

## 3-07-011 Module and Dormitory Cleaning and Sanitation



### **PURPOSE OF ORDER:**

The purpose of this order is to establish daily cleaning procedures throughout the modules, dorms, and other areas within Men's Central Jail (MCJ).

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and/or working at MCJ.

### **ORDER:**

It is the responsibility of module or dorm officers to ensure inmate workers thoroughly clean the modules and dorms. Personnel on each shift are responsible for keeping the main floors and housing areas clean. Inmate workers shall sweep the floors, pick up all trash, empty trash receptacles, exchange trash bags, mop the floors, and keep the walls clean.

It is the responsibility of the Logistics' staff to supervise the deep cleaning of modules and dorms.

## **Routine Daily Cleaning**

After each meal, all trash shall be swept up and the walkways shall be wet-mopped.

In dorms and modules the floors, bars, windows, and walls shall be thoroughly cleaned (with a commitment to regularly remove graffiti).

- **Exception:** Areas that are not easily accessible such as: high windows, ledges, light fixtures, and vents that would require a scissor lift. These areas are to be maintained by Special Projects/Maintenance personnel.

Utility and/or laundry rooms shall be thoroughly cleaned.

Mop sinks shall be thoroughly cleaned and maintained in a manner which is free of any debris.

All officer work stations and all control booths shall be thoroughly cleaned and the floors wet-mopped. The bars on the control booth as well as the bars on the entrance to each row shall be thoroughly cleaned. Inmate workers shall be monitored by custody personnel at all times while cleaning any officer work station or control booth.

**NOTE: No inmate worker shall be inside any officer work station or control booth without a second officer being present.**

All shower areas shall be thoroughly cleaned.

All main floor hallways shall be swept and wet-mopped.

All escalators and elevators and their landing areas shall be thoroughly cleaned and wet-mopped.

The cleanliness of the module or dorm shall be noted [REDACTED TEXT] at the beginning of each shift. Areas that require cleaning shall be cleaned and documented [REDACTED TEXT] accordingly.

If any special cleaning projects are needed, the module officer shall notify the Logistics staff by email.

**NOTE: Any needed cleaning supplies can be obtained from each floor's supply room.**

### **Cell Cleanliness**

While the cleanliness of each individual cell is the responsibility of the inmate(s) housed within the cell, cell cleanliness should be noted during routine safety checks, and inmates should be encouraged to maintain the cleanliness of their cells. Inmates shall be supplied with cleaning supplies upon request. Cell bars, toilets, urinals, and sinks shall be cleaned on a daily basis.

### **Hospital/Clinic Cleaning and Sanitation**

Inmate Crew Leaders (ICL) shall be responsible to supervise the cleaning, trash removal, and sanitation of the hospital/clinic [REDACTED TEXT] including all housing locations, showers, restrooms, and clinic areas on a daily basis.

### **Deep Cleaning of the Facility**

MCJ Logistics personnel shall be responsible for the regular ***deep cleaning*** of the facility. Deep cleaning duties shall include, but are not limited to the following:

- waxing of floors;
- bi-monthly shower deep cleaning;
- bi-monthly urinal and toilet deep cleaning;
- cleaning pipe-chases;

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- cleaning air vents;
- cleaning light fixtures;
- cleaning fire towers;
- sanitation of trash receptacles;
- cleaning all offices, locker rooms, hallways, and restrooms (outside of security).

### **Floor Sergeant Responsibility**

A sergeant shall inspect each module/dorm for cleanliness at least once per day and document the inspection [REDACTED TEXT] for their respective floors.

### **Watch Commander Responsibility**

The watch commander is responsible for ensuring their collateral floors are inspected once per week. They shall inspect each of their collateral module/dorm areas and document the results on a Module/Dorm Inspection Form. A notation of the inspection shall also be made in the respective location [REDACTED TEXT]. All forms relating to their inspection will then be forwarded to Operations by Monday of the following week.

### **Mold Prevention**

Any accumulated moisture found within the facility shall be remedied by having the area immediately cleaned and dried as soon as possible. All plumbing leaks shall be reported to Logistics personnel and scheduled to be repaired by Facilities Services Bureau (FSB) personnel upon discovery by custody personnel.

If the presence of a mold infestation is suspected within MCJ by any custody personnel, Logistics shall be notified. FSB shall be notified immediately, and requested to inspect the affected area. FSB shall take the appropriate steps to treat and prevent the presence of any large mold infestations.

If a large mold infestation is suspected in a housing location, Population Management Bureau (PMB) shall be

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notified to transfer the housed inmates to a different location. Once the inmates are transferred, the area will be quarantined off until the mold remediation is completed.



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