3-06-320 Locker Room Cleaning and Maintenance Protocol

PURPOSE OF ORDER:

To set forth the policy of this unit regarding the cleaning and maintenance protocol for the employee locker rooms.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Custodial and Maintenance staff shall adhere to the following procedures when cleaning and/or performing maintenance in the employee locker rooms for employees of the opposite sex:

• Prior to entering any locker room, Custodians and Maintenance personnel shall notify the Facility Control Senior Deputy.

 \cdot The Facility Control Senior Deputy shall announce via intercom for the occupants in the affected locker room to vacate so the cleaning or maintenance can be completed.

 \cdot The Facility Control Senior Deputy shall assign a gender specific department member to enter the locker room and advise each individual inside to vacate so the cleaning and/or maintenance crew may enter.

 \cdot In the event that person(s) utilizing the locker room cannot immediately vacate, the designated staff member will advise the Custodial or Maintenance personnel of the delay. A return time shall then be established when the locker room is available for entry. If a return time is required, the designated staff member will again be summoned to clear the locker room prior to the Custodial or Maintenance staff entering.

 $\cdot\,$ During cleaning and/or maintenance, staff shall post signs at each entrance sight advising that cleaning/maintenance crews are inside.

• Custodial and Maintenance staff shall not leave inmate workers unattended while cleaning or performing maintenance in the employee locker rooms.