

Provision of Babycare Rooms and Lactation Rooms in Commercial Buildings

This practice note promotes the provision of babycare rooms (BB room) for the public and lactation rooms for staff in private commercial buildings and provides guidelines¹ on such provision. Authorized persons are encouraged to recommend to their clients to provide BB rooms and lactation rooms in their commercial buildings in accordance with the guidelines provided in this practice note.

Provision of Babycare Room

2. A BB room is a room equipped with supporting facilities enabling users to breastfeed/express breastmilk or to bottle-feed infants and young children as well as changing nappies for infants and young children in a private and appropriate environment. A BB room should comprise separate nappy changing and baby feeding areas with private breastfeeding areas for users to care for their children. The number of BB rooms to be provided should be based on the scale of the building and the need of occupiers and visitors, and it is recommended to provide at least one in each building.

Location

3. A BB room should be in the common areas of the building and easily accessible, e.g. located on ground floor with level access or through convenient lift access if located on upper floors. It should be separated from the toilets for hygienic reason. Transmission of any foul air to a BB room should be avoided.

4. Clear directional signs for a BB room should be displayed in conspicuous locations inside a building. A sign with symbol of breastfeeding and nappy changing for an infant or young child is at Appendix A for reference.

Room Size and Layout

5. In designing a BB room, special attention should be paid to the ergonomics of the layout, positioning of furniture and fittings and provision of manoeuvring space for persons with a disability. The size of a BB room for a single user should be not less than 5 m² and the room should provide adequate manoeuvring space for wheelchair user. For a BB room for multiple users, the size of the room should be not less than 12 m² with separate breastfeeding cubicle(s), one of which should cater for wheelchair user. Sample layouts of a BB room for a single user and multiple users are shown in Figures 1 and 2 at Appendix B for reference.

/General ...

¹ The design requirements for the provision of BB room and lactation room have been prepared in collaboration with the Food and Health Bureau, Department of Health, Government Property Agency, Architectural Services Department and Housing Department.

General Design Requirements

6. A BB room should be designed with good illumination and ventilation in accordance with regulation 36 of the Building (Planning) Regulations (Cap. 123F) where sanitary fitments such as a sink is provided. In order to maintain a comfortable environment for feeding infants and young children, particular attention should be paid to attaining the optimal ambient temperature² of a BB room and health requirements, if any, applicable to the building accommodating the room.

7. A BB room should be family-friendly and safe for young children. Care should be taken in selecting internal finishes for safety reason and easy maintenance. Sharp edges and hard corners should be avoided. Use of non-slip floor surfaces, easily cleanable finishes, etc. is preferable.

8. A BB room should be accessible by both males and females. Privacy of breastfeeding mothers is important and should be properly provided for in a BB room. If the BB room is designed for multiple users, separate cubicle(s) with door(s) for breastfeeding mother(s) (one of which should cater for wheelchair user), feeding area(s) for users to bottle-feed infants and young children, and nappy changing area(s) for users should be provided within the BB room. The door(s) to the breastfeeding cubicle(s) and babycare room(s) for single user could be lockable, but the door lock should be capable of being opened from the outside in case of an emergency. An 'engaged' indicator could be incorporated into the locking mechanism. Signages, such as "Breastfeeding Area for Woman only 餵哺範圍，女士專用", should be provided to indicate that only females are allowed to enter the breastfeeding area.

9. A BB room should be equipped with the following :

- (a) comfortable chair(s)/bench(es) for breastfeeding, bottle-feeding and breastmilk-expressing;
- (b) nappy changing table(s) with raised edge and wipeable soft mat(s)³;
- (c) sink(s) with lever tap(s) and soap dispenser(s)⁴;
- (d) hand drying facility, such as paper towel dispenser(s);
- (e) waste container(s) with hinged cover for disposing nappies;
- (f) small side table(s) for placing nursing mother's belongings, breast-milk expression equipment, etc; and
- (g) electrical outlet(s) for breastmilk expression equipment.

/10. ...

² Provision of thermostat for users to adjust the temperature suitable to them is recommended.

³ If space is available, it is desirable to have the nappy changing table/mat placed perpendicular to the wall. Its position should also cater for the use by persons with a disability with adequate height and sufficient manoeuvring and knee spaces.

