(1900) 200h	DISTRICT OF COLUME DEPARTMENT OF COR		EFFECTIVE DATE:	April 26, 2016	Page 1 of 11
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DOG				January 14, 2014	
	POLICY AND		OPI:	OPERATIONS	
			REVIEW DATE:	April 26, 2017	
	PROCEDURE				
			Approving	Thomas Faust	
			Authority	Director	
	SUBJECT:	ENVIRONMENTAL SAFETY AND SANITATION INSPECTIONS			PECTIONS
	NUMBER:	2920.8D			
	Attachments:	Attachments A	A-D		

SUMMARY OF CHANGES:

Section	Change
§ 13 (d)	Corrective Action Plan (CAP) was added.
§ 16	Abatement Corrective Action Plan was added.
	Changes made throughout the policy.

APPROVED:

Thomas Faust, Director

4/26/2016____

Date Signed

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1. **PURPOSE AND SCOPE.** To establish procedures for identifying and correcting maintenance and sanitation problems at the DC Department of Corrections (DOC) Central Detention Facility (CDF) and for documenting necessary independent environmental health and safety audits and inspections.

2. POLICY

- a. It is DOC policy to ensure CDF complies with all applicable laws and regulations and there is at least annual inspection(s) and documentation by an independent, outside source that any past deficiencies noted in inspections have been corrected.
- b. It is DOC policy to ensure that the CDF is clean, sanitary and environmentally safe, consistent with all applicable local regulations, standards and policy by requiring:
 - 1) A qualified DOC staff member to conduct weekly sanitation inspections of all facility areas;
 - 2) A DOC Safety/Sanitation Specialist to conduct monthly inspections; and
 - 3) Designated employees to conduct regular internal inspections of the facility.

3. NOTICE OF NON-DISCRIMINATION

a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §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 intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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4. **PROGRAM OBJECTIVES.** The expected results of this program are that:

- a. DOC and external safety, health and sanitation specialists shall conduct routine inspections of the CDF to identify and document deficiencies. DOC shall ensure adequate corrective action is taken in a timely manner.
- b. The Warden, Deputy Wardens, Program Managers and executive staff shall conduct inspections of the facility in order to evaluate conditions and ensure corrective action that reduces environmental, safety and fiduciary risks.
- c. When environmental and sanitation problems stem from inoperable equipment at the CDF, housing unit officers, supervisors and maintenance tradesmen shall enter the problems into the automated reporting system as outlined in PP 7500.2, "Facilities Management".
- d. Staff, who conduct prescribed inspections and managers responsible for corrective action shall ensure abatement of deficiencies in accordance with the Environmental Safety and Sanitation Program.

5. **DIRECTIVES AFFECTED**

a. Directives Rescinded

PS 2920.8C Environmental Safety and Sanitation Inspections (1/14/14)

b. Directives Referenced

1)	PP 2120.3	Food Service Program
2)	PP 2830.1	Use of Government Vehicles – Fleet Management
3)	PP 2920.1	Fire Safety Inspections and Abatement
4)	PP 2920.2	Fire Service Impairment Program
5)	PP 2920.3	Control of Hazardous and Non-Hazardous Chemicals
6)	PP 2920.4	Inspections and Abatement Program
7)	PP 2920.6	Housekeeping Plan

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8) PS 2920.7 Clothing and Linen Exchange

9) PP 7500.2 Facilities Management

6. **AUTHORITY**

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

7. STANDARDS REFERENCED

 American Correctional Association (ACA), 4th Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-1A-01, 4-ALDF-1A-03, 4-ALDF-1A-07, and 4-ALDF-1A-08.

8. **RESPONSIBILITIES**

- a. **Environmental Safety and Sanitation Officer.** The Warden shall appoint an Environmental Safety and Sanitation Officer (hereafter the Environmental Safety Officer) to:
 - 1) Ensure day-to-day oversight for compliance with applicable safety and environmental health regulations, codes and standards.
 - 2) Conduct monthly facility inspections pursuant to this directive.
- b. Escort Department of Health (DOH) Inspector. The Food Services Contract Administrator shall, pursuant to PP 2120.3, "Food Service Program", inspect the food service areas each day for compliance with safe food handling and environmental safety and sanitation.
- c. The Health Services Administrator pursuant to the contractual agreement shall conduct visits and inspections to ensure contractor compliance with environmental and safety standards for health care.
- d. Duty Administrative Officers assigned on a weekly rotation shall conduct inspections of randomly selected areas of the CDF.

