

國立東華大學管理學院哺(集)乳室使用須知

104.09.16 一百零四學年度第一學期第一次院行政會議通過

- 一、 管理學院（以下簡稱本院）為便利女性產後持續餵哺母乳，並配合行政院衛生署母乳哺育政策及落實兩性工作平等法之精神，特設置哺（集）乳室（以下簡稱本室），並訂定「國立東華大學管理學院哺(集)乳室使用須知」（以下簡稱本須知）。
- 二、 本室僅供哺(集)母乳人士使用，且不得作為其他用途。
- 三、 本室位於管 B209，開放時間配合本校同仁上下班時間：週一至週五，每日上午 8：00 至下午 5：00 時，如遇特殊情況另行公告。(例假日及國定假日不開放)
- 四、 本室可同時容納二位使用者，使用者請至管理學院辦公室(A309)登錄「哺(集)乳室使用者登記簿」並借用鑰匙。使用者進入後可上鎖並於門把掛上「使用中」之告示牌，第二位使用者請敲門後進入。
- 五、 使用者應保持環境清潔，並在離開前將個人物品攜離、關閉冷氣、電燈及門窗，並將鑰匙歸還至管理學院辦公室(A309)。
- 六、 設備供應：提供沙發、換尿布台、洗手台等，均為公物，敬請愛惜使用，不得攜出或擅自移動，如有損毀應照價賠償。
- 七、 使用者若違反本須知之規定，管理單位有權取消其使用權。
- 八、 使用本室如有任何疑問或需協助者，請洽管理學院(8903008、8903002)。
- 九、 本須知經本院行政會議通過後實施，修正時亦同。



國立東華大學管理學院

College of Business Management

Nursing Room Use Guidelines

1. College of Management (CMGT) has established a nursing room to further support the needs of women who may wish to continue breastfeeding after they return from maternity leave. This is also to meet nursing policies and relevant guidelines of the Bureau of Health Promotion, the Act of Gender Equality in Employment.
2. The nursing room is only available to nursing mothers.
3. The nursing room is located in Building B209 and opens from 8a.m. to 5p.m., work days (not including weekends and national holidays).
4. Users **must register** with CMGT (in Building A309) and complete the sign-in sheet to indicate the time for borrowing the key. Upon accessing the room, lock the door and turn the sign to IN USE. Two users are allowed to use the room in the same time.
5. It is the responsibility of each user to maintain a clean room ready for the next user. Please turn off the air conditioner, lights, and make sure your personal belongings are with you before leaving. The door to the nursing room should be kept locked. Please ensure that the key is returned to CMGT and that you indicate on the key sign-out sheet the time that key is returned.
6. The nursing room offers a dedicated comfortable, private, quiet space for nursing mothers to pump their breast milk during their time at work or studies. The room contains two comfortable chairs, comfort station, sinks, and electrical outlets. Water is available from water fountains. Please do not move or remove any of these amenities. Users are responsible for damages resulting from misuse.
7. For questions or assistance, please contact the CMGT staff member at 03-8903008 or 8903002.
8. By using the room, you agree to abide by the following guidelines:
 - Limit the use of the nursing room to activities associated with breastfeeding or expressing milk only.
 - Limit your time in the room to 30 minutes or less.
 - Be sure to wipe up any spills before you leave.
 - Do not dispose of soiled diapers in the nursing room.
 - Leave the room as you found it.

NOTE:

1. CMGT Office is not responsible for any personal items left in the nursing room.
2. CMGT Office has the right to cancel usage for those violating the guidelines.

管 B209-1



管 B209-2



管 B209-3



管 B209-4

