

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 1 of 12</b>
	<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
			<b>OPI:</b>	OPERATIONS	
			<b>REVIEW DATE:</b>	October 30, 2014	
			<b>Approving Authority</b>	Thomas Faust Director	
<b>SUBJECT:</b>	HOUSEKEEPING				
<b>NUMBER:</b>	2920.6B				
<b>Attachments:</b>	NONE				

**SUMMARY OF CHANGES:**

<b>Section</b>	<b>Change</b>
Added Reference Directive	<i>Added OM 13-005, "DOC Reeves Center Building – DOC Administration Office Guidelines" as a referenced directive.</i>

**APPROVED:**



**Thomas Faust, Director**

October 30, 2013

**Date Signed**

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 2 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

1. **PURPOSE AND SCOPE.** To provide specific duties, responsibilities and procedures for daily housekeeping at the Central Detention Facility (CDF) and DOC Administrative Office (Reeves Building).
2. **POLICY.** It is DC Department of Corrections (DOC) policy to ensure that the CDF and Administration Office is clean, sanitary and environmentally safe, and 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.
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 will maintain adequate standards of housekeeping and sanitation conditions within the facility.
  - b. The CDF sanitation and hygiene program shall comply with applicable regulations and standards and practice for protecting the health and safety of inmates and staff. Staff assigned to the Administrative Headquarters will follow guidelines as stated in OM 13-005, *DOC Reeves Center Building – DOC Administration Office Guidelines*.
  - c. Staff and inmates are provided with guidelines for maintaining safe and sanitary conditions with the facility.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 3 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

## 6. DIRECTIVES AFFECTED

### a. Directives Rescinded

PS 2920.6                      Housekeeping Plan (02/15/07)

### 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) PS 2920.3                      Control of Hazardous and Non-Hazardous Chemicals
- 5) PS 2920.8                      Environmental Safety and Sanitation Inspections
- 6) PM 5300.1                      Inmate Disciplinary and Administrative Housing Hearing Procedures
- 7) PM 5300.2                      Juvenile Disciplinary and Administrative Housing Hearing Procedures
- 8) 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), 4<sup>th</sup> 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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 4 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

- b. Designated staff shall adhere to the established cleaning schedule as outlined in this directive.
  - 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 annual inspections of the CDF 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. Assigned staff to the Administration Office 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 will be distributed to the units on a weekly schedule and in a manner determined by the Environmental Manager.
  - c. Unit officers and department heads will ensure cleaning equipment is used in the proper manner. Unit officers will make this part of their daily inspections.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 5 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

- d. Cleaning equipment such as brooms, mops, toilet brushes, etc. will be requisitioned on a one-for-one exchange program.
- e. Supervision of the requisition of supplies will be provided by the department head to ensure proper amounts of items are ordered and excess of materials and equipment is avoided.

### 13. HOUSEKEEPING – HOUSING UNIT OFFICER RESPONSIBILITIES

- a. *Inspections.* Unit OIC' s shall conduct daily sanitation inspections in accordance with PS 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

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 6 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

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 coverage.
- 3) Unit OIC's shall assign duties for each detail inmate and establish assignment schedules in accordance with his/her position.
- 4) Unit OIC's 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 will 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) Ready trash for dumping;
  - (k) Cleaning sanitation equipment prior to the end of the Number Two and Number Three shifts (ex: mop heads, cleaning cloths);
  - (l) Unit OIC's shall ensure that high-traffic, high-use areas of the

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 7 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

cellblocks, including the showers, shower floors, entry ways and day rooms, are cleaned at least 30 minutes before the end of each shift; and

- (m) Any other condition that the Unit Officer feels needs to be corrected in order to maintain good sanitary conditions can be assigned.

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 B) 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

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 8 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

- 5) Cleaning cloths
- 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 will 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

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 9 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

privileges.

## 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. Collection of trash and garbage shall begin on the third floor and continue down the second and first floors.
- d. 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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 10 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

- 2) **1:30 pm**- Environmental Officers shall begin removing trash and garbage 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.
- e. Trashcan Cleaning. With the exception of the Special Management Unit, all units shall ensure that detail workers wash trashcans at least once a week.

#### 17. RECEIVING & DISCHARGE AND LOADING DOCK

- a. No equipment or property is to be stored around or near the perimeter of the building. All discarded property is to be brought to the attention of the Loading Dock Officer and Supply Unit Officer for proper disposal.
- b. Loading dock drains shall be monitored daily for possible sewage back up. The dock area shall be swept, disinfected and hosed down daily by the Culinary Environmental Squad and/or the Supply Unit Squad, upon the removal of trash containers by the contractor.
- c. Inmates shall be closely supervised during this process and supervising staff shall ensure that disinfectant is distributed throughout the housing units and storage space is appropriately maintained.

#### 18. ENVIRONMENTAL WORK SQUAD CLEANING. The SMU Work Squad shall perform the following duties:

- a. Daily
  - 1) Provide cleaning services to the Special Management Unit and other segregation units and special units as necessary.
  - 2) Walls and doors will be wiped daily.
  - 3) All equipment will be dusted or cleaned on a daily basis.
  - 4) All floors will be swept and mopped on a daily basis. If floors are covered

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 11 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

by a carpet, they will be vacuumed daily. All floors shall be polished with special attention given to crevices and corners.

- 5) Toilet bowls and sinks will be cleaned daily. The showers and floors will be mopped daily and scrubbed when necessary.
  - 6) Furniture, shelves and countertops shall be kept clean and free of dust.
  - 7) All furniture and vents will be dusted on a daily basis and cleaned when necessary.
  - 8) Windows and mirrors shall be kept clean.
  - 9) Offices closed on weekends and holidays are not included.
  - 10) 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, R&D, and other areas that require more thorough cleaning.
  - d. *Quarterly*
    - 1) Strip, clean, wax and buff all common area floors.
    - 2) The Environmental Safety and Sanitation Manager shall coordinate with the General Foreman to clean all air vents, windows and high walls quarterly.

## 19. VERMIN CONTROL

- a. All areas of the facility shall be treated in accordance with the Pesticide Schedule, which shall be established in January of each year.
  - 1) Common Areas - Bi-monthly

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 30, 2013	<b>Page 12 of 12</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.6A September 13, 2012	
		<b>REVIEW DATE:</b>	October 30, 2014	
<b>SUBJECT:</b>	<b>HOUSEKEEPING</b>			
<b>NUMBER:</b>	<b>2920.6B</b>			
<b>Attachments:</b>	NONE			

- 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 and Sanitation Manger shall be contacted.
- c. Glue traps and Victor Tin Cat Mouse Trays 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 Pesticide Officer shall coordinate with the General Foreman to clean and treat all floor drains quarterly, including shower drains in the cellblocks and those in R&D, culinary and the medical unit.

## 20. LICE TREATMENT

- a. An officer or civilian who suspects that an inmate has lice shall immediately refer the inmate to the medical unit for evaluation and contact the Environmental Safety and Sanitation Manager.
- b. Upon verification of lice infestation, the inmate's under clothing that he/she is wearing shall be destroyed immediately, and the inmate shall be issued a new set. The inmate's cell, clothing and linen shall be de-liced, and he/she shall be issued clean replacement clothing and linen.
- c. The adjoining cell on each side shall be de-liced, and the affected inmates' linen and clothing replaced.

**DOC/PP 2920.6A/10/28/2013**