

## **3-03-050 Facility Cleanliness, Barrack Orderlies, Cleaning Responsibilities and Barrack Inspections**

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**Effective Date:** 08-31-00

**Revision Date:** 09-18-15

**Review Date:** 09-18-17

**Reference:** CDM 7-02/000.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish a uniform system for facility cleanliness and to define the duties of barrack orderlies.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the South Facility.

### **ORDER:**

All personnel on each shift share in the overall responsibility to maintain the South Facility in a clean and functional operating condition. In addition to the daily general upkeep and cleaning that must take place on each shift, specific cleaning responsibilities shall be assigned. Supervisors have the responsibility to ensure appropriate levels of cleaning are completed in a timely manner. Inspections of assigned areas shall be done daily to ensure this facility is maintained at an optimum level.

Barrack inspections will be conducted by either the Title 15 sergeant or their designee to ensure barracks are clean and free of maintenance issues. Any cleaning or maintenance deficiencies noted in the areas inspected will be entered in the Title 15 electronic Uniform Daily Activity Log (e-UDAL).

Each shift has the responsibility for barrack cleanliness. In an effort designed to maximize cleanliness while addressing security concerns, the following procedures will be utilized:

### **SUPPLIES**

Each barrack supply closet should, at a minimum, contain the following:

- Two brooms (one for outside sweeping and one for inside)
- Two mops. Mops will be kept outside of the supply closets to prevent mildew and facilitate drying
- One mop bucket
- One dust pan
- Cleaning Rags
- One squeegee (for cleaning the shower areas)
- Box of latex gloves
- One bottle of disinfectant

When not in use, the above supplies, with the exception of wet mops, shall remain locked in the supply closets, located on the porch of each barrack. All mops, when not in use, will be stored on the mop racks located on the outside of each barrack. These racks will be used to air dry the mops. South Facility personnel SHALL not allow inmates to hang the mops through the chain link fence. Compound personnel shall monitor their respective supply closets on a daily basis and ensure they are adequately supplied with the proper equipment and supplies. Whenever an inmate is issued cleaning equipment and/or supplies, it shall be the responsibility of the issuing personnel to recover and secure the items after their use.

### **BARRACK ORDERLY AND CLEANING DUTIES/SCHEDULE**

Each Barrack shall have a Barrack Orderly appointed. Any personnel, routinely assigned to a particular compound, may appoint an inmate to the Barrack Orderly position. The Barrack Orderly will be responsible for notifying the compound personnel of any needed cleaning items and reporting to the compound personnel whenever the cleaning has been completed. Under no circumstances shall the Barrack Orderly be used in the capacity to supervise other inmates or to perform any duty of assigned personnel.

The assigned day shift compound officer will be responsible to ensure that the barrack orderlies are aware of the requirements of their specific job. The assigned compound prowler shall inspect the barrack to confirm that all cleaning has been completed in a satisfactory manner.

On a daily basis, the following cleaning duties shall be completed:

- GENERAL BARRACK CLEANING - Coffee pot stand, tables, stools, floors, curbs, walls, windows, sills, ceilings and vents shall be cleaned. There should be no graffiti, cobwebs, scuff marks, dust, dirt or standing water in any of these areas. Any excess clothing, sheets or towels shall be removed from the barracks
- Toilets, urinals, sinks, showers, and basins shall be cleaned daily
- Trash shall be removed from all housing, shower, and medical areas daily
- Windows shall be washed frequently, and screens shall be kept clean at all times
- Unless protected by trash can liners, garbage and trash receptacles shall be emptied and sanitized frequently
- Walls shall be washed frequently (with a commitment to regularly remove graffiti)
- Floors shall be swept and mopped daily

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- Clinic areas shall be cleaned and sanitized daily

During the week, inmates on the following bunks shall be responsible for cleaning the above areas on their indicated day:

- Monday Bunks 1 thru 13
- Tuesday Bunks 14 thru 26
- Wednesday Bunks 27 thru 39
- Thursday Bunks 40 thru 52
- Friday Bunks 53 thru 65
- Saturday Bunks 66 thru 78
- Sunday Bunks 79 thru 90

The Barrack Orderly shall be responsible for getting cleaning supplies from the compound personnel. He will also be responsible for cleaning the porches and keeping the compound area in front of the barrack clean at all times. Any miscellaneous cleaning other than that described above, shall be the responsibility of the Barrack Orderly.

All Barrack Orderlies and inmates are expected to perform their assigned jobs **WITHOUT EXCEPTION** unless directed to do otherwise by assigned compound personnel. If a bunk is completely empty, a volunteer may work in place of a vacant bunk. Nothing in this order shall prevent additional inmates from volunteering to assist with the daily cleaning duties.

### **MOLD INFESTATION PROCEDURES**

In the event a large mold infestation is discovered, immediate attempts shall be made to remove the infestation. A solution of 60% BLEACH/ 40% WATER should be sprayed on the affected area and scrubbed with a brush. Reapply the solution until the area is mold free. Wipe the area down with a clean cloth and allow it to dry. If necessary, prepare the affected area with "Zinsser mold killing primer," and apply a finish paint once it is applicable to do so.

Inmates shall not have access to bleach or "Zinsser mold killing primer." These items shall be locked in a storage container and maintained by maintenance personnel. When the above cleaning materials are needed, the requesting deputy or officer shall notify maintenance personnel via a maintenance request on South Facility's intranet page.

For large mold infestations, Facilities Services Bureau (FSB) shall be notified immediately. FSB personnel shall determine the source of the infestation and the steps for treatment.

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