

WEBER COUNTY CORRECTIONAL FACILITY

Volume

SANITATION AND MAINTENANCE

Chapter

JI 02 - FACILITY SANITATION

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Approved

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JI 02/01.00 **GENERAL**

JI 02/01.01 **Purpose**

The purpose of this chapter is to provide policy, rationale, and procedure for facility sanitation.

JI 01/01.02 **Cross References**

JB 17 - Blood Borne Pathogens
JF 01 - Facility Security and Surveillance
JG 04 - Inmate Laundry Services
JJ 05 - Inmate Work Procedures
JK 01 - Prisoner Housing Unit

UJS I 01.04.00 - I 04.02.03

Inmate Worker Post Orders
Staff Post Orders
Inmate Hand Book

JI 01/01.03 **Definitions**

PMS	Preventative Maintenance Schedule
preventive maintenance	the scheduled maintenance to prevent the failure of a piece of equipment or system.
housing unit	a group of cells or bunks sharing a common area
inmate work	WCCF granted work privilege allowing inmates to be assignment through the approved selection process
IWC	Inmate Work Coordinator
sanitation inspection	an inspection of the facility targeted toward the finding of areas or conditions in which poor sanitation conditions are present
outside agency	any agency other than WCSO, or WCCF which is located within or outside of Weber County, and not under the jurisdiction of any court within Weber County
UJS	Utah Jail Standards
WCCF	Weber County Correctional Facility
WCS	Weber County Sheriff
JI 02/00.00 <u>FACILITY SANITATION</u>	

JI 02/02.01 **Policy**

It is the policy of the WCCF that:

- A. a cleaning and sanitation plan shall be adopted and implemented;
- B. prisoners shall play a key role in the jail cleaning and sanitation plan to include:
 - 1. pre-trial detainees being required to clean their own living areas;
 - 2. convicted prisoners being required to clean their own living areas, as well as other jail work assignments;
- C. daily sanitation inspections shall be performed by staff in all housing units; and
- D. jail officials shall cooperate with and facilitate legitimate sanitation inspections by outside agencies.

JI 02/02.02 **Rationale**

- A. Written policies and procedures are necessary to set forth the requirements for maintaining facility sanitation.
- B. Constitutional violations occur when sanitation problems have a serious effect on prisoners.
- C. In a confined environment, the possibility of the spread of infections/communicable disease is increased.
- D. Some areas (e.g., showers, pipe chases, toilets) of the jail are particularly susceptible to fungus, mildew, bacteria, and /or vermin.
- E. Virtually all of the work required to maintain sanitation can be completed at modest cost using prisoner labor.
- F. Keeping prisoners active on work assignments reduces idle time and may assist in developing a better work ethic for prisoners while they are incarcerated.

JI 02/02.03 **Procedure: Sanitation / Cleanliness Standards**

A. General Facility Guidelines

1. All cement/tile surfaces will be maintained to be free of dust, dirt, trash, and markings, and present a clean, shiny finish.
2. All corridor walls will be maintained to be free of dirt, markings, graffiti, and cracks, and present a clean, semi-gloss finish.
3. Carpeted areas will be maintained to be free of dirt, markings, stains, runs or snags, and present a clean vacuumed appearance.
4. All windows, mirrors, and glass surfaces will be maintained to be structurally sound and free of dust, dirt, markings, and graffiti, and present a clean appearance.
5. All restroom, washroom, and toilet facilities will be maintained to be free of dirt, markings, uncollected trash, and spills, and present a clean and pleasant appearance, both visually and olfactory. These areas shall be adequately supplied with needed paper products.
6. Trash receptacles shall not be filled to beyond three-fourths (3/4) the holding capacity of its liner.
7. Wall attachments shall be limited to only items authorized, and as needed to complete the work assignments for the specific area..
8. Nothing shall be present in such a way as to obstruct or prevent the proper use of any doorway, fire extinguisher, sprinkler, breathing apparatus, ventilation system, plumbing fixture, or other as deemed necessary for the safe and secure operation of the facility.

B. Housing Units

1. The only food items authorized to be in the housing unit cells or property boxes are commissary items and those food items specifically cleared and or specified by medical clearance. When it is necessary for an inmate to be fed the regularly scheduled meals in his cell, this may occur; but at the conclusion of the meal period, all trays, wrappers, and food shall be removed from the cell.
2. All inmates are expected to be out of bed and participating in the housing unit clean up each day. Inmates are expected to be out of their bunks as directed by Housing Unit directive unless they are otherwise cleared by competent authority.
3. Inmates are responsible for the general cleanliness of their assigned cell or living area including walls, floors, toilet, windows, and other

property within the cell or living area.

