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			OPI:	OPERATIONS	
			REVIEW DATE:	March 3, 2018	
			Approving Authority	Quincy L. Booth Interim Director	
SUBJECT:	HOUSEKEEPING PLAN				
NUMBER:	2920.6C				
Attachments:	Attachment A – Entrance/Exit Cell Inspection				

SUMMARY OF CHANGES:

Section	Change
	<i>The "Environmental Safety and Sanitation Manger" responsibilities have been assigned to "Environmental Sergeant" and "Environmental Officer" throughout.</i>
	<i>Minor Changes have been made throughout the policy.</i>

APPROVED:



Quincy L. Booth, Interim Director

3/3/17

Date Signed

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1. **PURPOSE AND SCOPE.** To provide specific duties, responsibilities, and procedures for daily housekeeping at the Central Detention Facility (CDF) and Correctional Treatment Facility (CTF).
2. **POLICY.** It is DC Department of Corrections (DOC) policy to ensure that the CDF and CTF are clean, sanitary, and environmentally safe, and to ensure that its facilities and equipment are maintained in good working order.
3. **APPLICABILITY.** This directive applies to all DOC employees, contract employees, volunteers, and inmates assigned to the CDF and CTF. Staff assigned to Headquarters will follow guidelines as stated in OM 13-005, *DOC Reeves Center Building – DOC Administration Office Guidelines*.
4. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
5. **PROGRAM OBJECTIVES.** The expected results of this program are that:
 - a. DOC facilities shall maintain adequate standards of housekeeping and sanitation conditions within the facilities.
 - b. The CDF and CTF sanitation and hygiene program shall comply with applicable regulations, and standards and practice for protecting the health and safety of inmates and staff. Staff and inmates are provided with guidelines for maintaining safe and sanitary conditions within the facilities.
6. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**

PP 2920.6B

Housekeeping Plan (10/30/2013)

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b. Directives Referenced

- 1) OM 13-005 DOC Reeves Center Building – DOC Administration Office Guidelines
- 2) PP 2120.3 Food Service Program
- 3) PP 2920.1 Fire Safety Inspections and Abatement
- 4) PP 2920.3 Control of Hazardous and Non-Hazardous Chemicals
- 5) PP 2920.8 Environmental Safety and Sanitation Inspections
- 6) PP 4210.2 Inmate Institutional Work Program
- 7) PM 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures
- 8) PM 5300.2 Juvenile Disciplinary and Room Restriction Procedures
- 9) PP 7500.2 Facilities Management

7. AUTHORITY

- a. DC Code § 24-211.02. Prowers; Promulgation of Rules
- b. 29 C.F.R. § 1910, Occupational Safety and Health Standards

8. STANDARDS REFERENCED

- a. American Correctional Association (ACA), 4th Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-1A-03 and 4-ALDF-1A-04

9. RESPONSIBILITIES

- a. Generally, all DOC employees are responsible for ensuring that all areas of the facility are clean, safe and in full compliance with this and other related directives.
- b. Designated staff shall adhere to the established cleaning schedule as outlined in this directive.

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- c. Designated staff shall supervise inmates assigned to sanitation activities to ensure that the work is properly and thoroughly performed.
 - d. There shall be ongoing daily, monthly, and yearly inspections of the CDF and CTF by both in-house and external safety, health, and sanitation specialists to identify deficiencies and ensure that they are appropriately abated.
 - e. Medical staff shall ensure medical waste is kept in special containers and disposed of through a service contract.
10. **TRAINING.** Environmental Safety and Sanitation Staff shall conduct Pre-Service training, In-Service training and on-the-job training for staff and inmate workers regarding:
- a. Acceptable levels of cleanliness;
 - b. Proper use of cleaning equipment and supplies; and
 - c. Safety precautions suitable to the tasks being performed.
11. **HOUSEKEEPING – DOC REEVES CENTER BUILDING – ADMINISTRATION OFFICE**
- a. Staff assigned to Headquarters shall adhere to sanitary and sanitation guidelines in accordance with OM 13-005, “*DOC Reeves Center Building – DOC Administration Office Guidelines*”.
12. **SUPPLIES**
- a. The Environmental Safety Officer and Warehouse Manager shall ensure that an appropriate amount of sanitation items are available for distribution.
 - b. Sanitation supplies shall be distributed to the units on a weekly schedule and in a manner determined by the Environmental Safety Officer.
 - c. Unit officers and department heads shall ensure cleaning equipment is used in the proper manner. Unit officers shall make this part of their daily inspections.
 - d. Cleaning equipment such as brooms, mops, toilet brushes, etc. shall be requisitioned on a one-for-one exchange program.

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- e. Supervision of the requisition of supplies shall be provided by the department head to ensure proper amounts of items are ordered and an excess of materials and equipment is avoided.

