

## 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
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