

Sanitation and Maintenance

2400.1 COMMON AREA HOUSEKEEPING

A regular schedule of housekeeping will be performed to maintain an acceptable level of cleanliness throughout the facility.

- (a) The public lobbies, visiting booths (public side), public restrooms, administrative area and non-security hallway areas will be cleaned by inmate workers at the direction of CSA's.
 - 1. Daily cleaning services in these areas will include:
 - i. Empty wastebaskets
 - ii. Empty ashtrays and wipe with a damp cloth
 - iii. Mop tile floors for spills
 - iv. Buff tile floors as needed
 - v. Vacuum carpeted areas
 - vi. Spot clean carpets
 - vii. Dust desks, file cabinets and furniture
 - viii. Clean and disinfect drinking fountains
 - ix. Clean glass surfaces of fingerprints and stains
 - 2. Daily Cleaning Service - public restrooms, staff locker rooms:
 - i. Clean and disinfect all fixtures
 - ii. Refill all dispensers
 - iii. Clean and disinfect toilets, urinals and showers
 - iv. Spot clean walls
 - v. Clean mirrors and glass surfaces
 - vi. Empty wastebaskets and remove trash
 - vii. Dust lockers
 - viii. Mop tile and wood floors
 - 3. Periodic cleaning in these areas will include:
 - i. Scrub and sanitize showers (weekly)
 - ii. Clean light fixtures
 - iii. Wash windows
 - iv. Dust air vents
 - v. Wipe wastebaskets with a damp cloth
 - vi. Strip and re-wax tile floors

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2400.2 INMATE HOUSEKEEPING

- (a) Inmates and inmate workers at the direction of the CSA will conduct sanitation activities in security housing and operations areas.
- (b) Guard Stations are secure areas to which inmates are denied access, except for cleaning purposes.
 - 1. Under immediate direction and with prior approval of the Guard Station Deputy, a CSA will oversee the cleaning of the Guard Station by inmate workers.
 - 2. Inmates cleaning the Guard Station will not be permitted to loiter in the area or have access to any documents or security equipment.
 - 3. Only one inmate worker is permitted to clean inside a Guard Station at a time. An inmate worker will not be permitted to clean inside these secured areas unless the inmate worker is outnumbered by professional staff (Deputies, SSO's, or CSA's).
 - 4. Only inmates that have been screened and meet the prerequisites set by the Facility Work Program Screening Deputy will be allowed to clean inside the Guard Station. Refer to [CCOM Section 2004.4 - Inmate Evaluation](#).
- (c) Kitchen and Staff Dining Areas- At the direction of the duty cook, the areas will be cleaned on a continuous basis by the assigned work crew.
 - 1. Staff dining:
 - i. Wash the surface of all tables.
 - ii. Wipe plastic chair surfaces with a damp cloth.
 - iii. Mop and sanitize tile floors.
 - iv. Vacuum carpeted areas.
 - v. With a Damp cloth, wipe all food/drink spills.
 - vi. Dust ledges and partition tops.
 - 2. Food Preparation and Serving Area: pots, pans, transfer carts, and large utensils will be returned to the facility kitchen for cleaning.
 - i. Module serving tray carts will be cleaned in the facility kitchen after every meal.
 - ii. Trays, utensils, cups, glasses and small serving items will be sanitized in the facility dishwasher.
 - iii. Griddles, toasters, urns and juice servers will be cleaned after every meal.
 - iv. Refrigerator interiors will be wiped clean and disinfected daily.
 - v. Counters and floors will be washed and disinfected after every meal.
 - vi. Trash receptacles will be emptied, and the trash will be carried to the trash bin in the security parking lot, several times a day.
 - vii. Uneaten food will be returned to the kitchen for disposal.

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- viii. Sinks, dishwasher and the cleaning rack will be scrubbed and sanitized after each meal.
 - ix. The courtyard dining area tables and chairs will be cleaned with a wet cloth several times daily to minimize the accumulation of dust.
 - x. The Sheriff's Dining Room will be cleaned only when unoccupied and immediately after the occupants leave the room.
- 3. On a daily basis, inmate workers will clean the kitchen storeroom, inmate restroom, and office. When cleaning in the office and storeroom, a duty cook will accompany inmate workers.
 - 4. Specific procedures, sanitation materials, times, temperatures and formulas may be reviewed in detail in the Food Services Supervisor's office.