⁴ Automatic tap and soap dispenser with sensor are desirable.

10. Optional facilities may include the following :
- (a) disinfectant for the nappy changing mat(s), such as alcohol dispenser with sensor;
 - (b) clothing hooks beside the chair(s)/bench(es) for feeding;
 - (c) safety mirror;
 - (d) floor drain or water leakage sensor; and
 - (e) emergency alarm.

Provision of Lactation Room

11. A lactation room should be equipped with supporting facilities for mothers to express breastmilk. For offices in a commercial development, it is recommended to provide at least one lactation room in each office building.

Location

12. The lactation room(s) should be provided in the common areas of the office building for shared use and accessible by persons as authorised by the landlords or tenants of the offices located therein and their employees. It should be separated from the toilets for hygienic reason. Transmission of any foul air to a lactation room should be avoided.

Room Size and Layout

13. The lactation room(s) should be not less than 7.5 m² and can accommodate at least 2 users at a time with their privacy protected and at least for use by a wheelchair user. The room should provide separate cubicles with door for users. Special attention should be paid to the ergonomics of the layout, positioning of furniture and fittings and provision of adequate manoeuvring space in particular for the wheelchair user. Sample layout of a lactation room for at least two users is shown in Figure 3 at Appendix B for reference.

General Design Requirements

14. A lactation room should be designed with good illumination and ventilation. Signage should be provided to indicate that only females are allowed to enter the lactation room. The doors to the cubicle could be lockable, but the door lock should be capable of being opened from the outside in case of an emergency. An 'engaged' indicator could be incorporated into the locking mechanism.

15. Basic facilities should be provided in a lactation room :
- (a) electric outlet(s) (for breastmilk expression equipment);
 - (b) small side table(s) (for placing nursing mother's belongings or breastmilk expression equipment); and
 - (c) comfortable chair(s)/sofa(s).
16. Subject to space availability and technical feasibility, a lactation room may include the following facilities :
- (a) refrigerator(s) (for users to keep their expressed milk);
 - (b) hand drying facilities such as paper towel dispenser(s);
 - (c) covered waste container(s);
 - (d) safety mirror;
 - (e) clothing hooks beside the chair(s)/sofa(s);
 - (f) sink(s) with lever tap(s) and soap dispenser(s)⁴; and
 - (g) floor drain or water leakage sensor where sink is provided.
17. Expressed breastmilk should be stored in a refrigerator. However, it is not necessary for the refrigerator to be installed inside the lactation room(s).

Operation and Maintenance of BB Room and Lactation Room

18. BB rooms and lactation rooms should be made available for use free of charge during the opening hours of the buildings concerned. Clear notice should be posted near the signage for the BB room(s)/lactation room(s) regarding (i) the opening hours of the rooms, (ii) target users, if applicable and (iii) the party/person responsible for the day-to-day management of the rooms and the contact information. Regular checks should be conducted by the responsible party/person to ensure that the BB rooms/lactation rooms are in good operational condition.

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⁴ Automatic tap and soap dispenser with sensor are desirable.



Example of Signage for Babycare Room

Note: Clear text, such as “Babycare Room”/“育嬰間” should be shown on the signage.

Appendix B
(PNAP ADV-32)

