Workplace pumping room acceptance checklist

Complete one sheet per room. Walk the route and test the room together before opening it to staff.

Site / state _____ Room _____ Shift _____
Walk-through date _____ Backup room _____

- ☐ **Access on every shift.** Walk from the workstation with the person covering the shift. Confirm who opens the room, including evenings and weekends.
- ☐ **Privacy at the door.** Sit in the pumping position. Check windows, door gaps and sightlines. Try the occupied indicator and test entry from the outside.
- ☐ **Working position.** Sit down, put the pump and bottles on a stable surface, reach the outlet or agreed power source and open the door without moving equipment.
- ☐ **Water and storage.** Locate the cleaning sink and milk storage. Check the local rules, distance, access hours and who replenishes supplies.
- ☐ **Time and cover.** HR explains how to take a break when needed, who covers the work, how payroll handles it and whom to call if the room is occupied.
- ☐ **Site and maintenance.** Facilities verifies the delivery path, usable doorway, electrical connection, cleaning roster and any local building or accessibility review.
- ☐ **Release to staff.** Assign an owner to each open item and a due date. Tell every shift where the room and backup space are before the first day of use.

Open item / owner / due date _____

HR _____ Facilities _____ Release date _____

Reference review · November 27, 2026 · U.S. DOL Fact Sheet 73A, California DLSE Lactation Accommodation, NY DOL P705. Record any additional local requirements on the site file.