C. Cells

Inmates shall:

1. clean their cell daily or as needed, including floors, walls, sinks, toilet, etc.;
2. ensure that all possessions and property in the cell are neatly arranged;
3. maintain cleanliness of cell and floor in front of the cell;
4. be responsible and accountable for all items in their cell;
5. NOT tape or attach items on the walls, ceilings, floors, fixtures, etc., except as authorized in the housing unit; and
6. NOT store or place items or possessions on any electrical or security device (i.e., intercom, light, door, bars).

D. Inmate Bunks

1. Beds shall be made daily, prior to inspection.
2. Bedding shall not hang over the edge of the bunk so as to obstruct the view underneath.
3. Bedding shall not be used as curtains or rugs, or for any purpose other than its intent.

E. Storage Containers

1. The storage container shall be cleaned and dusted daily.
2. No pictures or foreign material shall be attached to the storage container.
3. The storage container shall not be cluttered or messy.
4. Storage of personal property which is not in immediate use shall only be stored in approved containers.

F. Floors

Floors shall be dusted, damp-wiped and/or scrubbed as needed daily,

concentrating on edges, corners, and around the toilet area.

G. Light Fixtures

1. Light covers shall be in place and secure.
2. Nothing shall be hanging from the light fixture.
3. The light fixture shall not be covered.

H. Mirror

1. The mirror shall be cleaned daily.
2. Nothing shall be attached to the mirror.

I. Toilet

1. The toilet shall be cleaned daily, inside and outside, with approved disinfectant cleaner.
2. The toilet shall not have line ring on the inside of the toilet.
3. Toilet covers shall not be permitted.

J. Wash Basin

The wash basin shall be cleaned daily, inside and outside.

K. Walls

1. Nothing shall be attached to the walls except as approved and authorized by the Lieutenant/designee.
2. Painting of murals or writing on the cell walls shall not be permitted.

L. Windows and Window Sills

1. Windows shall be cleaned regularly;
2. Covers or obstruction of the correctional staff's view of the windows shall not be permitted.
3. The window sill shall be cleaned and dusted daily.
4. Nothing shall be stored on the window sill unless specifically authorized by competent authority.

M. Trash

Trash shall not be allowed to accumulate in the cell.

N. Common Areas

Inmates shall be responsible for the general cleanliness of common areas, showers, day rooms, etc.

O. Multi-Purpose Rooms/Areas

1. Refer to the “General” items specified earlier in this chapter.
2. Wooden items, e.g., benches, shall be maintained to be free of dirt, markings, graffiti, cracks, and present a clean, semi-gloss finish.
3. Books and reference materials shall be neatly stored in approved areas or containers.

P. Pre-Booking and Intake Areas

Refer to the “General” items specified earlier in this chapter.

Q. Medical Areas

1. Refer to “General” items specified earlier in this chapter.
2. Soiled dressings, bandages, and linens shall be properly disposed of.
3. Medical instruments shall be clean, sterilized if needed, and properly stored.
4. Used needles or “sharps” shall be properly secured and/or disposed of.
5. Appliances shall only be used as appropriate and shall be cleaned frequently.

R. Corridors

Refer to “General” items specified earlier in this chapter.

S. Kitchen / Food Service Areas

1. Refer to “General” items specified earlier in this chapter.
2. Kitchen shall be maintained according to contract service provider

standards.

T. Laundry Service Areas

Refer to “General” items specified earlier in this chapter.

U. Administration Areas

Refer to “General” items specified earlier in this chapter.

JI 02/02.04 **Procedure: General Housekeeping Duties**

- A. The Inmate Work Coordinator shall familiarize inmate workers with the chemical solutions and equipment used in the cleanup process. This familiarization shall include:
 - 1. location of chemical storage area;
 - 2. solution identification;
 - 3. the proper and expected use; and
 - 4. procedures to correct a mishap (e.g., first aid, seeking help, and informing staff of problems or shortages).
- B. Initial training of inmate workers selected for cleaning details should be performed by the Inmate Work Coordinator/designee.
- C. Inmate workers selected for cleaning assignments should be supervised by WCCF staff assigned to work in the same area as the clean up detail, or by the Inmate Work Coordinator/designee as needed for detail.
- D. The administrative functions of worker positions shall be accomplished as directed in policy JJ05, Inmate Work Procedures. These functions shall include, but are not limited to:
 - 1. completion of inmate time sheet records;
 - 2. accounting for funds and dispersing inmate compensations;
 - 3. determining the hours of inmate labor assignments; and
 - 4. selection/termination of inmate workers.