13. HOUSEKEEPING – HOUSING UNIT OFFICER RESPONSIBILITIES

- a. *Inspections.* Unit OICs shall conduct daily sanitation inspections in accordance with PP 2920.4, “*Environmental Safety and Sanitation Inspections*” to ensure that:
- 1) All housing unit and work areas are clean and orderly.
 - 2) Trash is not thrown anywhere except in the trash containers provided in each unit.
 - 3) Inmates do not leave towels, blankets, clothing, or any personal belongings in the common area.
 - 4) Lighting, heating, and ventilation equipment are working, and repair requests are timely submitted.
 - 5) All plumbing equipment, including toilet, bathing, washing, and laundry facilities are working, and repair requests are timely submitted.
 - 6) Fire or health hazards are appropriately corrected.
 - 7) Locking mechanisms operate without restrictions.
 - 8) The floors are clean, dry, and free of substances that could pose safety hazards.
 - 9) There is an adequate supply of supplies and equipment.
- b. *Housing Unit Detail Cleaning*
- 1) The inmate detail squad shall be a carefully selected group of individuals able and willing to maintain an acceptable level of cleanliness as outlined in the Environmental Safety and Sanitation Manual.
 - 2) A sufficient number of inmate workers shall be assigned to each shift so as to provide seven (7) days a week, twenty-four (24) hours a day

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coverage.

- 3) Unit OICs shall assign duties for each detail inmate and establish assignment schedules in accordance with his/her position.
- 4) Unit OICs shall ensure that cleaning schedules are followed.
- 5) Inmate detail workers shall clean all cellblock common areas to include but not be limited to:
 - (a) Unit entrance;
 - (b) Floors (tiers and other common areas, offices);
 - (c) Walls in the common area shall be kept clean and free of writing;
 - (d) Gym;
 - (e) TV rooms;
 - (f) Showers;
 - (g) Mop closets, storage areas, and chase closets;
 - (h) Vacant cells, to include sanitizing the mattress;
 - (i) Collecting food trays;
 - (j) Readying trash for dumping;
 - (k) Cleaning sanitation equipment prior to the end of the Number Two and Number Three shifts (*e.g.*, mop heads, cleaning cloths);
 - (l) Unit OICs shall ensure that high-traffic, high-use areas of the cellblocks, including the showers, shower floors, entry ways, and day rooms, are cleaned at least 30 minutes before the end of each shift;
 - (m) Any other condition that needs to be corrected in order to maintain

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good sanitary conditions can be assigned;

- (n) Unit OICs and Squad Supervisors shall ensure all inmate workers under their purview have successfully completed bio-hazard training in accordance with PP 4210.2, Inmate Institutional Work Program.

c. Cell Entrance and Exit Inspections

- 1) No inmate shall be assigned to a cell before the OIC and the inmate inspect the cell, and no inmate shall be released from a cell without an exit inspection of the cell conducted by the OIC.
- 2) The Unit OIC shall complete the Inmate Entrance/Exit Cell Inspection Form (Attachment A) when an inmate is assigned to a cell. This form, once signed by the inmate, shall certify the existing condition of the cell upon his/her admission. The Unit OIC shall explain to the inmate that he/she may be subject to disciplinary action for the deliberate or negligent destruction of property within their cell.
- 3) The OIC shall monitor cell conditions on a daily basis and shall, using the initial Entrance/Exit form, inspect the cell before the inmate moves.

14. HOUSEKEEPING – INMATES/INDIVIDUAL CELLS

- a. Each inmate and every officer, whether on a regular basis or as a relief officer, shall be responsible for ensuring that housing units are clean.
- b. Each housing unit OIC and the unit officers shall ensure that each inmate has the following supplies to clean his/her cell daily and that the task is carried out:
 - 1) A spray bottle containing an authorized cleaning solution
 - 2) Broom
 - 3) Mop
 - 4) Mop Buckets
 - 5) Cleaning cloths

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- c. Each inmate shall in his/her cell:
- 1) Make his/her bed made by 9:00 a.m.
 - 2) Clean and sanitize toilet/sink unit.
 - 3) Clean and sanitize the desk and neatly arrange every item.
 - 4) Sweep and clean the floor, removing dirt from floor corners.
 - 5) Ensure that all walls are clean and free of graffiti, pictures, calendars photos and toothpaste (inmates generally attempt to use toothpaste as an adhesive to hang papers on the walls).
 - 6) Hazardous and combustible materials such as boxes, newspapers and magazines shall not be allowed to accumulate within the cells.
 - 7) Refrain from placing paper and other objects inside of and over lights and light covers.
 - 8) Refrain from placing paper and other objects inside and over the air vents.
 - 9) Use bed linen and towels for their intended purpose only.
 - 10) Clean bed platforms and rails as needed.
 - 11) Neatly store all personal belongings in storage container to include legal papers, books, etc.
 - 12) Inmates shall not be allowed to store any perishable foods or other items which entice vermin or produce unsanitary conditions in their living units.
- d. *Sanctions.* Any inmate failing to adhere to the above rules and regulations shall be subject to disciplinary action in accordance with the provisions of PM 5300.1, “*Inmate Disciplinary and Administrative Housing Procedures*”, and PM 5300.2. “*Juvenile Disciplinary and Administrative Housing Procedures*” which may result in loss of canteen, visiting, recreation, and/or phone privileges.

