



Appendices

[The University of North Carolina at Chapel Hill](#)

Prepared by the Carolina Women's Center & Committee on the Status of Women

Appendix B: Cleaning and Housekeeping

Lactation room users are responsible for bringing their own equipment and cleaning up after each use.

It is the responsibility of anyone using the lactation room to clean up any spills of breast milk, while using the lactation room. Cleaning solution and paper products will be provided in each of the lactation rooms. Please notify University Housekeeping, if you are out of the cleaning solution or supplies.

University Housekeeping will police the area from the hours of 8:00am to 4:00pm during regular daytime office hours, and will perform all other cleaning tasks at night.

Lactation Room	Frequencies						
	Monitor	Daily	Weekly	Monthly	Quarterly	Bi-annually	Annually
Tasks							
Spot clean countertops & surfaces	X						
Clean and disinfect sinks		X					
Check paper products		X					
Dust			X				
Empty trash	X						
Spot clean trashcans and replace soiled liners	X						
Dust mop floors completely			X				
Spot mop floors	X						
Wet mop floors completely			X				
Detail Cleaning-walls/floor/furniture/fixtures			X				
Burnish floors			X				
Clean building surfaces			X				
Spot clean/dust furniture surfaces			X				
Vacuum floors completely			X				
Extract carpet						X	
Strip and refinish floors							X

Basic Description of Tasks & Services

- ✓ Empty trash containers - Carry container to cart and empty. Replace liner if necessary.
- ✓ Clean trash containers - Spray inside of container with approved cleaner. Wipe out and replace liner.
- ✓ Vacuum and mop floors. - Vacuum entire floor, including edge, corners, baseboards, around furniture. Mop entire floor including edge mopping, around furniture, with an approved cleaner at proper mixture levels.
- ✓ Clean Floors - Hard surface floors will be scrubbed and assessed for the amount of finish that

will be applied to deliver a polished appearance.

- ✓ Clean walls, partitions and doors - Wipe partitions, walls and doors clean with approved cleaning solution.
- ✓ Spot clean walls, partitions and doors - Remove finger smudges, spots, or graffiti from walls and doors as required with appropriate cleaning materials.
- ✓ Clean drinking fountains - Wipe all surfaces of fixtures with approved cleaner; polish bright work.
- ✓ Clean and disinfect restroom fixtures - Clean and disinfect restroom fixtures with an approved chemical.
- ✓ Clean sinks - Wipe all surfaces of fixtures with approved cleaner; polish bright work.
- ✓ Replenish supplies of Paper supplies-Refill paper dispenser & make sure it is working properly.
- ✓ Clean mirrors and partitions - Wipe all surfaces of fixtures with approved cleaner.
- ✓ Dust surfaces and vents - Wipe down surfaces and dust surfaces which are free of objects, including vents, ledges, window sills, and cubicle partitions.
- ✓ Spot carpet care - Use carpet steam cleaner to appropriately clean the area that has been stained.

Appendix C: External lactation room sign²⁴



For a printable pdf, look [here](#).

²⁴ From Ball State University.

Appendix D: Internal lactation room sign

FOR COMMENTS AND CONCERNS ABOUT
CLEANING AND SUPPLIES, PLEASE CONTACT
THE DIRECTOR OF HOUSEKEEPING SERVICES

FOR COMMENTS, CONCERNS AND
SUGGESTIONS ABOUT THE LACTATION ROOM
OR RELATED ISSUES, PLEASE CONTACT THE
CAROLINA WOMEN'S CENTER'S PROGRAM
COORDINATOR FOR FACULTY AND STAFF
(LACTATION@UNC.EDU; 919.962.8305)

TO PROVIDE FEEDBACK ABOUT LACTATION
ROOMS AND RESOURCES,
PLEASE COMPLETE THE SURVEY HERE:
[HTTPS://WWW.SURVEYMONKEY.COM/R/5VM8QKQ](https://www.surveymonkey.com/r/5VM8QKQ)

For a printable pdf, look [here](#).