

Suggestions for identifying a convenient room for lactation/breast pumping

Information about the MUSC Breast Pumping Rooms can be found here:

www.musc.edu/medcenter/lactation/pumping_room_guidelines.htm

For some individuals, it is more convenient to identify a room near her work site that might be temporarily vacant or available to use for lactation/breast pumping or other temporary medical/health needs.

Upon request, most administrators and their staff will assist you to find an available room, and we suggest you try the following:

- 1) Contact the administrative staff with whom you work directly. They should lead you to the person who keeps track of space and can identify rooms that are vacant, only used part-time, or rarely needed within your division/department.
- 2) If there is no suitable location that belongs to your Division or Department, ask your administrative staff to work with staff from Divisions or Departments (located in the same building where you work).
- 3) Alternatively, you might need to work with your building manager. They might not be able to identify temporarily available rooms, but they can let you know to which Division/Department a room belongs. Once you identify who owns the space, you can contact the appropriate administrative staff to request assistance for using the space, or ask your administrative staff to work with them on your behalf.
- 4) Be open-minded. As long as a room has a door you can lock, is clean, has a chair and an electrical plug, all you need is a "Room in use" sign.

Remember that this is a common request and typically a suitable room can be found.