JI 02/02.05 **Procedure: Housing Section Housekeeping Duties**

- A. Assigned inmate workers should, on a daily basis:

1. supply all sections within the workers' unit with clean up supplies and chemical solutions each morning;
 2. collect all bagged trash from each section within the unit and deposit it at a pre-determined location for pick up and disposal;
 3. collect used clean-up supplies and solutions from each section within the unit, taking those materials to the proper storage areas;
 4. rinse and clean mop buckets after each use;
 5. re-fill chemical solution spray bottles after each use;
 6. rinse mops with clean water after use and hang to air dry, changing mop heads as needed, twice weekly at a minimum;
 7. clean the section hallway, walls, floors, windows, and recreation areas;
 8. may be required to preform maintenance "spot" painting as needed.
- B. Supervision of inmate workers assigned to clean the individual housing areas, and housing unit corridors shall be performed by a housing unit officer.
- C. Training of inmate workers to clean the individual housing areas, and corridors should be performed by the housing unit officer, or the Inmate Work Coordinator/ designee.

JI 02/02.06 **Procedure: Pre-Booking and Intake Area Housekeeping Duties**

- A. Inmate workers should be tasked with the general overall cleaning of the WCCF Pre-Booking and Intake areas, corridors, holding cells, and wash rooms. These clean up duties shall include, but are not limited to:
1. sweeping and mopping floors;
 2. emptying trash containers, furnishing container with a clean liner;
 3. cleaning windows; and
 4. cleaning and wiping designated surfaces and counter tops.
- B. Inmate workers should be assigned to perform the daily clean up details of the Pre-Booking and Intake areas include, but are not limited to:
1. sweeping and mopping floors as necessary;
 2. cleaning and disinfecting areas contaminated with blood or other bodily fluids; and

3. keeping washroom facilities clean and supplied with needed items, i.e., soap, and paper products..
- C. Inmate Workers shall not be allowed access to any area in which the safety and/or security of the facility could be compromised if access were to be allowed. Such areas include, but are not limited to:
1. Booking area administrative offices;
 2. any area within the elevated boundaries of the Booking platform;
 3. property storage areas; and
 4. other areas as determined necessary.

JI 02/02.07 **Procedure: Medical Unit Housekeeping Duties**

- A. Inmate workers should be tasked with the general overall cleaning of the WCCF Medical office area, corridors, holding cells, medical housing areas, examination rooms, and wash rooms. These clean up duties include, but are not limited to:
1. sweeping and mopping floors;
 2. emptying trash containers; furnishing container with a clean liner;
 3. cleaning windows; and
 4. cleaning and wiping designated surfaces and counter tops.
- B. Inmate workers shall be assigned to perform daily clean up details (on going and on call) including, but not limited to:
1. sweeping and mopping floors as necessary;
 2. preparing exam rooms;
 3. properly storing all clean linens;
 4. assisting staff with instrument (and room) sterilization procedures; and
 5. preparing medical beds for use.
- C. Inmate Workers shall not be allowed access to any area in which the safety and security of the facility, or certain privacy issues could be compromised if access were to be allowed. Such areas include, but are not limited to:

1. the medical file/chart storage areas;
2. the Nurses' room;
3. the pharmacy or other medication storage areas; and
4. other areas as determined necessary.

JI 02/02.08 **Procedure: Clean-Up Details for Floors and Corridors**

Inmate workers should be tasked with the general overall cleaning of corridors. These general clean up duties include, but are not limited to:

- A. sweeping and mopping tile or concrete floors;
- B. applying wax and buff to a shine, stripping floors as needed;
- C. vacuuming carpet covered floors;
- D. cleaning and wiping designated surfaces, windows, and counter tops;
- E. keeping supplied with needed items, i.e., soap, and paper products;
- F. performing maintenance "spot" painting, if needed;
- G. collecting and properly storing all clean up materials after use, including rinsing out buckets, and re-filling spray bottles;
- H. rinsing mop heads with clean water after use and hanging to air dry, replacing mop heads as needed; and
- I. collecting and disposing all trash from the housing areas.

JI 02/02.09 **Procedure: Clean-Up Details for Multi-Purpose Rooms**

Inmate workers should be tasked with the general overall cleaning of program rooms, visiting area, chapel, video court room, wash rooms, locker rooms, and interview rooms. These general clean up duties include, but are not limited to:

- A. sweeping and mopping tile/concrete floors and stripping, waxing, and buffing as needed;
- B. vacuuming carpeted floors;
- C. emptying trash containers, placing a clean liner in container;
- D. cleaning and wiping designated surfaces, windows, and counter tops;

- E. keeping supplied with needed items, i.e., soap, and paper products;
- F. performing maintenance “spot” painting as needed;
- G. collecting and properly storing all clean up materials after use, including rinsing out buckets, and refilling the spray bottles; and
- H. rinsing mops with clean water after use and hanging to air dry, changing mop heads as needed.