

## Facility Cleaning #0008

### **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 Fire Camp Training/PDC-East Facility.

### **ORDER:**

All personnel on each shift share in the overall responsibility to maintain the Fire Camp Training and East Facilities in clean and functional operating conditions. In addition to the daily general upkeep and cleaning that must take place on each shift, specific cleaning responsibilities shall be assigned. Shift 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 deputies 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 (UDAL) Log.

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 dustpan
- Cleaning Rags
- One squeegee (for cleaning the shower areas)
- Box of latex gloves
- One bottle of disinfectant (Citricide)

When not in use, the above supplies, with the exception of wet mops, shall remain locked in the supply closets, located in the rear of each barrack.

Fire Camp Training Unit 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 day shift personnel 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 day shift compound officer will be responsible to ensure that the barrack orderlies are aware of the requirements of their specific job. The day shift compound officer 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.
- WASHROOM AREA - Floors, walls, sinks, toilets, urinals, and mirrors shall be cleaned. There should be no metal marks on porcelain, no stains inside the toilets or urinal, and the grout and tile on the walls and floors should be free of stains and residue.
- SHOWER AREA - Floors, walls, showerheads, tile, and grouted joints shall be cleaned. There should be no soap scum or standing water left on top of the showerhead, on the walls, or on floors. There should be no algae residue left in the grout on the walls.

Inmates are required to keep their immediate personal area clean and free of debris, excess clothing, and trash. All clothing must be folded, beds made, and personal items neatly stored.

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.

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