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- e. The Fleet Program Manager shall in accordance with PM 2830.1, "Use of Government Vehicles—Fleet Management", ensure that vehicles receive annual safety inspections by a qualified individual pursuant to local law, ensure safety repairs are readily completed and maintained in a manner that prevents environmental harm as mandated by local regulations.
- f. The Risk Manager and other DOC executives shall conduct visits and subsequent evaluations for risk exposure. Risk Exposure reviews include identification of the hazard; frequency, severity and level of seriousness for public and employee safety; steps needed to eliminate or reduce the risk; cost projections to rectify the condition and anticipated savings or productivity gains that may result from implementation.
- g. Managers and staff shall routinely conduct inspections, report deficiencies and take action as outlined in this directive to ensure satisfactory levels of sanitation.
- h. The OIC or designated staff shall conduct daily inspections of their assigned housing units as set forth in this directive.

9. DAILY INSPECTIONS OF THE FOOD SERVICES PROGRAM

a. **DOC Culinary OIC.** Within one (1) hour of commencement of the shift, the Culinary OIC shall perform daily sanitation inspections.

b. **DOC Food Service Contract Administrator**

- 1) The Contract Administrator shall pursuant to PP 2120.3, "Food Service Program", monitor DOC and contractor staff compliance with the environmental safety and sanitation program.
- 2) The Contract Administrator shall monitor the contractor's compliance with culinary equipment repair, replacement and contingency operations when equipment breakdowns result in, but are not limited to, menu changes, delayed meal service, and paper tray use.
- 3) **Food Service Contract Administrator.** The contractor shall conduct and document daily inspections of the culinary and of all food service equipment pursuant to the contractual agreement and local laws.

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10. DAILY HOUSING UNIT INSPECTIONS

- a. **General Sanitation.** The unit OIC shall upon assumption of the housing unit visually inspect tiers, cells, showers, gyms/recreation areas, dayrooms, closets, the control bubble and any other general areas and ensure immediate corrective action for any of the following issues:
 - 1) Cells Inmate's cells are not clean or are in disarray
 - 2) Torn mattresses
 - 3) Floors dirty or there is a wax buildup
 - 4) Walls dirty or has graffiti
 - 5) Trash cans Filled with trash or require cleaning
 - 6) Vents are covered with paper or other obstructions
 - 7) Exits are not obstructed or exit lights out
 - 8) Vermin Insects and other pests are seen or there is evidence such as rodent droppings
 - 9) Remove clothes lines
- b. **Environmental Safety.** The unit OIC or designated staff shall visually inspect and document findings of all of the following areas:
 - Cells (Only on the #2 and #3 Shift). The unit OIC or designated staff shall inspect each cell and shall ensure that the inmate(s) occupying each cell demonstrate(s) that the toilet, sink and lights are working and walls are free from graffiti and peeling paint.
 - Cell Block Common Areas. The unit OIC or designated staff shall visually inspect showers, dayrooms, on-unit classrooms and recreation areas, chase closets and storage area supply closets, cell tiers, and the control bubble.
 - Lighting. Staff shall monitor lighting to ensure all lights are working properly.

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- 4) Plumbing. Staff shall monitor toilets, sinks, showers and drains to ensure they are functioning properly and are free from leaks.
- 5) Doors. Staff shall monitor cell and all other doors in the housing unit to determine that they are operational and locks are functioning properly.
- 11. **MAINTENANCE.** When equipment and maintenance related deficiencies are reported by staff, facilities maintenance inputs the data into the DOC automated reporting system and a work order is generated.

12. HOUSING UNIT INSPECTIONS SUPERVISION AND MANAGEMENT

a. During the course of each shift, Zone Supervisors shall visit each assigned housing unit to conduct a general visual inspection for cleanliness and ensure that adequate cleaning supplies are available and equipment and fixtures are operational.

