8-42/001.00 - Cleaning and Sanitation of the Facility

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for maintaining an acceptable level of cleanliness, sanitation, and repair at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the IRC.

ORDER:

All areas of the facility require thorough cleaning. Areas such as floors, bathrooms, and showers shall be cleaned on a daily basis, while other areas shall require cleaning at varying intervals. At IRC there are two (2) levels of cleaning; the ***deep cleaning*** of the facility, which is scheduled and conducted by logistical personnel; and the daily ***general cleaning*** of the work areas overseen by personnel assigned to the area.

IRC personnel shall adhere to the following procedures to ensure daily compliance with keeping a healthy, sanitary, and safe environment.

DEEP CLEANING OF THE FACILITY

IRC 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:

- Sweeping, mopping, and scrubbing floors, including the ramp
- Scrubbing of holding cells and corners
- Scrubbing of all bases around the seating areas
- Waxing of floors
- Vacuuming of carpeted floors

- Washing and cleaning of walls
- Washing and cleaning of cells and windows
- Scrubbing of toilets, urinals, and sinks
- Scrubbing and cleaning of showers where appropriate
- Graffiti removal and painting throughout the facility
- Removal of the facility's trash to the IRC compound
- Washing of large trash receptacles (trash shall be probed prior to being taken out)
- Cleaning of the air vents
- Cleaning of the ceiling
- Washing of the public lobby to include restrooms, pass through counters, windows, stairwells, patio area, elevators, and floors
- Deep cleaning and scrubbing of the non-secure restrooms and work areas to include pass through windows, faucets, and kitchen areas.
- Replacement and stocking of toilet paper, paper towels, and hand sanitizer or soap within the non-secured areas
- Laundry ordering, maintenance, and storage
- Laundry sorting and distribution
- Removal of soiled laundry bins to the IRC compound for pick-up by the Pitchess Detention Center (PDC) laundry facility

Personnel can refer to the logistics cleaning crew work schedule for further information on the deep cleaning of the facility.

GENERAL CLEANING OF THE FACILITY AND THE EXTENDED MEDICAL HOLDING AREAS

IRC deputies and custody assistants assigned to the various work stations throughout the facility shall be responsible for the ***general cleaning*** and maintenance of their assigned work areas. Each work station shall have a designee for cleaning (established by work station lead, if not indicated on the daily in-service) and inmate workers to assist with the general cleaning duties. Duties shall include daily inspection of the work area to facilitate a cleaning plan for the inmate workers.

All inmate workers shall be supervised when using maintenance equipment. An inventory of the tools and/or maintenance equipment shall take place daily per shift. All tools and/or maintenance equipment shall be logged out when used and back in at the end of the shift to ensure proper accounting of equipment. Every work station's maintenance closet shall contain a binder with the log. The cleaning designee shall use this log daily at the beginning and end of the shift, for proper accounting of the maintenance equipment. All maintenance closets shall remain locked when not in use to control un-supervised inmate access.

IRC logistics personnel shall ensure the logs are being used and completed. The log shall be maintained and made available by logistics personnel when required.

When cleaning work areas and/or extended medical holding areas, emphasis shall be placed on the showers, toilets, urinals, sinks, vents, ceiling, and floors to prevent mold or vermin infestation.

If any *mold*, *vermin*, or *repairs* are noted, proper reporting shall be made via the Electronic Uniform Daily Activity Log (e-UDAL). Please refer to ***IRC Unit Order (UO) 8-24/000.00, "Facility Maintenance and Maintenance Request Procedures."***

General cleaning of the facility shall include, but not be limited to the following:

- Daily sweeping and mopping of floors
- Daily vacuuming of carpeted floors
- Frequent washing of cells and doors
- Frequent washing of walls (with a commitment to remove graffiti)
- Sweeping, cleaning, and polishing of elevators in the extended medical holding areas
- Cleaning and sanitation of telephones and stentofons
- Garbage and trash receptacles shall be emptied and sanitized frequently, unless protected by trash can liners
- Daily removal of all trash in the work stations, clinic, and extended medical holding areas
- Trash shall be taken to the IRC "trash hallway" in between the clinic and bath area
- Cleaning of windows
- Furniture shall be cleaned and disinfected (e.g., tables, chairs, television screen)
- Daily disinfection and cleaning of toilets, urinals, sinks, showers, and basins
- Daily cleaning and sanitation of the clinic and extended medical areas
- Daily stocking of paper towel dispensers
- Hot water shall be available in sinks for personnel and/or inmate workers to wash hands regularly
- Liquid soap and hand sanitizer dispensers shall be available for use and filled regularly
- Identified maintenance repairs shall be documented and reported via the e-UDAL.
- Peeling paint repairs throughout the facility shall be documented in the e-UDAL and reported to the "IRC Logistics Repair Request" e-mail group
- Daily removal of trash in all the work stations, the clinic and extended medical holding areas (trash shall

be taken to the “trash hallway” located between the clinic and bath areas

- Contraband shall be properly disposed of in the designated white mailboxes on each floor (IRC logistics personnel shall remove contraband from mailboxes and properly dispose of items)
- Daily cleaning and sanitation of large facility refrigerators (cleaning of refrigerators shall be done under custody staff supervision)
- Daily cleaning and rotation of inmate food by color (food rotation shall be done under custody staff supervision)
- Taking soiled laundry and/or linen to the appropriate location
- Stocking of clean laundry and/or linen in the work area

