

GUIDELINES FOR IDENTIFYING NURSING AND LACTATION SPACE

Below is a list of nursing and lactation space on Penn's campus in addition to school and center guidelines for identifying space. If your school/center isn't listed below, contact the Human Resources representative in your area for more information. For additional guidance, contact the Human Resources Quality of Worklife Office at qowl@hr.upenn.edu or 215-898-0380.

The School of Arts and Sciences

McNeil Building, 37th St. and Locust Walk

Contact: Rebecca Ross, Human Resources Project Administrator, 215-573-9350 or rebross@sas.upenn.edu

Located on the 2nd floor of the McNeil Building, the lactation space features a newly renovated private room with a sink and a Medela Symphony breast pump.

For SAS space other than the McNeil Building

Supervisors who receive a request for nursing mother space from a faculty or staff member should contact Rebecca Ross, HR Project Administrator, 215-573-9350, Rebross@sas.upenn.edu to find a location that meets the requirements of the Penn Nursing Mothers Program policy.

The School of Dental Medicine

The Robert Schattner Center, 240 South 40th St.

Contact: Peter B. Kauderwood, Director of Human Resources and Faculty Affairs, 215-898-4373 or pwood@dental.upenn.edu

A private room has been designated as a lactation space for Penn Dental Medicine students, faculty and staff. It's equipped with a small refrigerator to store milk

The School of Design

Meyerson Hall, 210 South 34th St.

Contact: Val Perry, Operation Assistant, or Stacy Ritchey, Assistant Director at 215-898-8322

A private room within PennDesign has been designated as a lactation space for School of Design faculty, staff, and students.

The School of Engineering and Applied Science (SEAS)

Towne Building, 220 South 33rd St., Room B13

Contact: Patricia Pancoast, Director, Engineering Operational Services, 215-898-5598 or pancoast@seas.upenn.edu

A unisex bathroom has been converted into lactation space for SEAS students, faculty, and staff. It's equipped with a chair, side table, and sink.

Family Resource Center

Houston Hall, 3417 Spruce St., Suite 240

Contact: kids@gsc.upenn.edu, 215-746-2701 or www.gsc.upenn.edu/kids

The Family Resource Center has a private room for breast-feeding or pumping that's equipped with a Medela Symphony breast pump (you need to supply your own attachments). The room can be used by any member of the Penn community without a reservation. When the Family Resource Center is closed during the summer, the breast pump is moved to the Graduate Student Center.

Finance Division

Franklin Building, 3451 Walnut Street, 7th floor

Contact: Sue Arcari, Director of Finance and Administration: 215-746-3569

Lactation space is available in a private room that's located between the Finance and Development offices. Penn staff, faculty and students may use the space. No reservations are required.

Graduate Student Center

3615 Locust Walk

Contact: center@gsc.upenn.edu, 215-746-6868 or www.gsc.upenn.edu/facilities/

The Graduate Student Center has private rooms that are comfortable for managing lactation responsibilities. They must be reserved in advance and can be used by any member of the Penn community. The rooms are not normally equipped with a pump. However, during the summer months the Family Resource Center pump is relocated to the Graduate Student Center.

The Penn Libraries

3420 Walnut St., Suite 239

Contact: Kim Hoftiezer, Director of Human Resources, University of Pennsylvania Libraries
215-573-4361 or kimhof@pobox.upenn.edu

The library has a lactation space for Library employees. It's accessible via the women's locker room in the basement. It has walls (although they don't go all the way up to the ceiling) and a door that locks.

Penn Medicine

The Hospital of the University of Pennsylvania (HUP)

These lactation rooms are for patients and UPHS and Penn employee use. Both rooms are equipped with chairs and a Medela Symphony pump. You'll need to provide your own kit.

Penn Tower, Bridge Level, 3400 Spruce St.