13. WEEKLY FACILITY INSPECTIONS AND ABATEMENT

- a. Food Service Program.
 - 1) The Environmental Safety Officer and the Food Service Contract Administrator shall conduct and document weekly inspections of food service areas and equipment pursuant to PP 2120.3, "Food Service Program".
 - 2) The Environmental Safety Officer and the Food Service Contract Administrator shall ensure appropriate corrective actions are taken.

b. Housing Units

- The Warden and designated CDF senior managers shall conduct and shall document weekly and monthly inspections of housing units and cells on the Weekly Safety/Sanitation Inspection Report and CDF Weekly Cell Inspection Form (Attachment A and Attachment B).
- 2) The Warden shall ensure appropriate corrective actions are taken.

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c. General Facility Inspections.

- Program Managers and Office Chiefs at the CDF shall conduct and document monthly inspections on the Monthly Cellblock Inspection Report of offices and general areas that are under their responsibility and document findings to the Deputy Warden for Operations (Attachment C).
- 2) General areas include but are not limited to the: Maintenance Shop, Supply Warehouse, Loading Dock, Canteen, Staff Entrance, Command Center, Inmate Reception Center (IRC), Clothing Issue, Laundry, Recreation Yard, Administrative Suite, OIT, Records Office, Mail Room, Chapel, Law Library, Academic Classrooms, Visiting Halls, Training Academy, ODR, Staff Lounge, Classification and Chaplain/Volunteer Offices, Pool Room, the Medical Unit and common areas in inmate housing units.
- 3) Inspections shall include but not be limited to checks of:
 - a) Cleanliness and orderliness of offices and storage areas.
 - Safety compliance in offices (ex: electrical cords, combustible material storage, unobstructed vents, floor safety, other safety hazards, first aid kits).
 - c) Fire extinguisher inspection checks and equipment placement.
 - d) Lights, exit signs, plumbing.
 - e) Chemical control, storage, inventory and SDS compliance.
 - f) Trash/garbage schedule compliance and pest control.
 - g) Reporting malfunctioning equipment or safety hazards.
 - h) Elevators, corridors, and stairwells.
- 4) Program Managers shall ensure appropriate corrective actions are taken.

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d. Corrective Action Plan (CAP)

- 1) The program manager or affected department shall take immediate corrective action such as submitting a work order to maintenance.
- 2) When immediate corrective action is not possible, the Environmental Safety Officer, Fire Safety Specialist, Contract Administrator, Correctional Program Managers/Office Chiefs, Correctional Program Officer or other senior managers will generate a CAP and forward a copy to the Facilities Maintenance Manager and the Deputy Warden for Operations.
- The affected manager shall forward successfully closed out CAPs to the Environmental Safety Officer and Deputy Warden for Operations and the Audit and Compliance Manager.

14. MONTHLY INSPECTIONS

a. Sanitation

- The Environmental Safety Officer or designee shall conduct a comprehensive and thorough monthly inspection to ensure that the facility complies with applicable environmental safety and sanitation standards and regulatory codes (Attachment C).
- 2) Each program manager or designee shall be present when the Environmental Safety Officer performs inspections of areas such as the medical unit, the warehouse, storage rooms, shops, canteen, food services, etc. It is expected that joint inspections shall result in collaborative resolution of problems and deficiencies.
- The Environmental Safety Officer shall document whether there is compliance with prevention, identification and abatement activities.

b. Pest Control

- The Deputy Warden for Operations shall ensure a qualified person conducts monthly vermin and pest control inspections and can either document that pest control treatments are effective or recommend appropriate abatement.
- 2) The Environmental Safety Officer or designee shall monitor pest control and file a weekly report, noting any findings and remedial action.

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- c. Hazardous Materials. The Risk Manager and Fire/Safety Specialist shall, pursuant to PP 2920.3, "Control of Hazardous and Non-Hazardous Chemicals", conduct and document the annual hazards assessment, to include associated risks and appropriate response assessment for compliance with the use and maintenance of potentially hazardous areas, storage, and use of hazardous materials, equipment installation and use, and other safety-related issues.
- d. The Fire/Safety Specialist or designee shall conduct monthly inspections of portable eyewash stations to ensure performance compliance with the manufacturer's specifications. If a fixed eyewash station is used, the Fire/Safety Specialist shall test water quality and test water flow for a minimum of fifteen (15) minutes.
- e. The Facilities Maintenance manager shall ensure preventative maintenance, routine and emergency inspections, repairs and other appropriate corrective action are completed and documented in accordance with PP 7500.2, "Facilities Maintenance".

