

Lactation Room Guidelines

De Anza College provides a lactation room for faculty and staff who wish to continue breastfeeding after returning from to work from maternity leave.

Registration and Access

Anyone interested in using the lactation room, must register with College Operations. Please email Sally Gore at goresally@fhda.edu with the following information:

- First and last name
- CWID
- Division/department
- Email and telephone number
- Estimated duration of room use

It is recommended that faculty and staff register **before** going on maternity leave or returning to work, as key processing times may be lengthy.

Room Amenities

- A chair with a tablet table
- A height-adjustable chair with a table
- Electrical outlets near both chairs
- Lockers for storing supplies
- A refrigerator for storing expressed milk

Usage Guidelines

The door to the lactation room must always remain locked. Always knock before entering to ensure privacy.

The lactation room is designated solely for expressing and collecting breast milk. The college is not responsible for the security of any personal supplies left in the room.

Scheduling

To ensure efficient use of the lactation room and reduce wait times, users can schedule their pumping times through College Operations, which maintains the room's calendar. Please book your times as accurately as possible, including time for setup and cleanup. For scheduling assistance, contact Sally Gore.

Cleanliness & Maintenance

- All users are responsible for maintaining a clean space for the next person.
- Wipe down surfaces and clean up immediately after use.
- If an incident requires custodial attention or if cleaning supplies need replenishing, please contact College Operations at 408-864-8758.

Returning Access

When you no longer need the lactation room, please email Sally Gore at goresally@fhda.edu and return your key to College Operations in the Administration Building or via inter-office mail to the College Operations box in the mailroom.