



Lactation Room Guidelines

Access & Scheduling

- **Location:** Room T3 in the Annex basement.
- **Availability:** Please call 502-564-8100 x 59313 or email Shannon.Mangione@kylegislature.gov to schedule use of the room.
- **Usage:** Please limit sessions to 30–45 minutes.
- **Privacy:** Ensure the "occupied" indicator is displayed and the door is securely locked from the inside.

Room Amenities

- **Refrigeration:** The refrigerator is for the short-term storage of expressed milk only. Please label all containers with your name and the date and do not leave milk in the refrigerator overnight.
- **Comfort:** Feel free to adjust the lighting and seating to your preferences. Please return them to the standard settings before leaving.

Cleanliness & Maintenance

- **Sanitization:** Use the provided paper towels to clean any surfaces after each use.
- **Sink:** A sink and a restroom are conveniently located in Annex Room 001.
- **Waste Disposal:** Please dispose of any trash in the designated bins.

Commitment to Privacy

- This is a dedicated-use space.
- Do not knock on the door if the "occupied" indicator is visible.