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15. FOOD TRAYS

- a. The Housing Unit OIC shall submit an accurate count of inmates to the culinary unit so that a correct number of meals are delivered.
- b. The Housing Unit OIC shall ensure that no food trays are left in the unit for inmates who are not present at the time the meal arrives.
- c. The OIC shall count incoming trays to ensure that a sufficient number of trays are delivered to the unit, and that the same amounts of trays are ready for pickup to be returned to the culinary.
- d. Inmate detail workers from the culinary unit shall retrieve food trays and return them to the culinary unit within one hour of the meal being delivered.
- e. The Culinary Officer shall count the trays and record his count in the designated logbook.
- f. Environmental Officers shall be responsible for the orderly disposal of all trash and garbage.

16. TRASH AND WASTE REMOVAL. Trash and garbage collection procedures shall be as follows:

- a. Each OIC shall ensure his/her cellblock is clear of all trash from his/her areas pursuant to the below schedule for trash and garbage removal.
- b. The Environmental Officer and his/her detail squads are responsible for the orderly removal of all large trashcans from each housing unit wing.
- c. All trashcans located in housing units and work areas shall have trash liners.
- d. Collection of trash and garbage shall begin on the top floors and continue down.
- e. Disposal. Trash and garbage shall be removed as follows:
 - 1) **5:30 am**- Environmental Officers shall begin removing trash and garbage from the breakfast meal.
 - 2) **1:30 pm**- Environmental Officers shall begin removing trash and garbage

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from the lunch meal.

- 3) **6:00 pm-** Environmental Officers shall begin removing trash and garbage from the dinner meal.
 - 4) **10:30 pm-** Environmental Officers shall remove all remaining trash from each floor.
- f. Trash can cleaning. All units shall ensure that detail workers wash trashcans at least once a week.

17. **INMATE RECEPTION CENTER LOADING DOCK**

- a. No equipment or property shall be stored around or near the perimeter of the building. The Loading Dock Officer shall be notified of all discarded property. The Material Handler shall be notified for proper disposal.
- b. Loading dock drains shall be monitored daily for possible sewage back up. Upon the removal of trash containers, the loading dock area shall be swept, disinfected and hosed down daily by the authorized Community Corrections Center (CCC) detail inmate squad.

18. **ENVIRONMENTAL WORK SQUAD CLEANING.** The Work Squad, responsible for cleaning the common areas of the inmate side and the administrative buildings, shall perform the following duties:

- a. Daily
 - 1) Walls and doors shall be wiped daily.
 - 2) All equipment shall be dusted or cleaned on a daily basis.
 - 3) All floors shall be swept and mopped on a daily basis. If floors are covered by a carpet, they shall be vacuumed daily. All floors shall be polished with special attention given to crevices and corners.
 - 4) Toilet bowls and sinks shall be cleaned daily. The showers and floors shall be mopped daily and scrubbed when necessary.
 - 5) Furniture, shelves and countertops shall be kept clean and free of dust.

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- 6) All furniture and vents shall be dusted on a daily basis and cleaned when necessary.
 - 7) Windows and mirrors shall be kept clean.
 - 8) Offices closed on weekends and holidays are not included.
 - 9) Windowsills, ledges, doorframes and tracks shall be kept clean and free of dust and debris.
- b. *Weekly.* Perform heavy cleaning of culinary areas and fixed equipment.
 - c. *Monthly.* Thoroughly clean cellblock control modules, administrative areas, office areas, medical unit, IRC, and other areas that require more thorough cleaning.
 - d. *Quarterly.* Strip, clean, wax, and buff all common area floors.
 - e. The Environmental Safety Officer shall coordinate with the General Foreman to clean all air vents, windows, and high walls quarterly.

19. VERMIN CONTROL

- a. All areas of the facilities shall be treated in accordance with the Pesticide Schedule, which shall be established in January of each year.
 - 1) Common Areas - Bi-monthly
 - 2) Housing Units - Quarterly (January/April/July/October)
 - 3) Culinary Unit - Bi-weekly (Thursday)
- b. If areas need to be treated more often, the Environmental Safety Officer shall be contacted.
- c. Glue traps and other supplies shall be used to eradicate rodents. They shall be placed in various locations throughout the facility and monitored by the Pesticide Officer, dated and exchanged as often as necessary.
- d. The Environmental Safety Officer shall coordinate with Maintenance to clean and treat all floor drains quarterly, including shower drains in the cellblocks

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and those in R&D, culinary, and the medical unit.

20. LICE TREATMENT

- a. Staff who suspects that an inmate has lice shall immediately refer the inmate to the medical unit for evaluation, contact the Environmental Safety Officer, and notify the Shift Commander.
- b. Upon verification of lice infestation, the inmate's underclothing that he/she is wearing shall be destroyed immediately. The inmate's cell, clothing, and linen shall be deloused, and he/she shall be issued clean replacement clothing and linen.
- c. The adjoining cell on each side shall be deloused, and the affected inmates' linen and clothing replaced.

DOC/PP2920.6/3/3/2017