

DATE:	JULY 3, 2018
NUMBER:	L.2
SUBJECT:	SANITATION AND HYGIENE INSPECTIONS
RELATED SECTIONS:	<a href="#">L.4</a>
IN COMPLIANCE WITH:	California Code, Health and Safety Code - HSC § 101045

**PURPOSE**

To establish a policy of regularly scheduled inspections to ensure the facility will be kept clean and sanitary.

**POLICY**

Each facility will schedule, on a regular basis, hygiene inspections with reports submitted by the inspectors to the facility commander.

**PROCEDURE**

- I. Each facility will have a weekly hygiene inspection conducted by designated staff members. These staff members will inspect and have deficiencies corrected and reported to the facility commander.
  - A. Each facility will have a plan outlined in a policy green sheet as to how this inspection will be conducted.
  - B. The plan should include incentives and sanctions based on a rating system outlined in the facility green sheet.
  - C. Hygiene inspection results will be logged into JIMS utilizing the area activity and inspection dropdown, with the outcome documented in the description or notes field.
  - D. The results of the hygiene inspection will be used to administer sanctions if needed.
  - E. Hard copies of completed weekly inspections will be kept on file for a period of six months.
  
- II. Per Section California Code, Health and Safety Code - HSC §101045, each facility will have an annual health and sanitation inspection done by the county health officer. The purpose of this annual inspection is to verify each facility is clean and sanitary on a continual basis.