Chapter 4 - Maintenance and Sanitation

Lockup areas will be maintained in accordance with the local health department requirements. Each Branch Supervisor will prepare a plan that provides for a regular schedule of housekeeping and maintenance tasks that provide for the inspection to identify and correct unsanitary or unsafe conditions or work practices which may be found.

• 2-04/010.00 Inspection/Testing

Lockup area personnel will inspect all cells daily for security, cleanliness and functionality. All electronic cell doors will be tested by actual operation. All cell door overrides will be tested weekly. A complete record of all inspections and testing will be noted in the Uniform Daily Activity (UDAL)/Title 15 Log.

A Branch Supervisor will conduct a complete inspection of all detention areas daily. Any deficiencies or inoperable equipment will be noted in the Uniform Daily Activity (UDAL)/Title 15 Log signed by the supervisor, and corrected as soon as possible. The Branch Supervisor shall report the problem to Sheriff's Facilities for immediate repair. Emergency repairs should be requested when the security envelope of the lockup area is compromised. Any cells with inoperable doors or controls shall not be used until repaired. The Uniform Daily Activity (UDAL)/Title 15 Log will be made available to any institutional inspection authority on request. The inspection will include, but not be limited to: cleanliness, maintenance, medical, records, operations, fire safety and emergency procedures, equipment, and outside agency inspections.

• 2-04/015.00 Sanitation

The cleanliness of a lockup area is the responsibility of lockup personnel. Various county and/or contract maintenance personnel may be used to clean a facility. It is essential that each Branch develop local cleaning and maintenance schedules. These schedules will include, but not be limited to a daily, weekly and monthly cleaning procedure. The following are minimum cleaning requirements:

Daily

- Pick up all trash and debris and dispose of it in an appropriate container
- Sweep all cells, work areas and offices
- Spot wash cell walls with an approved disinfectant cleaning solution
- Wash lavatory and drinking fountains, including area around the base and wall
- Wash toilet with an approved disinfectant cleaning solution
- Wet mop all cell and work area floors with an approved disinfectant cleaning solution
- Stock toilet paper in all cells
- Clean inmate refrigerator

Weekly

- Dust vents
- Dust rails and bars

Monthly

- Wash all rails, walls and bars with an approved disinfectant cleaning solution
- Machine scrub all floors

• 2-04/020.00 Vermin Control

Any vermin, such as lice, that is noted on an inmate's clothes or in his/her hair will be recorded in the detention area log. The inmate will be isolated in a one person cell. Medical Services will be contacted immediately, and they will make a determination of the presence of vermin and advise on the action to be taken.

If rodents, roaches, etc. are found in a lockup area, an immediate notification to the appropriate maintenance facilities will be made to correct the problem by extermination.

The Branch Supervisor will determine why such vermin are present and correct the problem if it pertains to cleanliness, sanitation or a lack of proper maintenance.

• 2-04/035.00 Safety Hazards

Safety hazards in detention areas are to be corrected as soon as possible. All hazards will be recorded in the lockup area log. If the safety hazard is a failure of a mechanical device or light, it will be brought to the Branch Supervisor's attention.