

Daily Pumping Checklist

Your Guide to Organized & Efficient Pumping Days

Morning Preparation

- ☐ Clean pump parts packed
- ☐ Ice packs frozen and packed
- ☐ Storage bottles/bags ready
- ☐ Hands-free pumping bra
- ☐ Extra nursing pads
- ☐ Water bottle filled
- ☐ Healthy snacks packed
- ☐ Phone charger
- ☐ Extra shirt

Pump Bag Essentials

- ☐ Breast pump
- ☐ Multiple sets of flanges
- ☐ Breast milk storage bags/containers
- ☐ Cooler bag
- ☐ Ice packs

- ☐ Cleaning wipes/supplies
- ☐ Paper towels
- ☐ Hand sanitizer
- ☐ Small towel
- ☐ Gallon zip bag for used parts
- ☐ Battery pack/power cord
- ☐ Photo of baby
- ☐ Lactation snacks

Work Setup (First Arrival)

- ☐ Set up pumping station
- ☐ Check schedule for day
- ☐ Block calendar for pump times
- ☐ Notify team of schedule
- ☐ Test pump operation
- ☐ Ensure privacy measures
- ☐ Set phone reminders

Each Pumping Session

Time: _____ Amount: _____ ml/oz

- ☐ Wash hands
- ☐ Set up pump
- ☐ Check flange fit

- ☐ Start timer
- ☐ Label milk container
- ☐ Store milk properly
- ☐ Clean pump parts
- ☐ Log milk output

End of Day

- ☐ Pack all pump parts
- ☐ Check milk storage
- ☐ Clean pump station
- ☐ Collect stored milk
- ☐ Check ice packs
- ☐ Review next day's schedule
- ☐ Pack supplies for home

Evening Preparation

- ☐ Wash all pump parts
- ☐ Sanitize equipment
- ☐ Check supply inventory
- ☐ Prepare bottles for next day
- ☐ Refreeze ice packs
- ☐ Charge pump if needed
- ☐ Set out work clothes

- ☐ Pack lunch/snacks

Weekly Tasks

- ☐ Deep clean pump parts (Sunday)
- ☐ Check/replace pump parts
- ☐ Organize milk storage
- ☐ Review pumping schedule
- ☐ Check backup supplies
- ☐ Plan outfits
- ☐ Meal prep snacks/lunch

Milk Storage Log

Date: _____

Notes

Reminders

- Store milk at proper temperature
- Label all containers with date/time
- Stay hydrated
- Eat regular meals
- Take deep breaths

Morning Session: Time: _____
Amount: _____ml/oz

Mid-Day Session: Time: _____
Amount: _____ml/oz

Afternoon Session: Time: _____
Amount: _____ml/oz

Total Daily Output: _____ml/oz

Important Contacts

Lactation Consultant:

HR Contact:

Supervisor:

Daycare/Caregiver:

Emergency Kit Contents

- ☐ Extra pump parts
- ☐ Manual pump
- ☐ Extra storage bags
- ☐ Battery pack
- ☐ Clean shirt
- ☐ Pain relief
- ☐ Breast pads
- ☐ Snacks

- You're doing great!