ISSUANCE OF MAINTENANCE SUPPLIES

The IRC warehouse personnel assigned to IRC supply, shall provide supplies and equipment necessary for the cleanliness of the facility. If cleaning supplies and equipment are near shortage, line personnel shall be responsible for submitting requests to the "IRC Supply" for the replacement of supplies.

INMATE WORKERS

The Population Management Bureau (PMB) shall be responsible for the screening and assignment of inmate workers to specific cleaning details. Inmate workers shall be directly supervised at all times by custody personnel while cleaning all areas of the facility.

Logistics personnel are responsible for supervising work release inmates who will only clean the non-secured areas of IRC. IRC Logistics personnel are responsible for picking up, accounting for, and the reporting of all work release inmates.

CLEANING SUPPLIES AND MAINTENANCE EQUIPMENT

An inventory of cleaning supplies and maintenance equipment shall be conducted at the beginning of each shift by personnel responsible for that area. Supplies and equipment shall remain locked in a maintenance closet while not in use.

Cleaning agents that are potentially dangerous shall be secured in locked cabinets/containers and shall be used only under the supervision of custody staff, or general services employees.

If cleaning supplies/equipment are missing, a search of the area should be conducted. If not found, personnel responsible for that area shall report this to their supervisor immediately. If cleaning equipment is damaged, personnel responsible for that area shall report it to the IRC Logistics Unit and documented in the e-UDAL, where applicable. Upon notification, logistics personnel shall have the item removed. Requests for replacement items shall be made through the IRC Supply Unit.

Cleaning products may become hazardous if mixed together. It is the responsibility of custody staff to ensure that cleaning supplies are not mixed together. Material Safety Data Sheets (MSDS) for each cleaning product are available in a ***yellow*** binder labeled "MSDS." Binders are available in the following offices: logistics, operations, watch commanders, watch sergeants, old side booth, and in the warehouse.

Personnel shall read and be familiar with the MSDS for each product used at their work assignment. It shall be the responsibility of personnel who work with and supervise inmate workers using hazardous substances to read and be familiar with the MSDS for each product used at their work assignment.

Currently IRC uses the following cleaning products:

- ODO- BAND (all-purpose and disinfectant cleaner)
- Windex (window cleaner)
- Simple Green (multi-surface cleaner and disinfectant)
- Ajax

LAUNDRY SANITATION

- Follow guidelines listed above under “General Cleaning of the Facility and the Extended Medical Holding Areas” as applicable
- Blankets shall not be stored directly on the floor
- All clothing items shall be stored properly on shelving and/or in containers

ARMORY SANITATION, MAINTENANCE, AND INSPECTION

- Follow guidelines listed above under “General Cleaning of the Facility and the Extended Medical Holding Areas” as applicable
- The IRC Training Unit or their designee, shall ensure both armories are cleaned and orderly
- The issuing/authorizing supervisor for each Emergency Response Team (ERT) activation or deployment shall ensure all weapons are cleaned after every use
- Inmate workers, including work release inmates, shall not be utilized to clean the armory
- The armory floors shall be clear of debris and/or any obstructions (e.g., weapons on the floor)
- All ordnance shall be stored properly on provided shelving and containers

- Used ordnance shall be disposed of properly immediately after use
- Personal property (other than ERT equipment) shall not be stored in the armory

For specific procedures on armory maintenance refer to ***IRC UO 8-19/001.00, "Armory Maintenance***."

ACCOUNTABILITY FOR CLEANING AND SANITATION

The cleanliness and sanitation of the facility ultimately lies with the supervising sergeant and lead deputy assigned to the work area or, in the case of logistics personnel, the logistics sergeant or their designee. It is their responsibility to ensure that the general cleaning and sanitation or deep cleaning of the facility is taking place daily and regularly by the assigned personnel. They shall ensure that routine cleaning is taking place by inspecting the various work areas, inspecting the supply inventory logs in the maintenance closet, and by reviewing the e-UDAL for proper documentation of the cleaning in the e-UDAL.

The sergeant of each work location is responsible for denoting in the e-UDAL the cleanliness of the work location. The sergeant shall do so twice a shift, specifically once within the first hour of their shift, and once three hours prior to the end of their shift.

For further information regarding cleaning and sanitation, please refer to the above referenced policies, as listed in Custody Division Manual (CDM) and the Manual of Policy and Procedures (MPP).