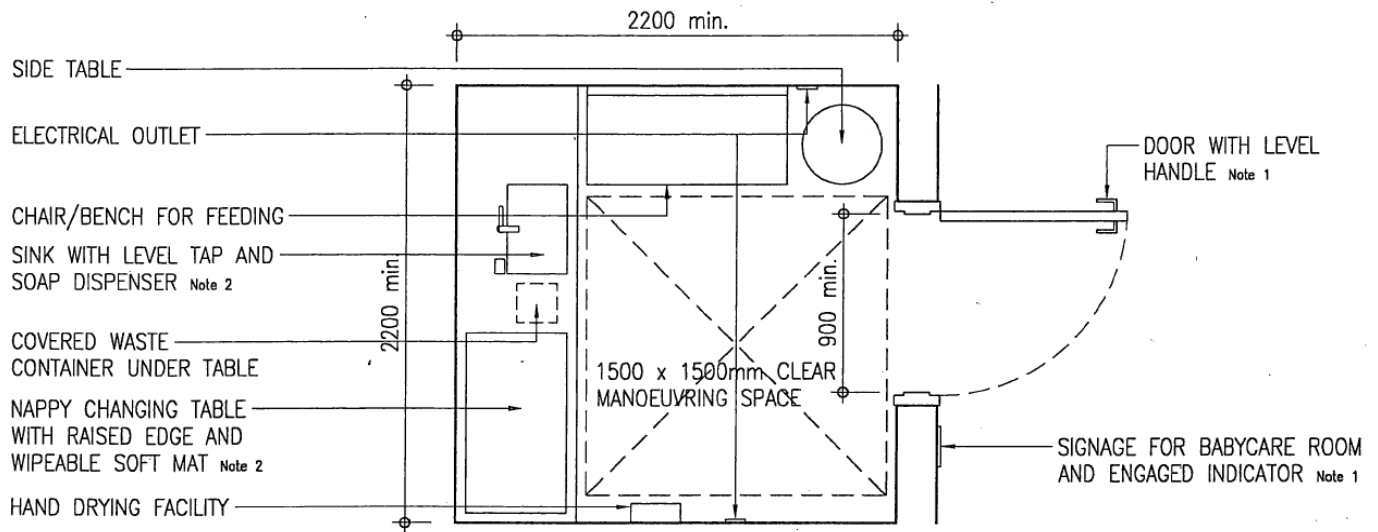


FIGURE 1: BABYCARE ROOM FOR A SINGLE USER

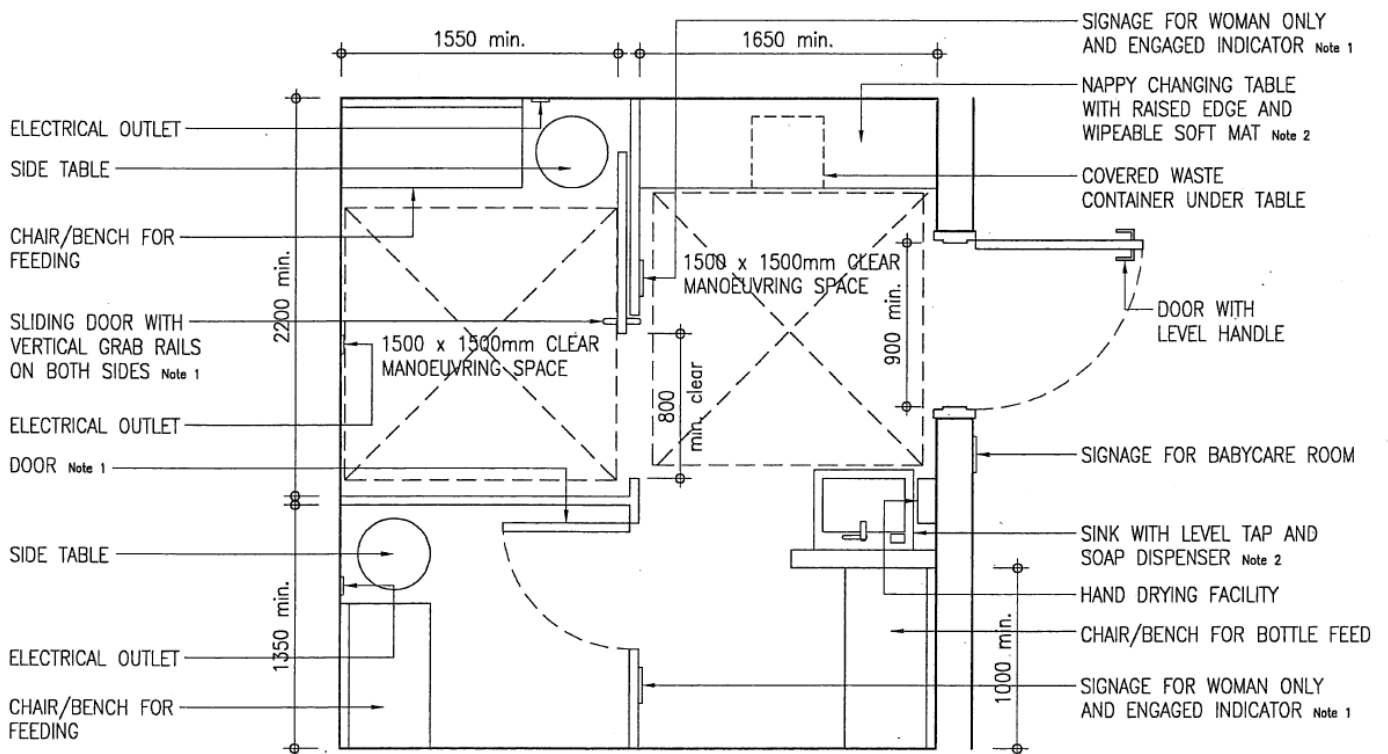


FIGURE 2: BABYCARE ROOM FOR MULTIPLE USERS

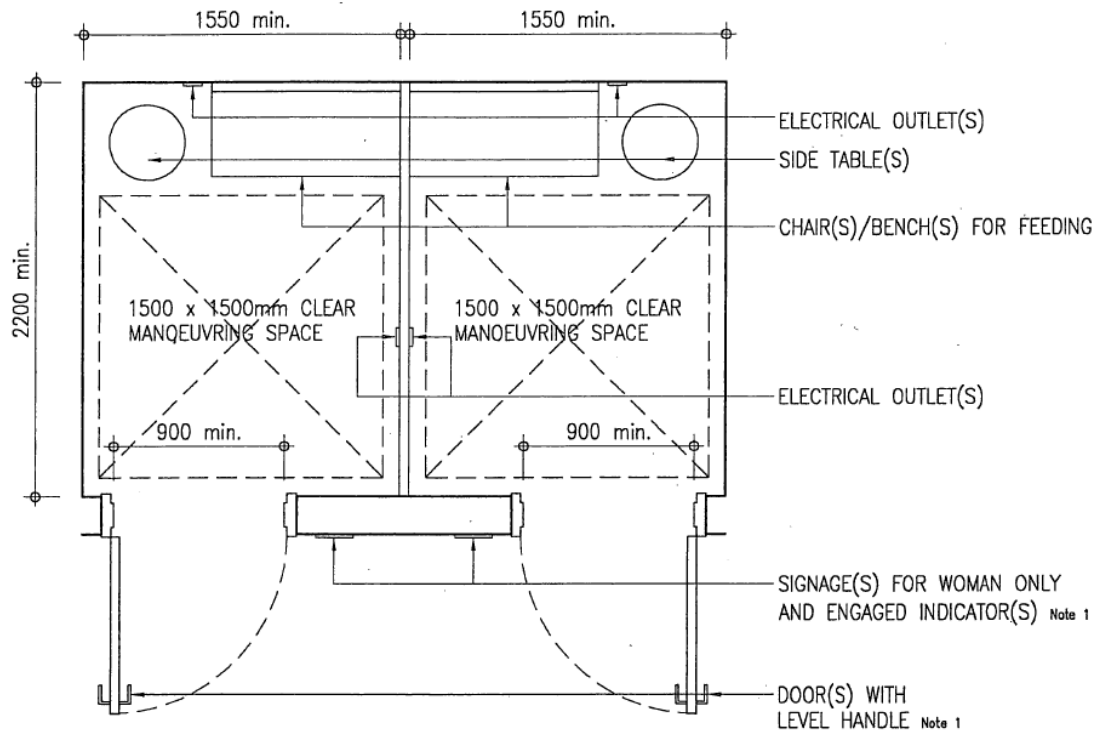


FIGURE 3: LACTATION ROOM

- Note: 1. THE DOOR(S) TO THE CUBICLE(S) COULD BE LOCKABLE, BUT THE DOOR LOCK SHOULD BE CAPABLE OF BEING OPENED FROM THE OUTSIDE IN CASE OF AN EMERGENCY. AN 'ENGAGED' INDICATOR COULD BE INCORPORATED INTO THE LOCKING MECHANISM.
 2. TO BE ACCESSIBLE BY PERSONS WITH A DISABILITY.

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