15. LOCAL INSPECTIONS.

- a. Department of Health
 - 1) The Department of Health (DOH) will conduct at least annual inspections for environmental safety and sanitation compliance at the CDF.
 - 2) The DOH Food Protection Branch conducts an annual inspection of the food services operation to include issues regarding the health and safety of food service workers and those inmates and staff who use the food service program.
 - 3) Upon receipt of the DOH report of findings, the Deputy Director for Operations shall ensure corrective actions are documented pursuant to PP 2920.4 'Inspections and Abatement Program'. Plans shall be completed within fifteen (15) days of receipt of the inspection report and corrective action obtained within ten (10) additional days.
- b. Water Supply. Facilities Management shall ensure that the facility's potable water source and supply is annually certified by an independent outside source as compliant with applicable laws and regulations.

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16. **ABATEMENT CORRECTIVE ACTION PLAN.** Upon receipt of a cited deficiency the Warden or designee, the affected Safety Officer and responsible managers shall develop a corrective action plan, implement procedures to address the problem(s) and document actions taken pursuant to PP 2920.4, "Inspections and Abatement Program".

17. **DOCUMENTATION**

- a. The Environmental Safety Officer shall maintain documentation of DOH inspections and corrective action plans and abatement.
- b. The Facility Maintenance Manager shall maintain documentation of inspections, abatement and certification in the following areas:
 - Certification of the institution's water supply by an independent qualified person that ensures compliance with all applicable local laws and regulations.
 - Water and sewage systems approved by local and state health departments and operated in continual compliance with local regulations.
 - 3) Inspection and testing of water and sewage systems and the food preparation areas conducted by an independent qualified person.
- c. The Fire/Safety Specialist shall maintain documentation of inspections, abatement and certification in the following areas:
 - 1) Compliance with all applicable fire safety codes.
 - Certification by a qualified inspector that travel distances to exits are in compliance with the National Fire Safety Code and that defective or inoperable fire equipment has been repaired or replaced.

<u>Attachments</u>

Attachment A	CDF Weekly Safety/Sanitation Inspection Report
Attachment B	CDF Daily Environmental Inspection Report
Attachment C	CDF Monthly Cellblock Inspection Report
Attachment D	CDF Monthly Common Areas Inspection Report



WEEKLY SAFETY/SANITATION INSPECTION REPORT

Week of Area Inspected	l	Inspector	
Instructions: This form is to be used weekly inspector shall look behind, under and arou			is.
Items inspected will be graded by o	n e of the fo	ollowing corresponding letters:	
S = SatisfactoryN = Needs Minor AdjustmentNA = Non-Applicable		corrected On-Site reficient (Work Request Entered)	
SAFETY (Fire & General)	Score	SANITATION	Score
Fire Extinguishers – Gauges Full		Wall surfaces clean	
Fire Extinguishers in proper places		Floor clean	
Cell rooms free of contraband/trash		Air vents free of dust and debris	
Emergency Exit doors and lights		Corners/Baseboards clean	
Emergency Exits free of obstructions		Storage Areas clean and neat	
Evacuations route maps posted		Windows clean/free of obstructions	
Cell doors/locks in proper operations		Stairwells/Corridors free of	ĺ
		obstructions	
Electrical cords in proper use		Offices/Control rooms clean/neat	
Extension cords not overloaded		Toilets & Sinks clean and functional	
Electrical outlets/covers in good condition		Wet floors signs used	
Electrical fixtures/appliances in good condition		Showers clean, no mildew/soap scum	
Combustible items properly stored		Laundry room clean w/no chemicals or cleaning supplies stored	
No flammable items in unauthorized areas		Cells maintained properly, clean and neat	
Sprinkler heads clean/free of obstructions		Cell lockers free of contraband/food	
Hazardous chemicals in authorized areas		Sink, Microwave & TV areas clean	
MSDS sheets posted or accessible		Canteen items properly stored	
Chemicals properly labeled and stored		Lights working properly	
Chemical issuance performed by policy		Exterior lights working properly	
Personal Protective Equipment available		Chemical rooms clean and secured	
First aid kits/Spill kits fully stocked		No visible signs of pest infestation	
Other Safety Hazards		Other sanitation problems	
		Soap dispensers present and filled	
		Towel dispensers present and filled	
NOTES:			

