

**JOSEPH CALEB CENTER
LACTATION ROOM PROTOCOL**

The Lactation Room in the Joseph Caleb Center (JCC) provides a place that is shielded from view and free from intrusion from coworkers and the public, which may be used for breast feeding and to express breast milk.

PURPOSE

The purpose of this protocol is to support attorneys, jurors, court users and employees at the Joseph Caleb Center with a dedicated, comfortable, quiet space for lactation.

PROCEDURE

Location:

The Lactation Room is located in Room 301 of the Joseph Caleb Center, 5400 NW 22 AV, Miami, FL 33142.

Availability & Access:

The Lactation Room is available for use by: attorneys, jurors, court users and staff.

The Lactation Room will be made available to users during business hours Monday – Friday from 8:00 am until 5:00 pm.

Users may access the room by making a request at the security desk located on the first floor lobby.

Security:

The Lactation Room is equipped with a lockable door and is only accessible to authorized users. Authorized users are subject to the “Rules for Lactation Room Usage” a copy of which is posted in the Lactation Room in Room 301.

The door to the lactation room will be equipped with a deadbolt and thumb latch on the interior of the room.

There will be no janitorial services during hours of operation unless there is an emergency request for service. This prevents interruptions while in use.

Removing access:

Failure to follow the “Rules for Lactation Room Usage” may result in loss of future access to the room.

Lactation Room operation and maintenance:

Contact: Building Manager’s Office, telephone: 305-636-2320.

Rules for Lactation Room Usage



- Use of this space is limited to activities associated with lactation. Users may only access the lactation room for the purpose of expressing and collecting breast milk or breastfeeding.
- The lactation room will be kept locked while in use, and between uses.
- The key to enter and use the room will be provided at the security desk located on the first floor. The user will be asked to surrender their driver's license in order to check out the key. The driver's license will be returned as soon as the user returns the key. The key must be returned to the security desk as soon as the user is finished using the lactation room.
- As a courtesy to others please knock before entering the room.
- Do not leave the door unlocked or propped open.
- There will be a vacant/occupied sign outside of the room. Users must place the sign on "occupied" mode as they enter and place it as "vacant" as they finish and depart.
- Users of the lactation room are responsible for bringing their own breast pumps and supplies.
- The Courts or the County are not responsible for items left behind. No storage is provided. Personal items left in the room will be removed.
- It is the responsibility of everyone using the lactation room to maintain a clean room, ready for the next user. All spills must be cleaned using the cleaning materials provided.
- The Building Manager's Office will provide general maintenance of the room and assign daily janitorial services during after-hours. Contact the Building Manager's Office at (305) 305-636-2320 for any immediate needs.