Contact: security at 215-662-7215 for entry or the Nursing Network at 215-614-0333 for other inquiries

This is a locked room, so security must be contacted for access. It's located in Penn Tower on the bridge level by the blood donor center and the new nursing renewal center. This room includes a refrigerator for storing breast milk and a microwave for sterilizing pump equipment. Sinks are located across the hall in the women's bathroom.

Silverstein Building, 8th Floor 3400 Spruce St. (maternity wing)

Contact: 215-662-2361

The room is located just inside the maternity unit's locked door. Use the contact information above to get approval and directions for using the space. There is also a buzzer just outside the locked unit, and ringing the buzzer may also give you access and directions for using the space. This room does not have a microwave or refrigerator inside it, but there is a refrigerator for storing breast milk on the Silverstein 8 maternity ward.

For space other than in the Penn Tower and Silverstein

Supervisors who receive a request for nursing mother space from a faculty or staff member should advise your school's Human Resources representative and then contact your business administrator to find a location that meets the requirements of the Penn Nursing Mothers Program policy.

If no space exists within the office or department, your business administrator should contact the School of Medicine Special Events/Scheduling Office at 215-573-5555 for help in finding appropriate space. They can also assist you if your department wants to use the SPO*TS system (www.med.upenn.edu/spots) to manage online requests for nursing mother space.

For Penn Medicine Faculty at the Children's Hospital of Philadelphia (CHOP) Locations

Contact: Diane Spatz 215-898-8100 wellnessbenefits@email.chop.edu

All rooms are equipped with pumps, sinks and chairs; the rooms at Main Campus also have microwaves to sterilize pump equipment. All pumps are Medela Symphony units. Penn employees must have a CHOP ID to access these lactation spaces.

Center for Clinical Research, 3535 Market, 14th Floor

CHOP, 3400 Civic Center Blvd, 5th Floor West – 2 Lactation Rooms

Take the visitors elevators to the 5th floor. Turn right from the elevators, then turn right down the hallway. The two lactation rooms are the last two doors on your right.

CHOP, 3400 Civic Center Blvd, 7th Floor Central

Turn right from the visitor's elevators, and turn right down the hallway. Turn left (this is the 7 West inpatient unit) and follow this hallway to the end; you will have to turn left. Turn right at the second doorway before you reach the green doors. The pump room is on your right.

CHOP, 3400 Civic Center Blvd, 8th Floor Connelly Center

Turn left from the visitor's elevators, and The Connelly Center will be directly in front of you. The pump room is a shared restroom that is directly towards the back of the room upon entering the doors

CHOP, 3400 Civic Center Blvd, 4 West Seashore House, Room 406B

Take the main building visitor elevators to the 3rd floor and follow signs to cross over to the Wood building (becomes floor 2) or take the Wood building elevators directly to the 2nd floor. Follow the signs for the Seashore House until you get to the Seashore House visitor elevators. Take these elevators (not to be mistaken for the Wood Elevators) to the 4th floor. Upon exiting the elevators, enter the 4 West Seashore Unit. Walk straight back into the family lounge and kitchen area. The door directly to the left of the kitchen is the pump room. There is one pump in this room.

Colket Translational Research Building, 3501 Civic Center Boulevard, Room 2015

This lactation space is on the 2nd floor. When you step out of the elevator, go the direction away from the double doors. Turn right and then turn right again at the first opening you come to.

Colket Translational Research Building, 3501 Civic Center Boulevard, Room 10035A

The Colket building also has a lactation space on the 10th floor. When you step out of the elevator, go the direction away from the double doors. Turn right and then turn right again at the first opening you come to.

The School of Nursing

Fagin Hall, 418 Curie Boulevard

This lactation space is restricted to faculty, staff and students of the Nursing School.

Penn Women's Center

3643 Locust Walk

Contact: pennwomenscenter@gmail.com, 215-898-8611 or www.vpul.upenn.edu/pwc/

The Penn Women's Center has a private room specifically designed for breast-feeding or pumping. It's equipped with a Medela Symphony breast pump donated by the Graduate and Professional Student Assembly (you need to supply your own attachments). The room can be used by any member of the Penn community without a reservation.