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Shower Lower Left											
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Shower Lower Right											
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Control Gates											
Stairs											
Common Areas											



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		Flush			Water	Low Pressure		Cold Water		Exposed\ Broken	Damaged/ Missing	Flow	Cold	Hot		Toilet Dirty	Dirty Graffit	Dirty	Bed/ Desk	Covered	Or cover
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Cell	L T	oilet				Sink			El	ectrical		Vent	latio	n	Door	Clear	nlines	ss	Neatne	ss	Cell Insp. Sheet
	Clog	Flush	Leak		No Water	High \ Low Pressure	Leak	No Hot/ Cold Water	No Light	Exposed\ Broken	Light Cover Damaged On Missing	Flow	Too Cold	Too Hot		Sink Toilet Dirty	Walls Dirty Graffi	Floors Dirty	Messy Bed/ Desk	Vent Covered	Mattress
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				Accep	table	Unacci P-	eptable 1	Accept	able L	Inacceptable P-1	Acceptable	e Una	acceptabl P-1	е	Acceptable	Un	acceptal P-1	ole	Acceptable	Unac F	ceptable 2-1
	PERATUR	E																			
HUMI	DITY																				
CO2							-														
ICFM																					



Date Cellblock <u>Shift #</u> Officer/ Inspector Priority one reported to (Name of individual)												Priority O	ne Prob	lem = I	P1						
Date _ Officer/ I	nspector	Cell	lblock		Shift # Priority	one reporte	d to (Nar	me of individ	lual)			Time Prio	rity One I	Reporte	ed						
Cell	T	oilet				Sink			El	ectrical		Venti	latio	n	Door	Clear	nlines	s	Neat	ness	Cell Insp. Sheet
	Clog P1	Can't Flush P1	Leak	Clog P-1	No Water P-1	High \ Low Pressure	Leak	No Hot/ Cold Water	No Light	Wires Exposed\ Broken Switch P-1	Light Cover Damaged Or Missing		Too Cold	Too Hot		Sink Toilet Dirty	Walls Dirty Graffi	Floors Dirty	Messy Bed/ Desk	Vent Covered	Mattress Or cover
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MEAS							CELL			CELL#				CELL#				ELL#			
Acceptable Unacceptable P-1					Accept	able l	Jnacceptable P-1	Acceptable		cceptable P-1	е	Acceptable	Un	acceptat P-1	ole A	cceptable	Unacce P-1	ptable			
TEMPERATURE																					
HUMI	OITY																				
CO2																					
ICFM																					



												Priority C	ne Prob	lem = F	P1						
Date _ Officer/	nspector	Cell	block		<u>Shift #</u>	Priority	one rep	orted to (Na	me of indivi	dual)		Time Prio	ority One	Reporte	ed				_		
Cell	Т	oilet				Sink			El	ectrical		Venti	latio	n	Door	Clear	lines	s	Neati	ness	Cell Insp. Sheet
	Clog P1	Can't Flush P1	Leak	Clog P-1	No Water P-1	High \ Low Pressure	Leak	No Hot/ Cold Water	No Light		Light Cover Damaged Or Missing	Poor Air Flow P-1	Too Cold	Too Hot	Broken P-1	Sink Toilet Dirty	Walls Dirty Graffi	Floors Dirty	Messy Bed/ Desk	Vent Covered	Mattress Or cover
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				Accept	table	Unacce P-1		Accept	able (Jnacceptable P-1	Acceptable	e Una	cceptable P-1	е	Acceptable	Un	acceptab P-1	ole A	cceptable	Unacce _l P-1	otable
	ERATUR	<u>E</u>																			
HUMII	OITY		-							<u>-</u>							-				
CO2																					
ICEM																					



Date:	Cellblock:
Officer/Inspector:	Shift: #

Tier	Showers						Мор	Closets		Chase C	losets	Dayroom	Phone	Gym	
	No Hot Or No Cold Water	Drain Backup	Broken/ low pressure	L e a k	Torn or missing curtain	Dirty	Leak	No hot or cold water	No vacuum breaker	Dirty	Leak	Dirty	Dirty	Out of order	Dirty
UL															
LL															
UR															
LR															

