherty: (Lamont Hall)   | Second Floor                  | Sink                                  | Mon-Fri: 9:00 a.m.-5:00 p.m.   |
| Allan Rosenfield Building CUMC  | First Floor                   | Sink in nearby bathroom, Refrigerator | 7 days/wk: 24 hour access      |
| Presbyterian Hospital Building CUMC                                   | 17th Floor                    | Sink in nearby bathroom, Refrigerator | 7 days/wk: 24 hour access      |
| The School of Nursing CUMC  | Georgian Building Third Floor | Sink and refrigerator nearby          | 7 days/wk: 24 hour access      |
| The School at Columbia (access is limited to employees of The School) | Second Floor                  | Sink in room/Refrigeration nearby     | Mon-Fri: 8:00 a.m. - 5:00 p.m. |
| 51 W. 51st St   | Third Floor                   | Refrigerator                          | Mon-Fri: 9:00a.m.-5:00p.m.     |