	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: MAR 20 2009	POLICY NO.: COR.07.08
	SUBJECT: HOUSEKEEPING PLAN FOR NON-HOUSING AREAS	SUPERSEDES (Policy No. & Date): COR.07.08 & 01/14/93	
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1.0 PURPOSE

To establish guidelines for the daily housekeeping and regular maintenance of non-housing areas.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Standards for Adult Correctional Institutions, American Correctional Association, 3rd Edition, Section 3-4314, 3-4310.
- b. COR.07.06, Housekeeping Inspections.
- c. Standards for Health Services in Correctional Institutions, American Public Health Association, 2nd Edition.

3.0 POLICY

- .1 All floors, walls, ceilings and equipment in all buildings, as well as all exterior spaces shall be kept neat, clean, free from litter, dry where possible and in good repair to provide an environment which is conducive to safe and healthful living and working conditions.
- .2 Routine sanitation and housekeeping inspections and reports, as provided for in the procedures regarding housekeeping and sanitation inspections as well as timely correction of deficiencies, are integral parts of the housekeeping plan of all correctional facilities.
- .3 All staff and inmates shall be appropriately trained to carry out their assigned duties and shall be properly instructed regarding their individual responsibilities.

4.0 PROCEDURES

- .1 The Department Environment Health and Safety Officer (EHSO) shall:

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- a. Coordinate the housekeeping program to ensure that a clean and healthful environment is maintained in all areas of the institution. The facility safety officer will make monthly inspections as provided for in the procedure regarding Housekeeping and Sanitation Inspection; submit reports of deficiencies via EHSO to the Branch Administrator (Bas) through the Division Administrator (Das) and notify appropriate staff to correct reported deficiencies.
 - b. Maintain records regarding all aspects of the institution housekeeping program, including, but not limited to, inspection reports and narratives, notifications of corrections, correction reports and any other written documentation necessary to the program. Records must be maintained for five (5) years.
- .2 Section supervisors shall:
- Assign accountability to area supervisors for housekeeping procedures and practices within their areas.
- .3 Area supervisors shall:
- a. Establish a written work schedule for their area of responsibility, including a list which describes duties that are to be performed daily, weekly, monthly, and at other intervals and the times at which these are to be performed. The work schedule must be arranged to ensure that adequate sanitation and housekeeping is maintained.
 - b. Assign inmate workers to specific housekeeping tasks in accordance with the written work schedule.
 - c. Ensure that appropriate supplies and equipment are available to perform the housekeeping tasks.
 - d. Maintain an inventory log of supplies received and issued (e.g., caustics, toxics, etc.).
 - e. Provide on-the-job training and instruction in proper housekeeping techniques as needed to inmate workers.
 - f. Be responsible for the supervision of housekeeping tasks performed by the inmate workers and make inspections and follow up as needed to

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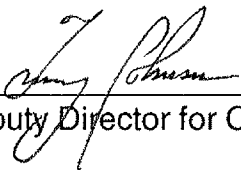
assure that tasks are performed properly and that all areas are maintained in a sanitary condition.

- g. Ensure that work orders are submitted to the operations administrator to correct deficiencies beyond supervisor's control.
- h. Consult with the EHSO on a continuing basis to ensure that effective and acceptable housekeeping and sanitation techniques are being performed.

5.0 SCOPE

This policy applies to all correctional facilities.

APPROVAL RECOMMENDED:

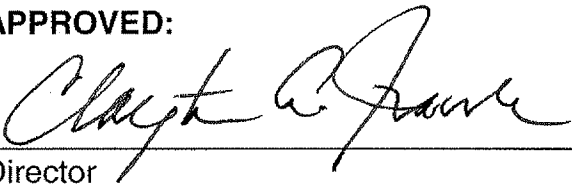


Deputy Director for Corrections

3/20/09

Date

APPROVED:



Director

3/20/09

Date