Inspection Conducted by: _	Date:	
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Time:_____ Cell Block: _____

PP 2920.8 Attachment D Page 1 of 4

Common Areas								
AREAS INSPECTED								
1. CEILING:								
Water leakage, peeling paint								
(paint over peeling paint)								
Hole/crumbling-loose plaster								
Graffiti								
Cracked								
Dirty/mildew								
2. WALLS:								
Water leakage								
Graffiti/dirty/mildew/feces/blood								
Dry spit on walls								
Peeling paint/not pretreated before								
painting								
Hole/crumbling-loose plaster								
Crack in walls/around windows								
3. FLOOR:								
Standing water								
Loose/broken/missing tiles								
Cracked/damaged								
Dirty								
Hole in floor surface								
4. WINDOWS:								
Frame rusted/damaged								
Covered/painted								
Broken/cracked glass								
5. VENTILATION:								
Broken/missing grill								
Vent obstructed								
No ventilation								
Dirty exhaust vent								
Room temperature less than 65° F.								
6. SHOWER:								
Mildew/dirty								
Torn curtains								
Dirty curtains								
Leaking-head/knob broken								
Low water pressure								
Short action								
Needs caulking/grout								
Clogged drain								
Drain cover missing								
Shower mildew deposits								
Low water pressure								
No water								
Toilet partition loose								
Dirty/mineral deposits								



Time:_____ Cell Block: _____

PS 2920.8 Attachment D Page 2 of 4

Common Areas

Common Areas									
AREAS INSPECTED									
Dirty/mineral deposits/rust									
11. LIGHTING									
Light bulb burned out/missing									
Lamp fixture damaged/broken									
Fixture painted									
Paper in light fixture									
Dirty (dead bugs/toothpaste)									
20 ft. candle light-working area									
30 ft. candle light – living/study area									
Lamp cover missing/damaged									
Light switch damaged/not working									
12. EXIT LIGHT: broken/not working									
13. ELECTRICAL CABLES:									
exposed									
14. ELECTRICAL PANELS: used for storage									
15. FIRE EXTINGUISHER:									
missing/outdated									
16. EMERGENCY LIGHTS:									
positioned OK	-+		-						
Vermin infestation/rodent droppings									
Light out									
18. ALARM SYSTEM: disconnected									
19. SMOKE DETECTOR: turned									
off/inoperable									
20. WATER COOLER: not									
working/damaged									



PS 2920.8 Attachment D Page 3 of 4

Date:	Time: Ce				Cell Block:								
Common Areas													
AREAS INSPECTED													
21. FIRST AID KIT:													
unsealed/unavailable													
22. WING CARD: not filled													
out/incomplete 23. SICK CALL ROOM: liquid soap						+							
w/dispenser available													
Paper towels available													
No hot/cold water													
Floor dirty													
Walls dirty													
24. MOP CLOSET													
Dirty													
No vacuum breaker/missing													
Mop head dirty/bucket dirty													
25. CHASE PANEL													
Dirty/signs of rodent/vermin													
Leaking pipes													
26. DAYROOM													
Dirty/signs of rodent/vermin													
27. PHONES													
Out of Order													
28. GYM													
Dirty/signs of rodent/vermin													
Broken Exercise Equipment													
Peeling Paint													
29. ENVIRONMENTAL MEASURES	Cell #	_		Cell #		Се			Cell #		Cell #		
_	Pass	F	ail	Pass	Fail	Pas	SS	Fail	Pass	Fail	Pass	Fail	
Temperature					1								
Humidity													
CO2													
ICFM													
RA A IA	ITENIA	NIC	<u> </u>	FFICIFI	ICIEC	NOT	-D /	EVDI	A 11.1				

MAINTENANCE DEFICIENCIES NOTED (EXPLAIN)									
Plumbing:									
Action Taken:									



Cell Block:

Time:_

PS 2920.8 Attachment D Page 4 of 4

Electrical:			
Action Tolons			
Action Taken:			
Other:			
•			
Action Taken:			
Safety Officer	Date	Program Manager	Date

NOTE: If deficiencies are observed, please indicate by placing a check mark in the appropriate square.